

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896

www.montereypark.ca.gov



Library Board of Trustees

Members

Jason Dhing
Lisa Duong
Larry Sullivan
Jennifer Tang
Andrew Yam

Staff Liaison

Diana Garcia

MONTEREY PARK BRUGGEMEYER LIBRARY BOARD OF TRUSTEES AGENDA

Special Meeting

TUESDAY
October 20, 2020
6:00 p.m.

NOTE THAT THIS MEETING WILL BE CONDUCTED PURSUANT TO SECTION 3 OF EXECUTIVE ORDER NO. N-29-20 ISSUED BY GOVERNOR NEWSOM ON MARCH 17, 2020.

ACCORDINGLY, LIBRARY BOARD OF TRUSTEES MEMBERS WILL BE PROVIDED WITH A MEETING LOGIN NUMBER AND CONFERENCE CALL NUMBER; THEY WILL NOT BE PHYSICALLY PRESENT IN THE LIBRARY.

PURSUANT TO THE GOVERNOR'S ORDER, THE PUBLIC MAY PROVIDE PUBLIC COMMENT UTILIZING THE METHODS SET FORTH BELOW.

NOTE THAT THE LIBRARY IS CURRENTLY CLOSED TO THE PUBLIC. YOU WILL NOT BE ADMITTED TO THE LIBRARY.

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services

Documents related to an Agenda item are available for public inspection on the City's website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering **Zoom Meeting ID: 827 1529 8477** and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified and you will be in the rotation to make a public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

CALL TO ORDER President of Library Board of Trustees at 6:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam and Jennifer Tang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees’ subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the special meeting of September 15, 2020
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. **RECEIPT AND EXPENDITURE REPORT:**
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. **TRUST AND AGENCY ACCOUNT REPORT:**
Monthly report on Balances in Library Trust and Agency Accounts
- c. **LIBRARY FINES REPORT:**
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. PRESIDENT'S REPORT

5. CITY LIBRARIAN'S REPORT

NEW BUSINESS

6. REVISED COMMISSION/COMMITTEE/BOARD HANDBOOK

Distribution of 2020 revised Handbook for Commissions, Committees and Boards

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report
- (2) Take such additional, related, action that may be desirable.

7. GET FIT WHILE YOU SIT

Presentation of report on outcome of the Get Fit While You Sit grant project

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report
- (2) Take such additional, related, action that may be desirable.

8. HOLIDAY PARTY

Based upon the City's existing COVID-19 policies, City staff cannot conduct an in-person Holiday Party. Accordingly:

It is recommended that the Library Board of Trustees:

- (1) Discuss alternatives to in-person celebrations; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular meeting from Library Board members

ADJOURNMENT

The next regular meeting is scheduled for November 17, 2020 at 6:00 p.m.



Library Board of Trustees Staff Report

DATE: October 20, 2020

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the special meeting of September 15, 2020;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a series of loops and a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a stylized 'G' and 'K' with a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. September 15, 2020 special meeting minutes

ATTACHMENT 1
Minutes
Special Meeting
September 15, 2020

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting**

September 15, 2020

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a special virtual meeting on Tuesday, September 15, 2020 at 6:00 p.m.

CALL TO ORDER:

Trustee Sullivan called the meeting to order at 6:05 p.m.

FLAG SALUTE:

Trustee Duong led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Larry Sullivan, Lisa Duong, Jason Dhing and Jennifer Tang

BOARD MEMBERS ABSENT:

Andrew Yam

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary; Kristin Olivarez, Children's Services Senior Librarian

City Librarian Garcia stated that this meeting will be conducted pursuant to section 3 of Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020.

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. It is requested that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: **841 3934 7132** and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then the Library office will be notified and the participant will be in the rotation to make a public comment.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the special meeting of August 18, 2020

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of August 18, 2020 as presented.

MOTION: Moved by Trustee Duong and seconded by Trustee Tang.
Motion carried by the following vote:
AYE: Trustees Sullivan, Duong, Dhing and Tang
NO: None
ABSTAIN: None
ABSENT: Trustee Yam

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

City Librarian Garcia noted that the Receipt and Expenditures Report: Expenditures Summary Reports for July and August 2020 were provided to the Library Board after the publication of the agenda and informational packet but prior to the meeting.

Trustee Sullivan asked if the delay in closing out fiscal year 2019/20 had any effect on the budget for fiscal year 2020/21. City Librarian Garcia stated that waiting to close out the fiscal year was just an accounting practice. There is no impact from this as the budget for fiscal year 2020/21 has already been approved.

In response to Trustee Sullivan's query, City Librarian Garcia stated that expenditures for most categories are lower than the percentage of the fiscal year completed. She noted that some expenses such as salaries and benefits are fixed while others such as utilities, repairs and maintenance, and supplies can vary from month to month

Trustee Sullivan asked why there were charges to fund 0454 Literacy Passport Trust Grant account when the passport office has been closed. City Librarian Garcia said that she would look into this (please note: after researching the charges, they were found to be partial salary and benefits costs for a full-time LAMP employee who is currently working).

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION: Moved by Trustee Duong and seconded by Trustee Dhing.
Motion carried by the following vote:
AYE: Trustees Sullivan, Duong, Dhing and Tang
NO: None
ABSTAIN: None
ABSENT: Trustee Yam

4. PRESIDENT’S REPORT:

Trustee Sullivan once again commended library staff, saying that they are doing outstanding work and he could not be any prouder of them. He noted that the Library Board was here to help. Trustee Tang commended the library’s virtual presentations to schools, noting that there are so many potential obstacles to distance learning and that the library’s eBooks and other online resources help greatly. Trustee Duong admired the comprehensive nature of the written report and commended the effort by staff to offer services to a variety of residents. Trustee Dhing echoed the comments by the other Library Board members, saying that staff are doing a great job on all of the different programs they are offering.

5. CITY LIBRARIAN’S REPORT:

City Librarian Garcia announced that Senior Librarian Deborah Niblick and consultants Debbie Sottek and Priscila Davila would be presenting an update on the City’s CDBG post-COVID recovery programs at the City Council meeting on September 16. In addition to her regular duties, Senior Librarian Niblick has served as the CDBG and HOME Program Coordinator for the City, working to facilitate assistance to small business owners and renters in the community.

Sora E-Book Sharing with AUSD

City Librarian Garcia reported that Alhambra Unified School District students will soon be able to access the library’s eBook collection through Sora and OverDrive. The library uses OverDrive as its eBook platform. Via the Sora app, AUSD students will be allowed to check out age-appropriate materials using their school credentials. Teachers can also access adult materials. AUSD has approximately 180 items in its digital collection. Sharing collections also provides access to the collections of other libraries in the Southern California Digital Library Consortium, resulting in access to nearly 8,000 additional children’s and YA items alone. Garvey Unified School District and Montebello Unified School District do not have the Sora app at this time but library staff will contact them to see if they would be interested in signing up.

E-Books are checked out and automatically returned after the designated time frame expires. Trustee Duong asked if there could be multiple concurrent borrows of one item. City Librarian Garcia said that this depends on how many copies of each title are available, as a checkout removes the title from availability. Trustee Dhing asked if libraries get multiple licenses of a title or only one copy. City Librarian Garcia said that this depends on the popularity of the title. In response to Trustee Sullivan’s question, City Librarian Garcia stated that patrons can place holds on titles and be notified when the book is available to check out. Trustee Sullivan asked how the library would be publicizing this service. City Librarian Garcia stated that once it is confirmed that the system is working, AUSD will reach out to students and teachers.

Apollo Instructional Videos

City Librarian Garcia shared the second video created by Children's Librarian Lauren Frazier instructing patrons how to navigate the library's new online catalog. This video teaches patrons how to place reserves and requests and view their checkout history.

Home Delivery Program

Starting September 17, the library in partnership with Recreation and Community Services will offer monthly delivery of up to five items to seniors and other home-bound residents of Monterey Park. Patrons apply to participate in the service, and once approved, staff work with them to select materials and schedule delivery. Items are checked out until the next month's pickup. Patrons can renew items but can only have up to five items checked out at a time. The program will accommodate up to 40 participants city-wide.

Get Fit While You Sit

The library successfully applied for a California State Library grant to provide in-person low-impact exercise programs at local retirement homes. Due to the COVID-19 pandemic, library staff had to pivot and change the program from outreach to remote activity. Senior Librarian Deb Niblick and Reference Librarian Maggie Wang created and presented a series of exercise programs conducted in English and Mandarin that was filmed and will be shown on MPK-TV and posted on YouTube. Flyers promoting the video series are being included in Meals-on-Wheels deliveries to home-bound seniors.

Popsicle Parade

City Librarian Garcia and Children's Senior Librarian participated in the City-sponsored Popsicle Parade on September 9 at Langley Center. The City's Police Department, Library and Census Bureau personnel gave away frozen ice pops to those who stopped by while Census Bureau staff answered questions about Census 2020 and helped residents fill out the survey. Library staff provided information on library activities. City Librarian Garcia noted that it was good to be out of the building and see people including patrons they recognized as well as Trustee Dhing who also attended.

Trustees Sullivan and Dhing stated that they loved the new two-sided message sign placed near the library entrance on Ramona Avenue.

Trustee Dhing noted that on page 10, there is an unneeded word: Staff also completed weeding the music CD collection and as is currently working on the Nonfiction DVD collection.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Tang noted that she had emailed City Librarian Garcia asking if the library could provide wireless/contactless printing for those who do not have access to a computer printer and used to come to the library to print their documents.

Trustee Dhing stated that the last day of contacting residents at their homes to encourage and assist them in responding to Census 2020 would be Saturday, September 19. Enumerators would then start counting the homeless. Trustee Dhing noted that almost all residents in Monterey Park

have been contacted. Census workers continue to do everything they can do to increase participation and response rates.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 6:53 p.m. The next meeting of the Library Board of Trustees will be held on October 20, 2020 at 6:00 p.m.

City Librarian

DRAFT



Library Board of Trustees Staff Report

DATE: October 20, 2020

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, Trust and Agency Account Report and Library Fines Report for September 2020.

Please note explanation for the Library Fines Report.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for September 2020
2. Trust and Agency Account Report for September 2020
3. Library Fines Report for September 2020

ATTACHMENT 1
Receipt and Expenditure Report
September 2020



10/13/2020 16:40
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

1
glytdbud

FOR 2021 03

ACCOUNTS FOR:
101 GENERAL FUND

| | ORIGINAL APPROP | TRANSFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|-----------------|--------------------|----------------|--------------|--------------|------------------|----------|
| 1016001 GENERAL FUND LIB ADMIN | | | | | | | |
| 1016001 5103 PERMANENT SALARIES | 180,708 | 0 | 180,708 | 38,310.71 | .00 | 142,397.29 | 21.2% |
| 1016001 5104 PART TIME SALARIES | 53,062 | 0 | 53,062 | 5,238.44 | .00 | 47,823.56 | 9.9% |
| 1016001 5121 MEDICARE INSURANCE | 3,416 | 0 | 3,416 | 686.32 | .00 | 2,729.68 | 20.1% |
| 1016001 5122 MEDICAL INSURANCE | 19,204 | 0 | 19,204 | 4,754.77 | .00 | 14,449.23 | 24.8% |
| 1016001 5125 DENTAL INSURANCE | 938 | 0 | 938 | 232.95 | .00 | 705.05 | 24.8% |
| 1016001 5126 ADMINISTRATION VIS | 436 | 0 | 436 | 107.70 | .00 | 328.30 | 24.8% |
| 1016001 5127 LONG TERM DISABILI | 1,152 | 0 | 1,152 | 283.64 | .00 | 868.36 | 24.6% |
| 1016001 5128 LIFE INSURANCE | 780 | 0 | 780 | 192.30 | .00 | 587.70 | 24.7% |
| 1016001 5133 CITY 401 PLAN | 650 | 0 | 650 | 100.00 | .00 | 550.00 | 15.4% |
| 1016001 5208 DUES MEMBERSHIPS | 4,450 | 0 | 4,450 | 750.00 | 3,591.00 | 109.00 | 97.6% |
| 1016001 5213 ADMIN DATA PROCESS | 87,721 | 320 | 88,041 | 21,922.00 | 320.00 | 65,799.00 | 25.3% |
| 1016001 5251 REPAIR AND MAINT B | 15,000 | 2,730 | 17,730 | 3,741.96 | .00 | 13,988.37 | 21.1% |
| 1016001 5254 REPAIR AND MAINT M | 17,340 | 0 | 17,340 | 435.00 | .00 | 16,905.00 | 2.5% |
| 1016001 5265 MILEAGE | 700 | 0 | 700 | .00 | .00 | 700.00 | 0.0% |
| 1016001 5266 CONFERENCES | 5,000 | 0 | 5,000 | -363.00 | .00 | 5,363.00 | -7.3% |
| 1016001 5269 ELECTRICITY | 121,100 | 0 | 121,100 | 25,090.55 | .00 | 96,009.45 | 20.7% |
| 1016001 5270 GAS | 6,500 | 0 | 6,500 | 59.26 | .00 | 6,440.74 | 9% |
| 1016001 5272 TELEPHONE | 4,000 | 0 | 4,000 | 975.51 | .00 | 3,024.49 | 24.4% |
| 1016001 5303 POSTAGE | 800 | 0 | 800 | 2.40 | .00 | 797.60 | 3% |
| 1016001 5308 OTHER OFFICE SUPPL | 3,500 | 0 | 3,500 | 296.53 | .00 | 3,203.47 | 8.5% |
| 1016001 5310 CLEANING SUPPLIES | 15,000 | 0 | 15,000 | 458.87 | .00 | 14,541.13 | 3.1% |
| 1016001 5342 PRINTING | 500 | 0 | 500 | .00 | .00 | 500.00 | 0.0% |
| 1016001 5402 SEPARATION BENEFIT | 14,800 | 0 | 14,800 | 2,775.00 | .00 | 12,025.00 | 18.8% |
| 1016001 5408 WORKERS COMPENSATI | 5,200 | 0 | 5,200 | 1,294.00 | .00 | 3,906.00 | 24.9% |
| TOTAL GENERAL FUND LIB ADMIN | 561,957 | 3,050 | 565,007 | 107,344.91 | 3,911.00 | 453,751.42 | 19.7% |
| 1016002 GENERAL FUND REFERENCE N ADULT | | | | | | | |
| 1016002 5103 PERMANENT SALARIES | 164,352 | 0 | 164,352 | 35,341.08 | .00 | 129,010.92 | 21.5% |
| 1016002 5121 MEDICARE INSURANCE | 3,513 | 0 | 3,513 | 569.74 | .00 | 2,943.26 | 16.2% |
| 1016002 5122 MEDICAL INSURANCE | 23,931 | 0 | 23,931 | 5,907.57 | .00 | 18,023.43 | 24.7% |
| 1016002 5125 DENTAL INSURANCE | 1,329 | 0 | 1,329 | 332.25 | .00 | 996.75 | 25.0% |
| 1016002 5126 VISION PLAN | 578 | 0 | 578 | 144.48 | .00 | 433.52 | 25.0% |
| 1016002 5127 LONG TERM DISABILI | 792 | 0 | 792 | 198.00 | .00 | 594.00 | 25.0% |
| 1016002 5128 LIFE INSURANCE | 624 | 0 | 624 | 156.00 | .00 | 468.00 | 25.0% |
| 1016002 5133 401 DEFERRED COMP | 2,340 | 0 | 2,340 | 390.00 | .00 | 1,950.00 | 16.7% |
| 1016002 5207 LIBRARY DATABASES | 5,000 | 0 | 5,000 | .00 | .00 | 5,000.00 | .0% |

ACCOUNTS FOR:
101 GENERAL FUND

| GENERAL FUND | ORIGINAL APPROP | TRANSFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|-----------------|--------------------|----------------|--------------|--------------|------------------|----------|
| 1016002 5308 OTHER OFFICE SUPPL | 2,200 | 0 | 2,200 | 133.42 | .00 | 2,066.58 | 6.1% |
| 1016002 5346 BOOKS SUBSCRIPTION | 25,000 | 0 | 25,000 | 6,409.46 | .00 | 18,590.54 | 25.6% |
| 1016002 5402 SEPERATION BENEFIT | 15,400 | 0 | 15,400 | 2,883.00 | .00 | 12,517.00 | 18.7% |
| 1016002 5408 WORKERS COMPENSATI | 5,200 | 0 | 5,200 | 1,294.00 | .00 | 3,906.00 | 24.9% |
| TOTAL GENERAL FUND REFERENCE N ADULT | 250,259 | 0 | 250,259 | 53,759.00 | .00 | 196,500.00 | 21.5% |
| 1016003 GENERAL FUND TECHNICAL SERVICE | | | | | | | |
| 1016003 5103 PERMANENT SALARIES | 269,808 | 0 | 269,808 | 58,283.54 | .00 | 211,524.46 | 21.6% |
| 1016003 5121 MEDICARE INSURANCE | 3,913 | 0 | 3,913 | 887.09 | .00 | 3,025.91 | 22.7% |
| 1016003 5122 MEDICAL INSURANCE | 47,952 | 0 | 47,952 | 11,987.94 | .00 | 35,964.06 | 25.0% |
| 1016003 5125 DENTAL INSURANCE | 3,191 | 0 | 3,191 | 797.58 | .00 | 2,393.42 | 25.0% |
| 1016003 5126 VISION PLAN | 970 | 0 | 970 | 242.34 | .00 | 727.66 | 25.0% |
| 1016003 5127 LONG TERM DISABILI | 1,584 | 0 | 1,584 | 396.00 | .00 | 1,188.00 | 25.0% |
| 1016003 5128 LIFE INSURANCE | 1,248 | 0 | 1,248 | 312.00 | .00 | 936.00 | 25.0% |
| 1016003 5133 401 DEFERRED COMP | 2,340 | 0 | 2,340 | 480.00 | .00 | 1,860.00 | 20.5% |
| 1016003 5213 DATA PROCESSING SE | 14,175 | 0 | 14,175 | 2,382.64 | .00 | 11,792.36 | 16.8% |
| 1016003 5254 REPAIR AND MAINT M | 62,954 | 0 | 62,954 | 3,818.78 | 41,160.00 | 17,975.22 | 71.4% |
| 1016003 5313 SUPPLIES PROC.CATA | 6,500 | 0 | 6,500 | 318.61 | .00 | 6,181.39 | 4.9% |
| 1016003 5402 SEPERATION BENEFIT | 18,700 | 0 | 18,700 | 3,504.00 | .00 | 15,196.00 | 18.7% |
| 1016003 5408 WORKERS COMPENSATI | 7,200 | 0 | 7,200 | 1,800.00 | .00 | 5,400.00 | 25.0% |
| TOTAL GENERAL FUND TECHNICAL SERVICE | 440,535 | 0 | 440,535 | 85,210.52 | 41,160.00 | 314,164.48 | 28.7% |
| 1016004 GENERAL FUND CIRCULATION | | | | | | | |
| 1016004 5103 PERMANENT SALARIES | 217,184 | 0 | 217,184 | 41,105.99 | .00 | 176,078.01 | 18.9% |
| 1016004 5121 MEDICARE INSURANCE | 3,150 | 0 | 3,150 | 642.37 | .00 | 2,507.63 | 20.4% |
| 1016004 5122 MEDICAL INSURANCE | 52,505 | 0 | 52,505 | 10,261.11 | .00 | 42,243.89 | 19.5% |
| 1016004 5125 DENTAL INSURANCE | 3,311 | 0 | 3,311 | 651.72 | .00 | 2,659.28 | 19.7% |
| 1016004 5126 VISION PLAN | 1,112 | 0 | 1,112 | 223.38 | .00 | 888.62 | 20.1% |
| 1016004 5127 LONG TERM DISABILI | 1,584 | 0 | 1,584 | 297.00 | .00 | 1,287.00 | 18.8% |
| 1016004 5128 LIFE INSURANCE | 1,248 | 0 | 1,248 | 234.00 | .00 | 1,014.00 | 18.8% |
| 1016004 5133 401 DEFERRED COMP | 4,680 | 0 | 4,680 | 630.00 | .00 | 4,050.00 | 13.5% |
| 1016004 5254 REPAIR AND MAINT M | 8,100 | 0 | 8,100 | 5,109.54 | .00 | 2,990.46 | 63.1% |
| 1016004 5313 LIBRARY SUPPLIES | 2,000 | 0 | 2,000 | 676.17 | .00 | 1,323.83 | 33.8% |
| 1016004 5402 SEPERATION BENEFIT | 28,900 | 0 | 28,900 | 5,412.00 | .00 | 23,488.00 | 18.7% |
| 1016004 5408 WORKER COMPENSATIO | 9,100 | 0 | 9,100 | 2,269.00 | .00 | 6,831.00 | 24.9% |
| TOTAL GENERAL FUND CIRCULATION | 332,874 | 0 | 332,874 | 67,512.28 | .00 | 265,361.72 | 20.3% |

FOR 2021 03

ACCOUNTS FOR:
101 GENERAL FUND

| | ORIGINAL APPROP | TRANSFRS/ADJUSTMNTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|-----------------|---------------------|----------------|--------------|--------------|------------------|----------|
| 1016005 GENERAL FUND LITERACY | | | | | | | |
| 1016005 5103 PERMANENT SALARIES | 83,424 | 0 | 83,424 | 17,577.27 | .00 | 65,846.73 | 21.1% |
| 1016005 5121 MEDICARE INSURANCE | 396 | 0 | 396 | 255.91 | .00 | 140.09 | 64.6% |
| 1016005 5122 MEDICAL INSURANCE | 17,617 | 0 | 17,617 | 4,565.64 | .00 | 13,051.36 | 25.9% |
| 1016005 5125 DENTAL INSURANCE | 1,287 | 0 | 1,287 | 335.40 | .00 | 951.60 | 26.1% |
| 1016005 5126 VISION PLAN | 363 | 0 | 363 | 94.67 | .00 | 268.33 | 26.1% |
| 1016005 5127 LONG TERM DISABILI | 456 | 0 | 456 | 118.80 | .00 | 337.20 | 26.1% |
| 1016005 5128 LIFE INSURANCE | 287 | 0 | 287 | 71.21 | .00 | 215.79 | 24.8% |
| 1016005 5133 401 DEFERRED COMP | 1,300 | 0 | 1,300 | .00 | .00 | 1,300.00 | .0% |
| 1016005 5402 SEPARATION BENEFIT | 7,000 | 0 | 7,000 | 1,308.00 | .00 | 5,692.00 | 18.7% |
| 1016005 5408 WORKERS COMPENSATI | 2,700 | 0 | 2,700 | 675.00 | .00 | 2,025.00 | 25.0% |
| TOTAL GENERAL FUND LITERACY | 114,830 | 0 | 114,830 | 25,001.90 | .00 | 89,828.10 | 21.8% |
| 1016006 GENERAL FUND CHILDREN SERV | | | | | | | |
| 1016006 5103 PERMANENT SALARIES | 197,829 | 0 | 197,829 | 41,811.82 | .00 | 156,017.18 | 21.1% |
| 1016006 5121 MEDICARE INSURANCE | 2,869 | 0 | 2,869 | 632.76 | .00 | 2,236.24 | 22.1% |
| 1016006 5122 MEDICAL INSURANCE | 28,649 | 0 | 28,649 | 7,162.17 | .00 | 21,486.83 | 25.0% |
| 1016006 5125 DENTAL INSURANCE | 1,641 | 0 | 1,641 | 410.16 | .00 | 1,230.84 | 25.0% |
| 1016006 5126 VISION PLAN | 654 | 0 | 654 | 163.44 | .00 | 490.56 | 25.0% |
| 1016006 5127 LONG TERM DISABILI | 1,188 | 0 | 1,188 | 297.00 | .00 | 891.00 | 25.0% |
| 1016006 5128 LIFE INSURANCE | 936 | 0 | 936 | 234.00 | .00 | 702.00 | 25.0% |
| 1016006 5207 LIBRARY DATABASES | 2,990 | 0 | 2,990 | 630.00 | .00 | 2,360.00 | 21.1% |
| 1016006 5313 LIBRARY SUPPLIES | 4,500 | 0 | 4,500 | 188.27 | .00 | 4,311.73 | 4.2% |
| 1016006 5346 BOOKS SUBSCRIPTION | 23,000 | 0 | 23,000 | 9,454.76 | .00 | 13,545.24 | 41.1% |
| 1016006 5402 SEPARATION BENEFIT | 14,900 | 0 | 14,900 | 2,787.00 | .00 | 12,113.00 | 18.7% |
| 1016006 5408 WORKERS COMPENSATI | 5,300 | 0 | 5,300 | 1,322.00 | .00 | 3,978.00 | 24.9% |
| TOTAL GENERAL FUND CHILDREN SERV | 285,055 | 0 | 285,055 | 65,093.38 | .00 | 219,961.62 | 22.8% |
| TOTAL GENERAL FUND | 1,985,510 | 3,050 | 1,988,560 | 403,921.99 | 45,071.00 | 1,539,567.34 | 22.6% |
| TOTAL EXPENSES | 1,985,510 | 3,050 | 1,988,560 | 403,921.99 | 45,071.00 | 1,539,567.34 | |



ACCOUNTS FOR:

112 LIBRARY PASSPORT SERVICES

ORIGINAL APPROP

TRANSFRS/ADJUSTMTS

REVISED BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

PCT USED

1126005 LIB PASSPORT TRUST LITERACY

| | | | | | | | |
|-----------------------------------|--------|---|--------|----------|-----|-----------|-------|
| 1126005 5103 PERMANENT SALARIES | 9,541 | 0 | 9,541 | 2,094.22 | .00 | 7,446.78 | 21.9% |
| 1126005 5104 PART TIME SALARIES | 17,707 | 0 | 17,707 | .00 | .00 | 17,707.00 | .0% |
| 1126005 5121 MEDICARE | 139 | 0 | 139 | 29.12 | .00 | 109.88 | 20.9% |
| 1126005 5122 MEDICAL INSURANCE | 2,549 | 0 | 2,549 | 416.76 | .00 | 2,132.24 | 16.3% |
| 1126005 5125 DENTAL INSURANCE | 192 | 0 | 192 | 32.00 | .00 | 160.00 | 16.7% |
| 1126005 5126 VISION PLAN | 51 | 0 | 51 | 8.42 | .00 | 42.58 | 16.5% |
| 1126005 5127 LONG TERM DISABILI | 64 | 0 | 64 | 10.56 | .00 | 53.44 | 16.5% |
| 1126005 5128 LIFE INSURANCE | 50 | 0 | 50 | 8.32 | .00 | 41.68 | 16.6% |
| 1126005 5130 PART TIME RETIREME | 551 | 0 | 551 | .00 | .00 | 551.00 | .0% |
| 1126005 5303 POSTAGE | 3,000 | 0 | 3,000 | .00 | .00 | 3,000.00 | .0% |
| TOTAL LIB PASSPORT TRUST LITERACY | 33,844 | 0 | 33,844 | 2,599.40 | .00 | 31,244.60 | 7.7% |
| TOTAL LIBRARY PASSPORT SERVICES | 33,844 | 0 | 33,844 | 2,599.40 | .00 | 31,244.60 | 7.7% |
| TOTAL EXPENSES | 33,844 | 0 | 33,844 | 2,599.40 | .00 | 31,244.60 | |



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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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glytdbud

FOR 2021 03

ACCOUNTS FOR:
300 DISASTER FUND

| | ORIGINAL APPROP | TRANSFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|-----------------|-------------------|----------------|--------------|--------------|------------------|----------|
| 3006001 FEMA LIB ADMIN | 0 | 0 | 0 | 1,799.96 | .00 | -1,799.96 | 100.0% |
| 3006001.5308 OTHER OFFICE SUPPL | 0 | 0 | 0 | 1,799.96 | .00 | -1,799.96 | 100.0% |
| TOTAL FEMA LIB ADMIN | 0 | 0 | 0 | 1,799.96 | .00 | -1,799.96 | 100.0% |
| TOTAL DISASTER FUND | 0 | 0 | 0 | 1,799.96 | .00 | -1,799.96 | 100.0% |
| TOTAL EXPENSES | 0 | 0 | 0 | 1,799.96 | .00 | -1,799.96 | |



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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

FOR 2021 03

ACCOUNTS FOR:
351 EL CIVIC EDUCATION GRANT

3516005 EL CIVIC EDU LITERACY

| | ORIGINAL APPROP | TRANSFERS/ADJUSTMS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|-----------------|--------------------|----------------|--------------|--------------|------------------|----------|
| 3516005 5103 PERMANENT SALARIES | 26,391 | 0 | 26,391 | 5,821.06 | .00 | 21,126.94 | 21.6% |
| 3516005 5121 MEDICARE INSURANCE | 6,601 | 0 | 6,601 | 82.44 | .00 | 308.56 | 21.1% |
| 3516005 5122 MEDICAL INSURANCE | 492 | 0 | 492 | 1,990.70 | .00 | 4,610.30 | 30.2% |
| 3516005 5125 DENTAL INSURANCE | 133 | 0 | 133 | 151.00 | .00 | 341.00 | 30.7% |
| 3516005 5126 VISION PLAN | 167 | 0 | 167 | 40.51 | .00 | 92.49 | 30.5% |
| 3516005 5127 LONG TERM DISABILI | 122 | 0 | 122 | 50.82 | .00 | 116.18 | 30.4% |
| 3516005 5128 LIFE INSURANCE | 10,157 | 0 | 10,157 | 37.31 | .00 | 84.69 | 30.6% |
| 3516005 5129 RETIREMENT | 246 | 0 | 246 | 2,905.82 | .00 | 7,251.18 | 28.6% |
| 3516005 5130 PART TIME RETIREME | 8,300 | 0 | 8,300 | .00 | .00 | 246.00 | .0% |
| 3516005 5402 SEPARATION BENEFIT | | | | 1,554.00 | .00 | 6,746.00 | 18.7% |
| TOTAL EL CIVIC EDU LITERACY | 53,557 | 0 | 53,557 | 12,633.66 | .00 | 40,923.34 | 23.6% |
| TOTAL EL CIVIC EDUCATION GRANT | 53,557 | 0 | 53,557 | 12,633.66 | .00 | 40,923.34 | 23.6% |
| TOTAL EXPENSES | 53,557 | 0 | 53,557 | 12,633.66 | .00 | 40,923.34 | |



FOR 2021 03

ACCOUNTS FOR:
352 LITERACY TRUST GRANT

| | ORIGINAL APPROP | TRANSFRS/ ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|--------------------|------------------------|-------------------|--------------|--------------|---------------------|-------------|
| 3526005 LITERACY TRUST LITERACY | | | | | | | |
| 3526005 5207 LIBRARY DATABASES | 2,257 | 2,347 | 4,604 | .00 | 2,347.00 | 2,257.00 | 51.0% |
| 3526005 5208 DUES AND MEMBERSHI | 215 | 0 | 215 | .00 | .00 | 215.00 | .0% |
| 3526005 5211 OTHER PROFESSIONAL | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| 3526005 5254 REPAIR AND MAINT M | 887 | 0 | 887 | .00 | .00 | 887.00 | .0% |
| 3526005 5265 MILEAGE AND PARKIN | 250 | 0 | 250 | .00 | .00 | 250.00 | .0% |
| 3526005 5308 OTHER OFFICE SUPPL | 3,500 | 0 | 3,500 | .00 | .00 | 3,500.00 | .0% |
| 3526005 5346 BOOKS SUBSCRIPTION | 3,500 | 0 | 3,500 | .00 | .00 | 3,500.00 | .0% |
| TOTAL LITERACY TRUST LITERACY | 10,909 | 2,347 | 13,256 | .00 | 2,347.00 | 10,909.00 | 17.7% |
| TOTAL LITERACY TRUST GRANT | 10,909 | 2,347 | 13,256 | .00 | 2,347.00 | 10,909.00 | 17.7% |
| TOTAL EXPENSES | 10,909 | 2,347 | 13,256 | .00 | 2,347.00 | 10,909.00 | |

FOR 2021 03

ACCOUNTS FOR:
353 CAL LIBRARY LITERACY SVC GRANT

| 3536005 CAL LIBRARY LITERACY SVC | ORIGINAL APPROP | TRANSFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--------------------------------------|-----------------|-------------------|----------------|--------------|--------------|------------------|----------|
| 3536005 5103 PERMANENT SALARIES | 18,385 | 0 | 18,385 | 3,922.49 | .00 | 14,462.51 | 21.3% |
| 3536005 5121 MEDICARE INSURANCE | 267 | 0 | 267 | 56.35 | .00 | 210.65 | 21.1% |
| 3536005 5122 MEDICAL INSURANCE | 4,193 | 0 | 4,193 | 691.30 | .00 | 3,501.70 | 16.5% |
| 3536005 5125 DENTAL INSURANCE | 310 | 0 | 310 | 51.60 | .00 | 258.40 | 16.6% |
| 3536005 5126 VISION PLAN | 86 | 0 | 86 | 14.20 | .00 | 71.80 | 16.5% |
| 3536005 5127 LONG TERM DISABILI | 107 | 0 | 107 | 17.82 | .00 | 89.18 | 16.7% |
| 3536005 5128 LIFE INSURANCE | 74 | 0 | 74 | 11.86 | .00 | 62.14 | 16.0% |
| 3536005 5129 RETIREMENT | 6,929 | 0 | 6,929 | 1,551.76 | .00 | 5,377.24 | 22.4% |
| 3536005 5130 PART TIME RETIREME | 475 | 0 | 475 | .00 | .00 | 475.00 | .0% |
| 3536005 5346 BOOKS SUBSCRIPTION | 0 | 0 | 0 | 1,195.64 | .00 | -1,195.64 | 100.0% |
| TOTAL CAL LIBRARY LITERACY SVC | 30,826 | 0 | 30,826 | 7,513.02 | .00 | 23,312.98 | 24.4% |
| TOTAL CAL LIBRARY LITERACY SVC GRANT | 30,826 | 0 | 30,826 | 7,513.02 | .00 | 23,312.98 | 24.4% |
| TOTAL EXPENSES | 30,826 | 0 | 30,826 | 7,513.02 | .00 | 23,312.98 | |

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

IP 9
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FOR 2021 03

ACCOUNTS FOR:
354 GET FIT WHILE YOU SIT

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANSFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|-----------------|-------------------|----------------|--------------|--------------|------------------|----------|
| 3546002 GET FIT WHILE YOU SIT | | | | | | | |
| 3546002 5211 OTHER PROFESSIONAL | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 3546002 5265 MILEAGE AND PARKIN | 162 | 0 | 162 | 98.52 | .00 | 63.48 | 60.8% |
| 3546002 5308 OTHER OFFICE SUPPL | 7,075 | 0 | 7,075 | 1,303.07 | .00 | 5,771.93 | 18.4% |
| TOTAL GET FIT WHILE YOU SIT | 8,237 | 0 | 8,237 | 1,401.59 | .00 | 6,835.41 | 17.0% |
| TOTAL GET FIT WHILE YOU SIT | 8,237 | 0 | 8,237 | 1,401.59 | .00 | 6,835.41 | 17.0% |
| TOTAL EXPENSES | 8,237 | 0 | 8,237 | 1,401.59 | .00 | 6,835.41 | |

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 03

ACCOUNTS FOR:
362 CDBG FUND

| | ORIGINAL APPROP | TRANSFRS/ADJUSTMNTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------------|-----------------|---------------------|----------------|--------------|--------------|------------------|----------|
| 3626001 CDBG LIB ADMIN | | | | | | | |
| 3626001 5103 PERMANENT SALARIES | 0 | 0 | 0 | 635.36 | .00 | -635.36 | 100.0% |
| 3626001 5121 EMPLOYER MEDICARE | 0 | 0 | 0 | 9.20 | .00 | -9.20 | 100.0% |
| 3626001 5122 MEDICAL INSURANCE | 0 | 0 | 0 | 46.16 | .00 | -46.16 | 100.0% |
| 3626001 5125 DENTAL INSURANCE | 0 | 0 | 0 | 1.35 | .00 | -1.35 | 100.0% |
| 3626001 5126 VISION PLAN | 0 | 0 | 0 | 1.26 | .00 | -1.26 | 100.0% |
| 3626001 5127 LONG TERM DISABILLI | 0 | 0 | 0 | 4.36 | .00 | -4.36 | 100.0% |
| 3626001 5128 LIFE INSURANCE | 0 | 0 | 0 | 2.70 | .00 | -2.70 | 100.0% |
| 3626001 5129 RETIREMENT | 0 | 0 | 0 | 230.37 | .00 | -230.37 | 100.0% |
| TOTAL CDBG LIB ADMIN | 0 | 0 | 0 | 930.76 | .00 | -930.76 | 100.0% |
| 3626002 CDBG REF N ADULT | | | | | | | |
| 3626002 5103 PERMANENT SALARIES | 77,868 | 0 | 77,868 | 16,734.76 | .00 | 61,133.24 | 21.5% |
| 3626002 5121 EMPLOYER MEDICARE | 1,130 | 0 | 1,130 | 254.55 | .00 | -875.45 | 22.5% |
| 3626002 5122 MEDICAL INSURANCE | 10,487 | 0 | 10,487 | 2,621.64 | .00 | 7,865.36 | 25.0% |
| 3626002 5125 DENTAL INSURANCE | 1,371 | 0 | 1,371 | 342.75 | .00 | 1,028.25 | 25.0% |
| 3626002 5126 VISION PLAN | 316 | 0 | 316 | 78.90 | .00 | 237.10 | 25.0% |
| 3626002 5127 LONG TERM DISABILLI | 396 | 0 | 396 | 99.00 | .00 | 297.00 | 25.0% |
| 3626002 5128 LIFE INSURANCE | 312 | 0 | 312 | 78.00 | .00 | 234.00 | 25.0% |
| 3626002 5129 RETIREMENT | 29,336 | 0 | 29,336 | 7,656.65 | .00 | 21,679.35 | 26.1% |
| 3626002 5133 CITY 401 PLAN | 650 | 0 | 650 | 150.00 | .00 | 500.00 | 23.1% |
| TOTAL CDBG REF N ADULT | 121,866 | 0 | 121,866 | 28,016.25 | .00 | 93,849.75 | 23.0% |
| TOTAL CDBG FUND | 121,866 | 0 | 121,866 | 28,947.01 | .00 | 92,918.99 | 23.8% |
| TOTAL EXPENSES | 121,866 | 0 | 121,866 | 28,947.01 | .00 | 92,918.99 | |

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 03

ACCOUNTS FOR:
506 RETIREMENT FUND

| | ORIGINAL APPROP | TRANFERS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|-----------------|--------------------|----------------|--------------|--------------|------------------|----------|
| 5066001 RECREATION LIB ADMIN | | | | | | | |
| 5066001 5129 RETIREMENT | 68,062 | 0 | 68,062 | 17,649.95 | .00 | 50,412.05 | 25.9% |
| 5066001 5130 PT RETIREMENT | 2,193 | 0 | 2,193 | 218.30 | .00 | 1,974.70 | 10.0% |
| TOTAL RECREATION LIB ADMIN | 70,255 | 0 | 70,255 | 17,868.25 | .00 | 52,386.75 | 25.4% |
| 5066002 RECREATION REF N ADULT | | | | | | | |
| 5066002 5129 RETIREMENT | 61,912 | 0 | 61,912 | 16,263.20 | .00 | 45,648.80 | 26.3% |
| 5066002 5130 PT RETIREMENT | 1,206 | 0 | 1,206 | .00 | .00 | 1,206.00 | .0% |
| TOTAL RECREATION REF N ADULT | 63,118 | 0 | 63,118 | 16,263.20 | .00 | 46,854.80 | 25.8% |
| 5066003 RECREATION TECHNICAL SERV | | | | | | | |
| 5066003 5129 RETIREMENT | 101,679 | 0 | 101,679 | 26,747.92 | .00 | 74,931.08 | 26.3% |
| 5066003 5130 PT RETIREMENT | 466 | 0 | 466 | .00 | .00 | 466.00 | .0% |
| TOTAL RECREATION TECHNICAL SERV | 102,145 | 0 | 102,145 | 26,747.92 | .00 | 75,397.08 | 26.2% |
| 5066004 RECREATION CIRCULATION | | | | | | | |
| 5066004 5129 RETIREMENT | 81,892 | 0 | 81,892 | 16,458.80 | .00 | 65,433.20 | 20.1% |
| 5066004 5130 PT RETIREMENT | 3,002 | 0 | 3,002 | .00 | .00 | 3,002.00 | .0% |
| TOTAL RECREATION CIRCULATION | 84,894 | 0 | 84,894 | 16,458.80 | .00 | 68,435.20 | 19.4% |
| 5066005 RECREATION LITERACY | | | | | | | |
| 5066005 5129 RETIREMENT | 41,813 | 0 | 41,813 | 9,068.70 | .00 | 32,744.30 | 21.7% |
| 5066005 5130 PT RETIREMENT | 257 | 0 | 257 | .00 | .00 | 257.00 | .0% |
| TOTAL RECREATION LITERACY | 42,070 | 0 | 42,070 | 9,068.70 | .00 | 33,001.30 | 21.6% |
| 5066006 RECREATION CHILDREN SERV | | | | | | | |

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

FOR 2021 03

ACCOUNTS FOR:
506 RETIREMENT FUND

| | ORIGINAL APPROP | TRANSFERS/ ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------------|-------------------|--------------|--------------|---------------------|-------------|
| 5066006 5129 RETIREMENT | 74,557 | 0 | 74,557 | 18,923.13 | .00 | 55,633.87 | 25.4% |
| 5066006 5130 PT RETIREMENT | 805 | 0 | 805 | .00 | .00 | 805.00 | .0% |
| TOTAL RECREATION CHILDREN SERV | 75,362 | 0 | 75,362 | 18,923.13 | .00 | 56,438.87 | 25.1% |
| TOTAL RETIREMENT FUND | 437,844 | 0 | 437,844 | 105,330.00 | .00 | 332,514.00 | 24.1% |
| TOTAL EXPENSES | 437,844 | 0 | 437,844 | 105,330.00 | .00 | 332,514.00 | |

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



IP 13
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FOR 2021 03

| | ORIGINAL APPROP | TRANFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|-----------------|-------------------|----------------|--------------|--------------|------------------|----------|
| GRAND TOTAL | 2,682,593 | 5,397 | 2,687,990 | 564,146.63 | 47,418.00 | 2,076,425.70 | 22.8% |

** END OF REPORT - Generated by Kishida, Gwen **

ATTACHMENT 1
Trust and Agency Account Report
September 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: September 30, 2020

TO: Library Board of Trustees

FROM: Diana Garcia, City Librarian

SUBJECT: Balances in Library Trust and Agency Accounts as of September 30, 2020

General Donations (0075 450 0075 08250)

| | |
|----------------------|---------------------|
| Beginning Balance | \$ 21,588.44 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 21,588.44</u> |

Library Automation and Water Bill Donation (0075 450 0075 08260)

| | |
|---|---------------------|
| Beginning Balance | \$ 24,126.57 |
| Deposits (Water Bill Donation: 9/30/20) | 292.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 24,418.57</u> |

Literacy Program (0075 450 0075 08270)

| | |
|----------------------|---------------------|
| Beginning Balance | \$ 61,288.94 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 61,288.94</u> |

Library Building Trust Fund (0075 450 0075 08320)

| | |
|----------------------|---------------------|
| Beginning Balance | \$ 77,287.51 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 77,287.51</u> |

Passport Services (0075 450 0075 08325)

| | |
|----------------------|----------------------|
| Beginning Balance | \$ 166,155.85 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 166,155.85</u> |

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

| | |
|--|--------------------|
| Beginning Balance | \$ 7,757.23 |
| Deposits | 0.00 |
| Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account) | (0.00) |
| Total Ending Balance | <u>\$ 7,757.23</u> |

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
September 2020

10/14/2020 11:11
GKishida

City of Monterey Park
G/L ACCOUNT DETAIL

1
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Org: 101
LIBRARY FINES
Object: 4552

| YEAR | PER | JOURNAL | EFF | DATE | SRC | TR | PO/REF2 | REFERENCE | AMOUNT | POSTED |
|------|-----|---------|------------|------|-----|-----|---------|-----------|--------|--------|
| 2021 | 03 | 453 | 09/14/2020 | CRP | 1 | 344 | | | -29.00 | Y |
| 2021 | 03 | 453 | 09/14/2020 | CRP | 1 | 345 | | | -80.55 | Y |
| 2021 | 03 | 453 | 09/14/2020 | CRP | 1 | 346 | | | -50.00 | Y |

Total Amount: -159.55

** END OF REPORT - Generated by Kishida, Gwen **

With the library closed to the public as of March 13, 2020, the library ceased charging late fees. However, in order to utilize Contactless Checkout, Home Delivery Service and some online resources, patrons must be in good standing with the library. Therefore, some patrons are paying off any fines on their records, so there have been some deposits into the Library Fines account (previously account #0010 701 0010 07410, now account #101 4552 in the new system).

The previous balance in the Library Fines account as of March 2020 was \$9,367.27.

With the addition of \$159.55, the current balance is \$9,526.82.



Library Board of Trustees Staff Report

DATE: October 20, 2020

AGENDA ITEM NO: 5

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of September 2020.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, appearing to be "Diana Garcia", written over a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A handwritten signature in blue ink, appearing to be "Gwen Kishida", written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: October 2020

ATTACHMENT 1
City Librarian's Report: October 2020

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: October 2020 Report

Home Delivery Service

The first delivery for the Monterey Park Bruggemeyer Library's new home delivery service was made on September 17. The newly implemented service provides monthly home delivery of up to five items to patrons who are physically unable to visit the library. Patrons who submit an application and are approved will be paired with a Monterey Park Bruggemeyer Library staff member to assist them with material selection and scheduling delivery service. A valid Monterey Park Bruggemeyer Library is required. The Library is able to serve 40 individuals per month through this service.

Contactless Printing

In response to requests from the public (and a suggestion from Library Board Trustee Jennifer Tang), the Library launched Contactless Printing on October 1. Patrons can email LibraryPrinting@montereypark.ca.gov with printing requests. Print jobs are limited to ten pages per patron per day, single-sided and black and white only. Staff will print documents as received – there will be no editing or revising. There is no cost for the service. Staff will call when the print job is ready. Print jobs can be picked up Monday through Friday between 10 a.m. to 5 p.m. in the same manner as Contactless Checkout.

Contactless Printing FAQs

Will I be able to enter the library to print my items?

At this time our building is still closed to the public and printing is available for contactless pickup only. We will continue to adapt our services as permitted by Public Health guidelines.

How will I know that my prints are done?

Staff will call to let you know that your prints are ready to be picked up.

I made a mistake on my order. What should I do?

Please call library staff at 626-307-1399 as soon as possible to let them know and resend the correct file.

What hours will this service be available?

Prints can be picked up Monday – Friday, 10 am – 5 pm.

I don't feel comfortable letting staff print my private documents. Are there any other options for me to print?

At this time, this is the only way to provide printing services and follow Public Health distancing guidelines. Your privacy is important to us, and our staff will handle your information in a professional manner. All emails and attached documents will be deleted immediately after printing. Any printed documents that aren't picked up within 2 business days are shredded. The library cannot be held responsible for any items a customer chooses to print through this service, so if you still have concerns, this may be a service you choose not to use.

I need more than 10 pages a day. Is there any way I can add funds to print more than 10 pages?

At this time, customers are limited to 10 pages per day.

My printouts don't look right. Can I have them reprinted?

Staff cannot edit documents. We encourage you to make any needed changes and resend your document. If the 10 page daily limit has already been reached, your document will be printed the next business day.

I don't have a computer, but need things printed. Can library staff print items for me?

Staff at the library can print items from publicly accessible websites for customers as part of regular library reference service (limit of 10 pages per day). We are, however, unable to print items from personal accounts (such as a patron's personal email).

I need copies - is there any way staff can make copies for me?

Unfortunately, we are currently unable to make copies for customers. If you need multiple copies of a print job, please let staff know when you email. Staff can make multiple copies if it does not exceed 10 pages per day.

Job Now and VetNow

The Library added two new online resources – JobNow and VetNow – to help support the community. JobNow helps residents to learn new skills, prepare for certification testing, create more impactful résumés, prepare for and practice interviewing, and search for jobs through online classes and live support. VetNow provides access to a host of nationwide resources for veterans and their families. Residents can also connect with live VetNow Navigators Monday through Friday between 11:00 a.m. - 7:00 p.m. to learn more about eligible Veterans Administration (VA) benefits and community resources.

JobNow and VetNow are currently live on the Library's website and have the potential to be very valuable to veterans and to community members who are searching for support during and post-pandemic. A MPBL library card is required to log in. Individuals who do not currently have a library card can get one by completing a digital library card request.

Facility Improvements

The Library continues to make the best of the enforced closure by using this time to refurbish and refresh the physical facility. Fiberglass reinforced plastic (FRP) wainscoting was installed in the men's lobby restroom. This restroom is the most heavily used in the building and covering the lower half of the walls will prevent damage and allow for easier cleaning. Considering the increased spotlight on cleaning and sanitation in the building, this work is long overdue and extremely important. The Library's part-time janitors have finished painting the area around the Children's Desk and the Study Rooms and will start painting the men's lobby restroom now that enhancements have been completed.

Candy Caravan

Because of the COVID-19 pandemic, the City had to cancel the annual Halloween Monster Mash and Movie Bash. Instead the City will initiate its first Candy Caravan event on October 29 from 3:00 – 5:00 p.m. Families will drive through any or all of five locations throughout the City and collect treats from a safe distance. The Library will serve as one site and Library staff will participate at three sites: the library, Highlands Park and Langley Center. Other sites are Garvey Ranch Park and Hillview Avenue (entering from Markland Drive). The Library Foundation and Friends of the Library has generously sponsored the purchase of candy and decorations for the Library's booths.



CITY OF MONTEREY PARK

CANDY CARAVAN

THURSDAY, OCTOBER 29
3 - 5 P.M.
EVENT WILL END PROMPTLY AT 5 P.M.

**COME SHOWCASE YOUR HALLOWEEN SPIRIT!
DRIVE THROUGH ANY OF THE 5 LOCATIONS AND
TRICK-OR-TREAT FROM A SAFE DISTANCE.**

- PARTICIPANTS ARE ENCOURAGED TO BRING A DECORATED GOODIE BAG/BUCKET TO COLLECT TREATS.
- FACE MASKS REQUIRED

Bruggemeyer Library
(Enter on Ramona Ave)

Highlands Park
(Enter on Casuda Canyon Dr)

Hillview Ave
(Enter at Markland and Hillview Ave)

Garvey Ranch Park
(Enter on Alhambra Ave)

Langley Center
(Enter on Ynez Ave)

For more information, please call the Recreation & Community Services Department at (626) 307-1388 or email recreation@montereypark.ca.gov

Training/Workshops/Classes

On September 30, Adult/Reference/Teen Services Senior Librarian Deborah Niblick, Technical Services Senior Librarian Evena Shu, Children's Senior Librarian Kristin Olivarez, and Librarians Darren Braden, Maggie Wang and Lauren Frazier attended the Brainfuse staff training on JobNow and VetNow online resources.

During September, **LAMP Library Clerk Mona Ying, Senior Library Clerk Jose Garcia and Adult Literacy Coordinator Mary Pat Dodson** completed the California Department of Education (CDE) certification training for e-Test proctors. Library Clerk Ying and Adult Literacy Coordinator Dodson completed two certification trainings by Margaret Teske, CASAS Specialist, who presented a California WIOA, Title II: AEFLA CASAS training on CASAS Implementation Basics and CASAS e-Tests Implementation about administration and scoring of tests, use of test results and getting started with testing. Senior Library Clerk Garcia completed the same certification training in an online module, as well as additional CASAS e-Test Coordinator certification. Completion and certification of all trainings meet California Department of Education (CDE) program requirements.

On September 9, **Adult Literacy Coordinator Mary Pat Dodson** attended an Accountability Policy certification training presented by the California Department of Education (CDE). The training outlined requirements of a California WIOA, Title II: AEFLA funded agency. Completion of this training meets a California Department of Education (CDE) requirement.

On September 29, California Library Literacy Services (CLLS) offered a writing workshop presented by the Tutor Ready staff. LAMP 1-1 tutors were invited to attend. Tutor Ready offers free, online learning plans and videos that feature real tutors and adult learners demonstrating writing strategies based on recent research and feature best practices in adult literacy teaching and learning.

Meetings and Conferences

On September 3 and 30, **City Librarian Diana Garcia, Children's Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deborah Niblick, Librarian Lauren Frazier and Administrative Secretary Gwen Kishida** met with Recreation and Community Services staff and other City department representatives to plan the inaugural Halloween Candy Caravan event. The Library hosted the meetings in the Friends Room.

On September 17, **Adult Literacy Coordinator Dodson** attended a California WIOA, Title II: AEFLA Network Meeting. The representatives presented the latest available regional updates from the California Department of Education (CDE), including information on Local Assessment Policy guidelines, Remote Testing implementation, additions to TOPSPRO Enterprises data system utilized for WIOA II data analysis and reporting, as well as CASAS updates and limited program networking.

City Librarian Diana Garcia and Adult Literacy Coordinator Dodson met with a representative from the Los Angeles County Workforce Development Board for clarification on certain elements of the required Memorandum of Understanding between the Los Angeles County Workforce Development Board and Mandated Partners of Los Angeles County's America's Job Center of California (AJCC).

ADMINISTRATION

The Library Board of Trustees held a special virtual meeting on September 15 at 6 p.m. Staff presented reports on recent library programs and activities including implementing Home Delivery Service to seniors and home-bound residents in the community, sharing children's eBooks to provide Alhambra Unified School District students with additional distance learning resources via Sora, creating a series of chair exercise videos for seniors to fulfill a California State Library grant and participating in the City-sponsored Popsicle Parade to increase Census 2020 response and to promote library activities. The report also included an update on new staff-created videos demonstrating how to navigate the Library's new online catalog. Trustees commended staff on their efforts to continue and even expand services despite the challenges involved.

The Monterey Park Library Foundation met virtually on September 21 at 7 p.m. Library Board Trustee Andrew Yam attended his first meeting as the official representative from the Library Board. Trustee Jason Dhing attended as well to help ease the transition and because of his own sincere and long-standing interest in the Foundation's efforts to fundraise for and otherwise aid the library.

Since the Library Foundation usually sponsors the annual Halloween Monster Mash and Movie Bash which had to be cancelled this year, the Foundation approved contributing \$750 towards the Halloween Candy Caravan event to purchase candy for the trick-or-treaters and decorations for the Library's booths at three sites. The Library will display signage at the booths noting the Foundation's sponsorship.

The Library Foundation also discussed options in lieu of their traditional holiday children's book giveaway at the Library's annual Santa storytime. One option is to give away a free children's book and perhaps a holiday card from the Foundation along with a candy cane to the first 100 families who register and have families pick these up in the manner of Contactless Checkout. This will be discussed further at the Foundation's next meeting.

The Library Foundation also opened discussion on potential future fundraising events and projects.

The Friends of the Monterey Park Library agreed to reallocate \$500 of already pledged funds of \$1,600 originally intended to sponsor performers for the Children's Summer Reading Program to instead sponsor the Library's participation in the Candy Caravan event. Signage at the event will recognize the Friends' sponsorship.

The Friends also agreed to contribute \$150 towards the purchase of moon cakes to serve as prizes for an online riddle-solving contest to be presented to celebrate the Mid-Autumn Festival.

2020 – 2021 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

1. Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and City priorities.
Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.
2. Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.
In Progress. Staff is researching options but focusing for now on continuing to provide service via Contactless Checkout.
3. Replace the library's current digital video recorder (DVR) for the building's security camera system.
In Progress. Staff is researching costs and assessing options.
4. Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders and the general public to publicize upcoming library programs and to promote library services.
In Progress. Staff is creating a database of Library patrons who have opted in to receive updates.

ADULT / REFERENCE / TEEN SERVICES

During the month of September, staff answered 113 phone calls and requests. Staff also hosted four adult and teen programs.

Grant Updates

Get Fit While You Sit

Adult/Reference/Teen Services Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang are wrapping up the final report documenting how the Library used the grant funds and explaining how the library quickly adapted to turn an in-person program into a virtual program.

Home Delivery Service

Reference Library Clerk Lina Nguyen and Reference Librarian Maggie Wang continue to work with Home Delivery program participants. As of September 30, the program has three participants. Staff continues to work with the Recreation and Community Services Department to market the program and make deliveries.

Online Adult Programming

2020 Medicare Enrollment Information Session

Two participants attended the 2020 Medicare Enrollment Information Session with Linda Wilson rated from Consumer Action on Sunday, September 13. The presentation answered basic questions about Medicare enrollment including the various parts of Medicare. Ms. Wilson also provided tips and resources to help participants choose the plan that fits their needs the best.

Online Author Visit with Tori Eldridge

Senior Librarian Deborah Niblick hosted an online chat with local author Tori Eldridge on September 18. Deborah and Tori discussed her upcoming book, *The Ninja's Blade*, which is the second installment in the Lily Wong Series. In addition to talking about her book, Tori discussed her writing process and gave great advice to coax aspiring authors.

YA Programming Updates

Spin Some Yarn YA Style

In the month of October, Teen Librarian Darren Braden provided teens with a craft program where the Library provided yarn for teens that knit and crochet. In addition to the yarn, teens received a free book. Two teens participated in the program.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

1. Enhance adult and teen programming by creating online programs and content.

In progress. Staff has implemented six online programs on mental health, women entrepreneurship, and environmental justice. Staff is working to bring an outreach program (low impact exercise program) online.

2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.

In progress. Staff has established new partnerships with Chinatown Service Center's Behavioral Health Department and Asian Pacific Islander Forward Movement (APIFM). Staff continues to work with Chinatown Service Center's Small Business divisions to provide a variety of educational workshops online. Senior Librarian Deborah Niblick is assisting the City of Monterey Park with coordinating the City's COVID-19 Emergency Rental, Small Business, and Utility Assistance Programs.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 111 Adult items and 192 Children's items in September.

ILL (Inter Library Loans): In September, the Library lent two books to other libraries and did not borrow any books.

Mending and processing: 39 items were in repair status.

OverDrive: In September there were 815 overall circulations including 591 eBooks and 224 audio books. Additionally, there were 42 items checked out by Alhambra Unified School District students via Sora including 30 eBooks and 12 audio books.

Weeding: 2,110 items were weeded from the collection.

Technical Services Staff Development:

Technical Services Senior Librarian Evena Shu set up the link for JobNow and VetNow with the Brainfuse platform on the Library website. This e-resource is funded by the CARES Act.

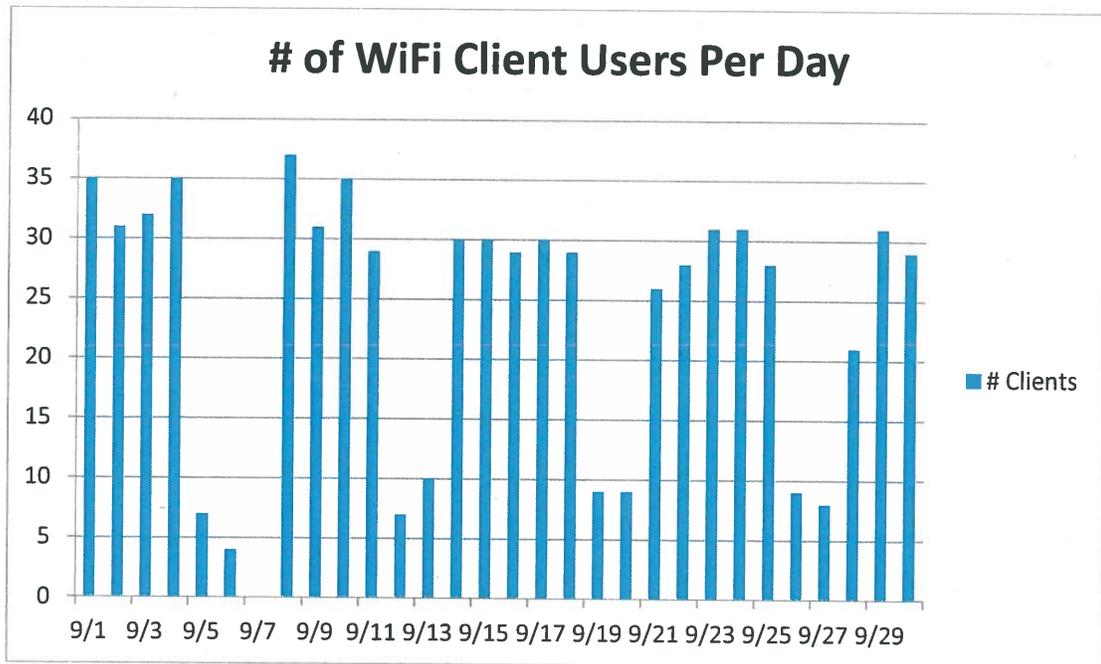
Technical Services Library Clerk Robert Liao trained Library Technicians Michael Bathan and Michael Le on processing library materials including putting on book covers and attaching property stamps. Michael Le works on processing two hours per day. Michael Bathan works on processing one to two hours per day.

Technical Services staff put out the keyboard covers for the public computers to prepare for the Library's reopening.

The library canceled newspaper subscriptions while the Library remains closed to the public. These include *USA Today*, *Wall Street Journal*, *Barron's*, *Rafu Shimpo*, *La Opinion*, *Sing Tao Daily*, *San Gabriel Valley Tribune*, *Los Angeles Times* and *World Journal*. The library will restart newspapers delivery when it reopens.

COVID-19 Update

Wi-Fi: Residents continued to access Wi-Fi from the library's parking lot from 8 a.m. to 8 p.m. daily.



2020– 2021 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Migrate/implement cloud based Integrated Library System with proper configuration to enhance the library catalog for the public.

In Progress: The Library migrated to Apollo from Millennium on June 22. The online library catalog offers additional features and functionality and is mobile responsive for seamless display on any device. Staff created video tutorials to help the public navigate the new catalog.

2. Support Science, Technology, Engineering and Math (STEM) learning by offering new coding online programs teaching JavaScript to youth.

The Library subscribed to the Prenda Coding Club, a self-guided online program that provides access to tutorials and materials that will teach students how to create websites, apps, video games, and animation while the Library is closed during the COVID 19 crisis. Technical Services Senior Librarian Evena Shu submitted the Final Report for the Southern California Edison grant on September 25.

LAMP LITERACY / CITIZENSHIP

Throughout September, LAMP staff answered **136** phone questions and requests regarding ESL and Citizenship class information, online scheduling and online registration, as well as **22** calls about U.S. passport status and available office locations. Jose Garcia, Senior Library Clerk and Mary Pat Dodson, Adult Literacy Coordinator facilitated **43** online ESL and Citizenship Classes while Tutors facilitated **36** 1-1 sessions, all to a total of **452** attendees. Staff diligently maintained communication with volunteer teachers and former and current students. Mona Ying, Library Clerk, who speaks Mandarin, made upwards of **250** phone calls to students and **170** Remind.com chats occurred between staff and students.

ESL and Citizenship Classes

LAMP advances with its first Fall Semester schedule of eight online ESL and Citizenship Classes.

Claremont Colleges

Claremont Citizenship and English to Speakers of Other Languages (ESOL) routine coaching resumed on September 22. Claremont Coaches assisted by teaching classes during the Summer Session. Routine coaching includes one-to-one or small group coaching for students preparing for citizenship or who would benefit from additional ESOL assistance. Doctors Kathy Yep (Asian American Studies Professor) and Carmen Fought (Linguistics Professor) and Adult Literacy Coordinator Dodson oversee the partnership of 11 Claremont Student Coaches and 15 LAMP learners.

Other Programs

Book Club, which began not only as the first LAMP Book Club pilot, but also the first LAMP virtual class pilot on April 5, is beginning its sixth book, *Becoming* by Michelle Obama. Student growth has been perceptible. The group has read increasingly challenging books and *Becoming* is the most challenging to date. Nonetheless, everyone in the group is frequently contributing to the discussion with multiple sentence responses. Participants are making connections by relating current reading to previous reading and to their lives. Each member has indicated that they feel encouraged by their growth.

A new pilot California Library Literacy Services (CLLS) Small Group Writing Class has been initiated and will be tutored by Christina Fong, who co-teaches Intermediate Low ESL. Rather than focusing on learning English, this small group focuses on expressing ideas, thoughts and emotions in writing. It includes pre-planning, strategies and mechanics. The first endeavor will be writing a letter to the author of a book a participant has read.

Passports

Due to COVID-19 closure of the Passport Office, no application appointments were scheduled, applications executed nor photos taken.

New Citizens

Phat Van passed his Naturalization Interview. Mr. Van participated in the Citizenship Summer Sessions offered through LAMP’s Claremont Colleges Partnership.

LAMP provides multi-dimensional citizenship preparation through group Citizenship Classes, One-to-One Citizenship Coaching, and the Claremont Colleges Partnership Citizenship Coaching. After a student is notified of their scheduled naturalization interview, they experience One-to-One Citizenship Interview Testing (CIT) with certified test administrator Jose Garcia. The CIT is a standardized oral assessment that assesses the speaking skills of adult ESL and citizenship learners in preparation for the official naturalization interview.

LAMP Statistics for September 2020

| | | |
|-----------------------------------|----------------|-------------------------|
| Programs | 79 | |
| Program Attendance | 452 | |
| Students Served this month | 130 | |
| Student hours | 633 | |
| Total Students | YTD 130 | Projected 500 |
| Total Hours | YTD 633 | Projected 10,000 |
| Items Circulated | 1 | |
| Passports (Office Closed) | 0 | YTD 0 |
| Passport Revenue | 0 | YTD 0 |

ESL and Citizenship Preparation Classes (All classes are held virtually/online)

| | | | |
|-------------------------|------------|-------------------|-----------------------|
| Citizenship Preparation | Fridays | 1:30 - 2:30 p.m. | Lee Zambrana |
| ESL Beginning Literacy | Sundays | 4:00 - 5:30 p.m. | Jolie Chao |
| ESL Beginning Low | Wednesdays | 6:00 - 7:30 p.m. | Wendy Chen |
| ESL Beginning High | Fridays | 12:00 - 1:30 p.m. | Jesse Munoz |
| ESL Intermediate Low | Tue/Thurs | 1:00 - 3:00 p.m. | N. Gilmore & C. Fong |
| ESL Intermediate High | Wed/Friday | 3:00 – 5:00 p.m. | Richard Hollingsworth |
| ESL Advanced | Tuesdays | 7:00 – 8:30 p.m. | Sam Fechenbach |
| ESL Conversation | Thursdays | 3:30 – 4:30 p.m. | Daisy Liu |
| Book Club | Sundays | 3:00 – 5:00 p.m. | Daisy Liu |

2019 – 2020 LAMP GOALS AND OBJECTIVES

| GOALS/OBJECTIVES | PROGRESS |
|--|--|
| 1. Build connections and enhance LAMP Literacy's presence in the community through face-to-face, telephone, e-mail or virtual staff outreach to library partners, local service organizations and others. | In Progress: Staff reached out to a new LAMP partner with Chinatown Service Center through Elaine Pang, Business Consultant. CSC is already a valued library partner. |
| 2. Regulate the number of instructors and classes for English as a Second Language (ESL) students to meet community needs through on-site and distance learning. | In Progress: The unavailability of background checks and fingerprinting affects this process since these are required for volunteers. Christina Fong, Intermediate Low ESL co-teacher, will additionally tutor an online California Library Literacy Services (CLLS) pilot Small Group Writing Class. |
| 3. Increase research-based staff and volunteer training for on-site and distance learning English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs. | In Progress: LAMP 1-1 Tutors were invited to participate in two professional writing workshops offered by California Library Literacy Services (CLLS) about journaling during COVID-19 and Tutor Ready free, online videos featuring real tutors and adult learners demonstrating writing strategies. |

CHILDREN'S SERVICES

In September **84%** of the library's total circulated items were **Children's materials**. A total of **1,483 children's items** were checked out via Contactless Checkout during the month.

In September a total of **528 TumbleBooks** were viewed and **410 juvenile ebooks and audiobooks** were borrowed through OverDrive.

Staff answered **39 reference questions** over the phone.

Light the Way Grant

On September 22, staff delivered 40 sensory kits to Garvey Head Start. The sensory kit contents were selected with input from Garvey Head Start and the Center for Autism and Related Disorders (CARD). Based on information provided by Head Start, kit print materials were made available in English, Spanish, Chinese and Vietnamese. Head Start staff is working to identify children with Individualized Education Programs, or IEPs (legal documents under United States law that are developed for each public school child in the U.S. who needs special education), who will benefit from the kits and to schedule a distribution day.

Each kit contains the following:

Wiggle Seat Sensory Cushion

Dear Zoo Book

Fidget Stretchy Strings

Soothing Rain Stick

Chewy Kid Chewing Necklace

Cube Puzzle

Calming Strategy Cards

Emotion Meter



Home Classroom Management for Students on the Spectrum

On September 19, the Center for Autism and Related Disorders presented a webinar to provide additional support to caregivers of children on the autism spectrum. Jenny Fong (BCBA - Board Certified Behavior Analyst) shared strategies to help families of children on the autism spectrum transition to distance learning. **Three caregivers attended the live session and the recording was viewed 35 times in September.**

Virtual Programming

Virtual Storytime

Children's staff presented **17 live virtual storytimes to 222 parents and children** during the month of September 2020. Virtual storytime recordings were **viewed over 1,400 times in September.**

Mandarin Storytime

In September, Library volunteer Ana Fan presented a live Mandarin Storytime on Zoom. This program was for children of all ages and their families and was conducted solely in Mandarin. On September 25, **35 children and 15 caregivers** attended Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. **The recording was viewed 64 times in September.**



First Chapter Fridays

In July, Children's Services launched First Chapter Fridays, a new reader's advisory series on YouTube. Staff selects a different chapter book each week and reads the first chapter aloud. Links are provided in the video description to encourage viewers to borrow the title through Contactless Checkout or OverDrive. In September, staff produced four videos and **the recordings were viewed 75 times.**

Community Partnerships and Outreach

Garvey Head Start

On September 16, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

Ynez 7th Graders

On September 10 and 14, Kristin provided virtual instruction to **60 Ynez 7th graders and three teachers**. Kristin shared information about Library resources, including Britannica, ProQuest, Tutor.com, Sora, Contactless Checkout and how to get a digital library card.

Popsicle Parade

On September 9, Kristin and City Librarian Diana Garcia participated in the City's Popsicle Parade. Kristin and Diana distributed pencils and information about Library resources to **over 100 attendees**.



2020-21 CHILDREN'S GOALS AND OBJECTIVES

| GOALS/OBJECTIVES | PROGRESS |
|---|---|
| 1. Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder. | Completed. Staff delivered 40 sensory kits to Garvey Head Start to be distributed to students. |
| 2. Build connections and enhance the library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the library. | Ongoing. In September staff hosted two virtual outreach visits; serving a total of 13 children, teachers and caregivers. |

CIRCULATION STATISTICS: SEPTEMBER 2020

| | ITEMS | PERSONS |
|--------------------------------|--------------|----------------|
| CHECK-OUT AND RENEWAL | 1,773 | |
| CHECK-IN | 1,853 | |
| NEW LIBRARY CARDHOLDERS | | 55 |
| LIBRARY CARD RENEWALS | | 70 |

Member Amount Saved by borrowing instead of purchasing books and e-books: \$23,159.22

Gabbie Total # of Text Messages Sent/Received: 141



Library Board of Trustees Staff Report

DATE: October 20, 2020

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Revised Commission/Committee/Board Handbook

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the 2020 Monterey Park Commission/Committee/Board Handbook revised as of September 2020.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Prepared by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a horizontal line and a small flourish.

Diana Garcia
City Librarian

A blue ink signature of Gwen Kishida, featuring a large, cursive 'G' and 'K'.

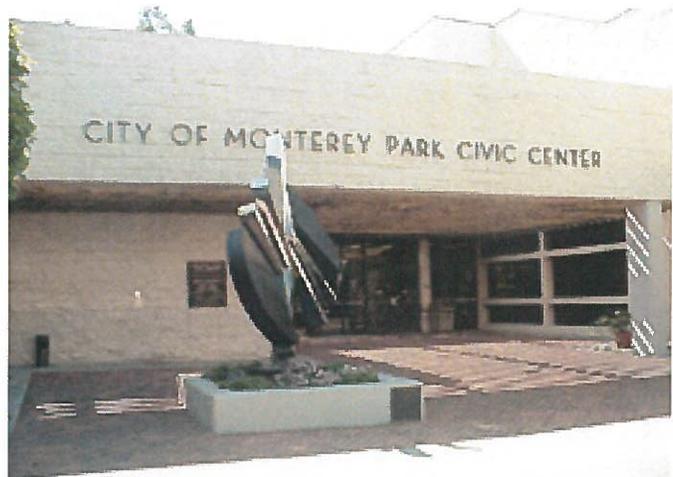
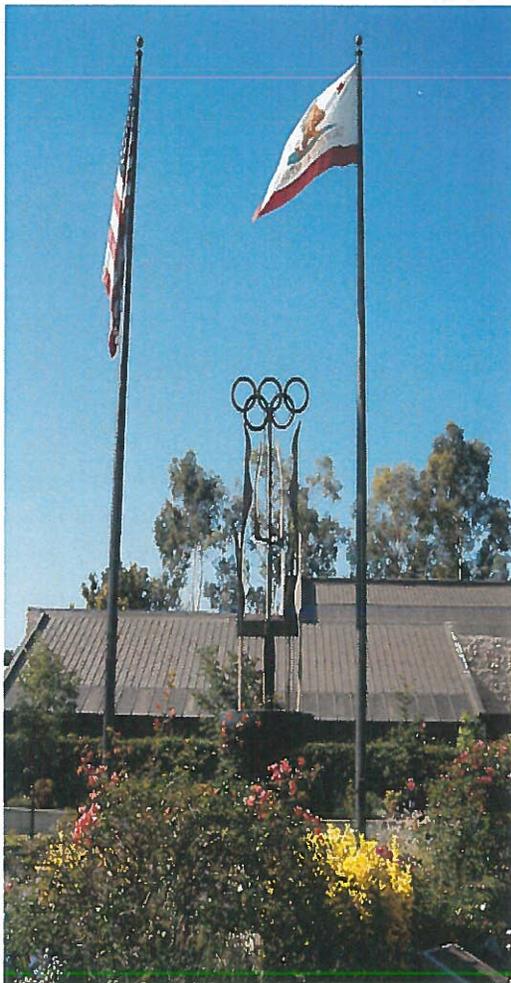
Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. 2020 Commission/Committee/Board Handbook

ATTACHMENT 1
2020 Commission/Committee/Board Handbook

City of Monterey Park Commissions Committees and Boards Handbook



"Pride in the Past . . . Faith in the Future"

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Published by the City Clerk's Office, Adopted April 14, 1980

Revised: September 11, 1995; January 27, 1997; January 20, 2000; September 1, 2003; June 20, 2005; June 1, 2014; March 29, 2017; and May 1, 2020

INTRODUCTION

The purpose of this handbook is to provide a general orientation and guide on the responsibilities and roles that the Council has envisioned in establishing Monterey Park's boards, committees and commissions.

To be selected as an active member of a commission is a high honor, providing a unique opportunity for genuine public service. The specific duties of Monterey Park's boards, committees and commissions vary widely with the purpose for which they are formed; however, there are certain responsibilities that are common to all members.

All commission, board, and committee members and prospective members should familiarize themselves with this handbook. By so doing, they will understand their role more fully and improve the quality of service they provide to the community.

In addition to reviewing this manual, prospective members are encouraged to attend at least one regular meeting and meet with the chairperson or staff liaison of the commission, board or committee for which they wish to apply.

THE HISTORY OF MONTEREY PARK

The original inhabitants of Monterey Park were Shoshone Indians—later renamed Gabrielino by the Spaniards. When Father Angel Somero and Pedro Cambon led the first party of soldiers into the San Gabriel Valley in 1771, there were more than 4,000 Gabrielino residents.

By the early 1800's the area now called Monterey Park was part of the Mission San Gabriel de Arcangel and, later, the Rancho San Antonio. The area first received a separate identity when Alessandro Repetto purchased 5,000 acres of the rancho and built his home, not far from where the Edison substation is located on Garfield Avenue.

Some years later, Richard Garvey, a mail rider for the U.S. Army, whose route took him through Monterey Pass, a trail which is now Garvey Avenue, settled down in the King's Hills, Garvey began developing the land by bringing in spring water from near the Hondo River and by constructing a 54-foot high dam to form Garvey Lake which was located where Garvey Ranch is now.

To pay for his development and past debts, Garvey began selling off portions of his property. In 1906, the first subdivision in the area, Ramona Acres, was developed north of Garvey and east of Garfield Avenues.

In 1916, the new residents of the area initiated action to become a city when the cities of Pasadena, South Pasadena and Alhambra proposed to put a large sewage treatment facility in the area.

The community voted itself into cityhood on May 29, 1916, by a vote of 455 to 33. The City's new board of directors immediately outlawed sewage plants within city boundaries and named the new city Monterey Park. The name was taken from an old government map showing the oak-covered hills of the area as Monterey Hills. In 1920, a large area on the south edge of the city broke away and the separate city of Montebello was established.

Shortly after the incorporation, H. M. Gordon was employed as City Marshal at a salary of \$100 a month and was instructed to apprehend chicken thieves operating in the area. The three northern cities, Pasadena, South Pasadena and Alhambra continued to press for a sewage farm in Monterey Park. It took four years of stormy sessions in the courts and State legislature before Monterey Park became victorious.

By 1920, the white and Spanish-surname settlers were joined by Asian residents who began farming potatoes and flowers and developing nurseries in the Monterey Highlands area. They improved the Monterey Pass trail with a road to aid in shipping their produce to Los Angeles. The nameless pass, which had been a popular location for western movies, was called Coyote Pass by Pioneer Masami Abe.

Throughout the 1920's, as the population increased, the chance that a large pool of oil sat beneath Monterey Park's hills caused the drilling of several ultimately dry wells.

Real estate also became a thriving industry during the 1920's, with investors attracted to the numerous subdivisions under development and the increasing commercial opportunities. One such development was the Midwick View Estates, a proposed garden community that was designed to rival Bel-Air and Beverly Hills. The seventy-foot waterfall built for that tract still stands at Atlantic Boulevard and El Portal.

However, the Depression brought an abrupt end to the real estate boom and the Midwick proposal. The City had little new development for nearly two decades.

The end of World War II resulted in a revived growth trend and explosive population gains during the 1940's and 1950's. Until this time, the population was concentrated in the northern and southern portions of the city, with the Garvey and Monterey hills forming a natural barrier. With the renewed growth, many new subdivisions were developed, utilizing even the previously underdeveloped central area to allow for maximum growth potential. A series of annexations of surrounding acreage also occurred. At present, Monterey Park is a community of 60,051 residents with a land area of 7.73 square miles. Even as the San Gabriel Valley became more urbanized, Monterey Park retained much of the low density, small town feeling that prompted residents to form a city over ninety five years ago.

In the last decade, Monterey Park has emerged as one of the most diverse communities in the United States and has received much attention as the first city in the country with an Asian-American majority. But Monterey Park is home to many different racial and ethnic groups making it a truly multi-cultural city. According to the 2010 Census, Monterey Park diverse population is composed of 66.9% Asian Americans, 26.9% Hispanics, 5.0% Caucasians, .4% American Indians, .4% African-Americans, and 2.9% multiracial

Monterey Park is an excellent example of the idea of the "melting pot" in this nation. Despite cultural differences, residents of Monterey Park share one thing in common: their love of freedom. Their appreciation and expression of this freedom has led to many awards for the City. One of them being the All American City presented in 1984 by the National Civic League. This award was presented in recognition of achievement through citizen action. In 1984, the City of Monterey Park was awarded a great honor by the Los Angeles Olympic committee. The Committee awarded East Los Angeles College the right to host the Los Angeles Olympic Field hockey games.

Striving to blend residence and commerce, Monterey Park maintains 78% of its space for residential/school facilities, 11% for industrial, 9% for commercial and retail use, and 2% for open space. The City has thirteen parks and recreational facilities, eight public elementary schools, two private elementary schools, one middle school, one community college and one public library

MONTEREY PARK GOVERNMENT STRUCTURES

California cities operate under the express authority of the state legislature and exercise two basic kinds of powers—regulatory and corporate. The first is the power to regulate the conduct of citizens; the second is the power to perform a particular service or activity. Authorization and limitations on these powers are derived from several sources: the California State Constitution, the United States Constitution, California state statutes and codes, rulings of state administrative agencies, and decisions by our state and federal courts.

Approximately 80% of the cities in California are general law cities, governed primarily by the State Government Code. The remaining 20% are charter cities, which have adopted and are governed by local by-laws. Monterey Park is a general law city, and the authority for the bulk of its powers can be found under State Government Code Section 34000 et. seq.

The City operates under the Council-Manager form of government. The City's five Council Members are elected by districts for four-year, over-lapping terms of office. No person may serve no more than two consecutive terms as a public official. The Council reorganizes every nine and one-half month and designates one of its members to serve as Mayor. The Mayor presides over all the Council meetings and is the ceremonial head of the City for official functions.

The City Council is responsible to the electorate for keeping pace with changing community needs, for establishing the quality of municipal services through the open conduct of public affairs, and for encouraging constructive citizen participation. The Council determines service levels and revenue obligations through the adoption of an annual budget; authorizes City contracts and expenditures; establishes municipal service goals and operating policies; and adopts such regulatory measures as may be necessary for the mutual protection of the community.

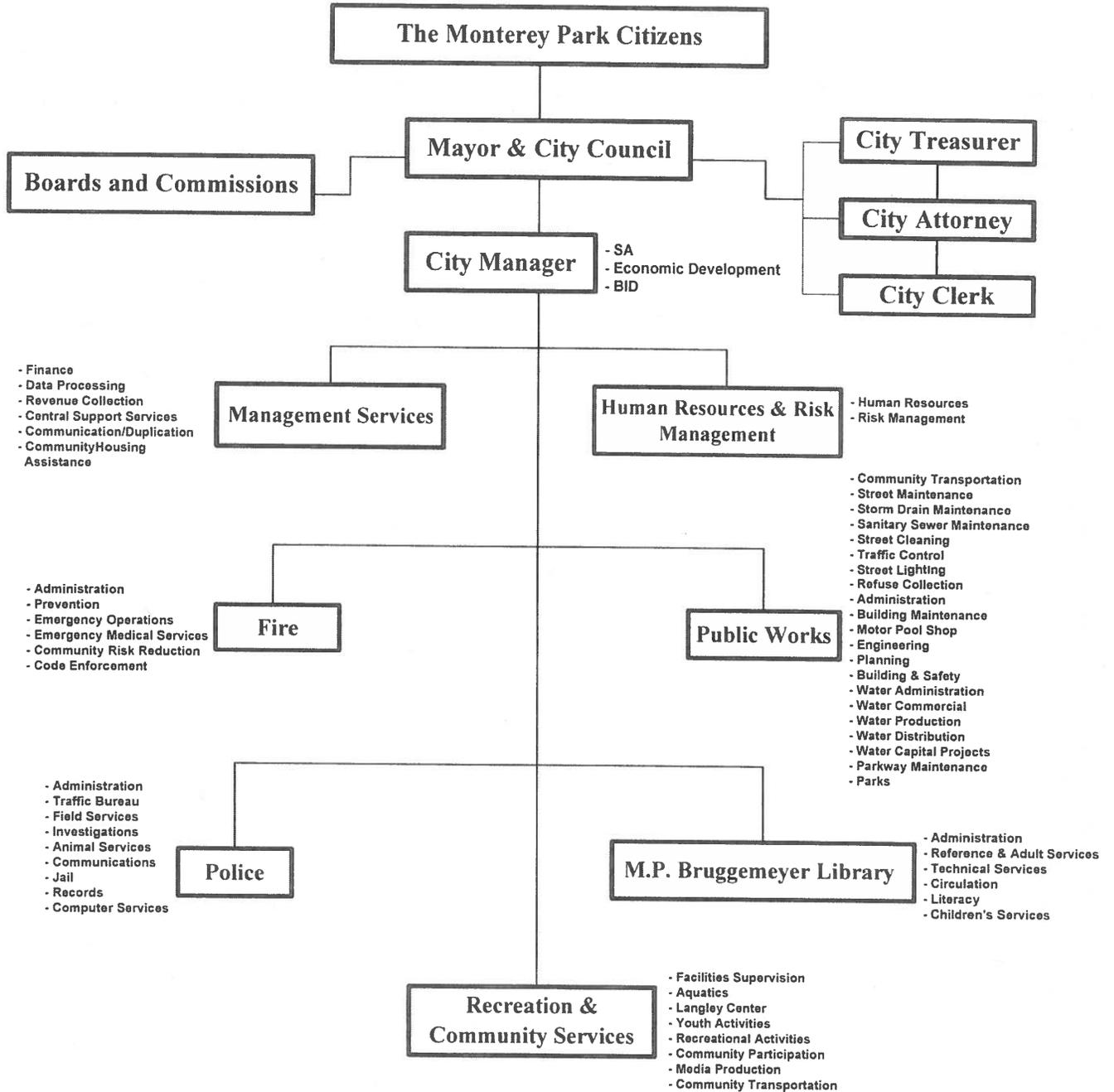
Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation, legislation and programs that are consistent with the needs of Monterey Park citizens.

In addition, the Council appoints the following: A City Manager to carry out its policies and enforce the laws of the City, a City Attorney to act as legal advisor to the City Council and City Manager; and all boards, committees and commissions members.

The City Clerk and City Treasurer are also elected officials of the City. Both are elected to serve four-year terms of office. The City Clerk is responsible to the electorate for keeping a complete and accurate record of City Council proceedings, maintaining official city records, and conducting municipal elections in accordance with the stipulations of state and federal laws.

The City Treasurer is responsible to the electorate for the custody of City monies and their disbursement upon order of the City Council, investment of temporarily surplus funds, and the maintenance of municipal bonds. The organization chart, on the following page, reflects the relationships of each of the operating departments.

City of Monterey Park Organizational Chart



The City is a council-manager government, whose five council members are elected at a for four-year, overlapping terms of office.

COMMISSION STRUCTURE

To assist in determining the overall goals of the community, eleven (11) groups of qualified City volunteers have been established. These groups advise and assist the City Council, in their respective areas of concern, by acting as an additional line of communication between the general public and the Council. The city also has a Sister Cities Commission comprised from the five recognized Sister City Associations.

It is each commission's right to make recommendations to the Council--commissioners are not appointed to determine or establish either City policy or administrative direction, except for the Planning Commission and Library Board of Trustees. The benefits to be derived from board, committee and commission deliberation lie in:

1. Focusing attention to specific problems;
2. Encouraging broad citizen participation in formulating alternative goals;
3. Weighing community values in a functional area of municipal responsibility;
4. Utilizing a point of view with an orientation different from that of the professional staff;
5. Making recommendations based on thoughtful and thorough consideration of the alternatives;
6. Providing an in-depth analysis of matters that will be decided by the City Council.

Commissions are strongly encouraged to review the Monterey Park Municipal Code for a detailed analysis of their individual duties and limitations (Copies of the Municipal Code are available at the City Clerk's office or online www.MontereyPark.ca.gov). Briefly, the various boards, committees and commissions are described below.

Business Improvement District Advisory Committee (City Manager's Office)
The Business Improvement District Advisory Committee consists of five members. The purpose of this committee is to make recommendations on the operations and extent of marketing the downtown business area and the methods and ways in which the revenue is derived from the charges, assessments and contributions imposed or authorized by Municipal Code Chapter 5.82, and California Street & Highway Code Section 36500 *et. seq.* Members on this committee must own or operate a business in the district.

Commission On Aging (Recreation & Community Services)

The Commission on Aging consists of ten members. The commission (1) provides liaison and coordination with the senior citizen community, the City Council, the Recreation and Parks Commission, the Community Participation Commission, community service organizations, and other governmental and private agencies in relation to aging; (2) promote and encourage community interest and responsibility to correct and prevent problems of aging; (3) obtain resources for available grants and funds for senior citizen projects; (4) improve the physical and social environment with respect to senior citizens; (5) obtain and distribute resource information for various services intended to benefit senior citizens such as legal aid, medical programs, housing and transportation; (6) encourage established agencies to take responsibility for meeting needs as they are discovered and to take appropriate action; (7) develop and assist in planning appropriate services or projects if existing agencies are unable to meet the need; (8) participate in the establishment of the policy and/or program development of such service or project during and after its formulation; and (9) act in an advisory capacity to the city council in matters pertaining to senior citizens issues. Members of this commission must be a Monterey Park resident.

Community Participation Commission (Recreation & Community Services)

The Community Participation Commission has ten members that coordinate activities and programs with seven non-voting youth members. The youth members are selected by the commission as follows: (1) three members from the Alhambra Unified School District; (2) two members from the Montebello Unified School District; (3) two members at large from the community to accommodate students attending private schools; (4) members must be currently attending high school or attended within the last six months. This commission would (1) seek out and publicize artistic, cultural, and historic exhibits, performances and opportunities that would enhance the community; (2) increase public awareness and appreciation of Monterey Park's history and heritage; (3) preserve memorabilia and records of the history of Monterey Park and maintain a written history of the city; (4) conduct and recommend programs which will increase good will among residents of the community and open new opportunities into all phases of community life for all residents; (5) make residents aware of the services, programs and organizations available in the community; (6) provide information and opportunities for newcomers to become involved in the community; (7) foster mutual regard and understanding among all racial, religious and ethnic groups in the community; (8) participate in community affairs; (9) promote and encourage community interest and responsibility to correct and prevent conditions of neighborhood blight and deterioration by developing programs and resources in order to provide for a more suitable living environment for all residents; (10) involve youths in community activities; (11) act in an advisory capacity to the city council on all matters pertaining to the city's community participation activities; (12) review existing youth programs and make recommendations to improve these programs; (13) inform the City Council of the needs, concerns, achievements, goals and problems of the youth in the community; (14) promote increased interest and participation among the youth in community affairs; (15) foster increased

understanding between youth groups within the community by providing conflict resolutions; and (16) provide an annual report to the City Council regarding the status of the community's youth. Members of this commission must be a Monterey Park resident.

Design Review Board (Public Works/Planning Division)

The Design Review Board consists of five members. Members on this board may either be a Monterey Park resident or a person maintaining a business license in the city. It is recommended that members have a background as an architect, planner, landscape architect, civil engineer, building contractor, or a practicing licensed electrician. The Board is created to advise the Planning Commission or City Council regarding high quality design standards in building and development projects in order to conserve and maintain the aesthetic value of the community, to encourage the most appropriate use of land, and to maintain a proper relationship between the taxable value of real property and the cost of providing municipal services.

Economic Development Advisory Commission (City Manager's Office)

This Commission is composed of five members. It shall be the responsibility of the commission to: 1) Monitor implementation of the Economic Development Strategy Plan adopted by the city council; 2) Recommend updates of amendments to the Economic Development Strategy Plan as deemed necessary; 3) Provide the City Council with annual reports on progress towards meeting economic and community development goals as identified in the Economic Development Strategic Plan; 4) Act in an advisory capacity to the City Council on the needs of local businesses, and the availability of economic development opportunities and resources. Each member must be either a resident of the city or have business experience with a background in finance, economics or development.

Environmental Commission (Public Works)

This Commission is composed of five members and two non-voting youth members appointed by the commission. Members may be a resident or individual operating or working in the City of Monterey Park, or a professional or scholar in the environmental field. The Commission (1) develops and implement policies and procedures relevant to the environment and sustainability of the community; (2) promote programs to increase the education and awareness of the environment, in addition to providing direct benefits to individual residents and businesses through dollar savings; (3) investigate potential funding in order to implement programs directly in the community and to operate the activities of the commission; (4) monitoring legislative activities that would affect the City and provide recommendations to the city council; (5) undertake such activities as directed by the city council for other issues deemed necessary as the environmental integrity of the city that affects numerous areas of municipal government, planning, transportation, air quality, congestion management, and community improvement; and (6) serve in advisory capacity to the city council on issues deemed relevant to the environment and sustainability of the city

Library Board of Trustees (Library)

The five-member Library Board, governed by the California Education Code, is an administrative body responsible for the effective delivery of library services to the community. Members on this board must be a Monterey Park resident.

Personnel Board (Human Resources)

The Personnel Board is comprised of five members. The Personnel Board reviews recruitment and selection procedures to ensure compliance with the City's personnel system; hears appeal of disciplinary actions; and, makes recommendations regarding the Personnel System Rules and Regulations. See Administrative Procedures, Appointments for membership requirements.

Planning Commission (Public Works/Planning Division)

Planning Commission is a quasi-judicial body consisting of five members who advise the Council on policies and legislation relating to the regulation of growth, development and environmental conditions affecting the City. The Commission investigates and makes recommendations on zone changes, specific plan revisions, subdivision maps, and decides on zone variances and conditional use permits, subject to appeal to the City Council. Members on this commission must be a Monterey Park resident.

Recreation and Parks Commission (Recreation & Community Services)

This commission consists of five-members plus ex-officio member(s) as approved by the city manager or it's designees. Regular members cannot hold any paid office or employment in the city government. The commission (1) acts in an advisory capacity to the Council and administrative personnel in all matters pertaining to parks, parkways and public recreation and to cooperate with other governmental agencies and civic groups in the acquisition, planning and programming thereof; (2) formulate and propose policies on recreation services for approval by the city council; (3) make periodic inventories of recreation services that may be needed and interpret the needs of the public to the city council and administration; (4) aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations; (5) inform the public of the policies and functions of the recreation and parks program; and (6) inform, advises and cooperate with boards of education and boards of school trustees of school districts comprising a part of the city of being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the park or recreation program of the city. Members on this commission must be a Monterey Park resident.

Sister Cities Commission (City Council/Recreation & Community Services)

The Sister Cities Commission consists of three members from each of our sister city associations: Nachikatsuura, Japan; Morelia, Mexico, Yung-Ho, Taiwan, Quanzhou, China and Yeongdeungpo-Gu, Seoul, Korea. Their purpose includes 1) fostering friendship, goodwill and communication among the Sister Cities of Monterey Park; 2)

participating in the exchange of cultures through cultural events and programs; and 3) serving as cultural ambassadors to sister city visitors. Members on the commission are selected by their respective associations. Members shall abide by the by-laws adopted by the commission.

Traffic Commission (Public Works)

The Traffic Commission consists of five members, that reviews traffic issues and recommend any needed changes. Issues range from traffic safety matters to parking restrictions that may be the result of a citizen's request or a staff recommendation. The Commission also makes recommendations to the City Council for installation of stop signs and amendments to the City Code for traffic related items that may ease traffic congestion and help facilitate transportation throughout the City. Members on this commission must be a Monterey Park resident.

ADMINISTRATIVE PROCEDURES

Appointments

Commissioners, Committee and Board Members are appointed by individual City Council members, with the exception of the Library Board of Trustees, the Personnel Board, and the Sister Cities Commission. Appointments may be announced at a city council meeting by the appointing council member or by notifying the City Clerk's Office.

The number of seats on the Commission, Board or Committee determines the number of appointees per Council Member. They are as follows:

- Commission on Aging and Community Participation Commission: Each council member can nominate two (2) members.
- Business Improvement District Advisory Committee, Design Review Board, Economic Development Advisory Commission, Environmental Commission, Planning Commission, Recreation & Parks Commission, and Traffic Commission: Each Council Member can nominate one (1) member.

Members on the Library Board of Trustees are appointed by the Mayor with the approval of the City Council. They are limited to two, 3-year terms in office, but serve until their respective successors are appointed. A one-year waiting period is required following the expiration of the second consecutive term.

Members on the Personnel Board are appointed by the City Council in the following manner: One member from a list of three persons nominated by the personnel of the Monterey Park Fire and Police Departments; one member from a list of three persons nominated by the remaining employees of the city; two members from the community at large; and one member from a list of three persons nominated by a majority of the four previously appointed members. A majority vote of the city council shall be required to appoint a member of the personnel board. The terms of office shall be for four years.

Members on the Sister Cities Commission are appointed by their respective Sister City Association and can serve an unlimited term.

After selection, each commissioner is sworn in by the City Clerk and required to sign a loyalty oath at the first available commission, board or committee meeting.

Every commission, board or committees term begins May 1 and ends April 30 of the following year. No person may serve more than eight consecutive terms on the same commission, board or committee. A person cannot serve on more than one Commission, Board or Committee at the same time.

Residency will be verified annually by the City Clerk's office. Should any members ceased to be a city resident that seat is deemed vacant and the term of such member terminated.

Attendance

Members are expected to attend all scheduled meetings. The City Council wants the benefit of the full commission's judgment. Whenever possible, commissioners should notify their staff representative, the chairperson, or a person designated by the commission within twenty-four hours of a scheduled meeting if they will be unable to attend.

Unless otherwise provided, if a board, committee or commission member fails to attend three (3) consecutive meetings, unless excused for cause by the committee chairperson, that member's office is deemed vacant and the member's term ended. The committee secretary must immediately notify the appointing Council Member and City Clerk of such termination.

Any member of any City Commission, Board or Committee appointed by the City Council, and terminated from said Commission, Board or Committee for absences, whether excused or unexcused, cannot be nominated for appointment to any City Commission, Board or Committee for a period of twelve months after said termination became effective.

Residency

Residency in Monterey Park is required for all members of commissions, boards and committees except for the following: Members on the Business Improvement District Advisory Commission, Design Review Board, Economic Development Advisory Commission, and Environmental Commission. For specific appointment requires refer to the Commission Structure section of this handbook.

Removal or Resignations

Members of city commissions, boards or committees serve at the pleasure of the city council and may be removed at the discretion of the city council member who appointed the Commissioner, except for the members of the Library Board of Trustees, the Personnel Board, and the Sister Cities Commission. Memberships are automatically terminated for absences as described in the prior section and is applicable for all commissions, boards and committees.

In the event an individual is unable to perform as a commissioner for health, business or personal reasons, the member shall submit a formal letter of resignation to the appointing Council Member for appropriate action, with a copy to the City Clerk and staff liaison.

Meetings

Regular Meetings. The date and time of a regular meeting is established by each commission, board or committee by minute action and may be amended from time to time. Regular meeting agendas shall be posted seventy-two (72) hours in advance of the meeting to comply with the Brown Act.

Adjourned Meetings. A commission, board or committee may adjourn any special or regular meeting to a time and place specified in the order of adjournment. An adjourned regular meeting is considered a regular meeting for purposes of transacting business. A meeting cannot be adjourned past the next regular meeting date. A notice (notice of adjournment) must be given in the same manner as a notice of special meeting. Notice of adjournment must be posted on or near the door of the meeting room within 24 hours of the adjournment.

Special Meetings. A special meeting may be called by the Chairperson or a majority of the members of a board or commission by delivering personally or by mail written notice to each member and to each newspaper, which has requested such notice. The agenda must be delivered at least twenty-four (24) hours before the time of such meeting, as specified in the notice. The agenda shall specify the time and place of the special meeting and the business to be transacted. No business other than as set forth in the notice shall be considered at such a meeting.

Meeting Place. Generally, meetings must be held in a public place within the City limits. The location should be consistent. However, meetings may be adjourned to other locations for limited purposes pursuant to the Brown Act.

Committees. All groups may designate one (1) of its members, or a subcommittee composed of not more than two (2) members to study, review, consider, or make recommendations concerning any matter within the committee's purview. However, members should discuss with their staff liaison before any action being taken.

Quorums

A quorum is essential for the conduct of business. A majority of the authorized members of a body constitutes a quorum. If a quorum is not present, the meeting may be adjourned by the members who are there. If no members are present, the meeting may be adjourned by the assigned staff member. The only business that can be transacted in the absence of a quorum is to take measure to obtain a quorum, to fix the time to which to adjourn, or to take a recess.

Conduct of Meetings

Each May, a committee will annually organize and elect a chairperson and vice-chairperson from its membership for a one-year term. In the chairperson's or vice-

chairperson's absence or disability, the committee may designate a chairperson or vice-chairperson pro tempore. Subject to the review and approval of the City Council, the commission may establish such rules and regulations as it deems necessary for its government and for the stable performance of its duties. Rules and regulations beyond those found in the establishing resolutions or codes shall be kept on file in the office of the City Clerk where they shall be made available for public inspection.

The methods used in conducting a meeting are largely the responsibility of the chairperson. It is the chairperson's responsibility to see that 1) consideration of items on the agenda move along without delay in a businesslike manner, but with reasonable time allotted to each; 2) that petitioners and proponents are heard but not permitted to prolong the meeting; 3) that any policies or rules prescribed by the City Council are observed; and 4) that all actions are according to proper procedure.

Agenda Procedure

One or more administrative staff members may be assigned to each board or commission. Items should be submitted to the staff at least five working days before the meeting in order to ensure their placement on the agenda. Some items may require more than five days notice to satisfy specific noticing requirements. The agenda must specify the time and location of the meeting and a "brief general description" of each item of business to be transacted or discussed. Agenda items generally need not exceed 20 words in length. The agenda must designate and provide the address of a location where members of the public may inspect the agenda and any associated writings, such as staff reports. The agenda must also contain information on how a person may request a disability accommodation to participate in a meeting.

Members of the public have a right to address the commission, board or committee at a regular or special meeting. Every agenda must provide an opportunity for members of the public to address the commission, board or committee on any item of interest to the public that is within the commission, board or committee subject matter jurisdiction.

No discussion or action may occur with respect to any item not appearing on the posted agenda. Limited questions, requests, and responses on matters not appearing on the posted agenda are allowed such as questions for clarification, references to staff or other resources for factual information, requests to agendize a matter of business for a future meeting or brief announcements can be made.

Minutes

Minutes are to be taken of each meeting in accordance with the following requirements and regulations:

1. Minutes shall contain a record of all proceedings, motions and actions Findings, amendments and conditions shall also be recorded into the minutes.
2. Unless specifically provided by Council policy, minutes shall not be a verbatim recording.
3. All motions, whether passed or denied, shall be recorded with the name of proposer, second and vote.
4. Minutes of hearings shall list all persons who speak for or against.
5. Minutes are merely a record of transactions. Personal opinion is not appropriate.
6. Minutes must be approved by a majority vote of the members and shall be considered an official record.
7. Amendments and corrections of the minutes submitted to the secretary may be made only in public meetings with the approval of the body and not by the private request of individual members.

In some cases, a Minutes Secretary may be assigned by the staffing department. Otherwise, a Commissioner should be selected to take minutes. All approved minutes shall be forwarded to the City Clerk's office for record keeping purposes.

Communications to the City Council

Commissions as a body may feel free to request the services of the assigned staff in composing, typing and processing correspondence or any materials relating to their oversight to go before the City Council. It should be specified whether the item is *for information only* or *requires action*. The deadline for placing an item on the City Council agenda is twelve days before the City Council meeting. Work with the staff liaison on the process to present items for City Council consideration.

It is considered excellent practice for at least one member of a committee, board or commission to attend an occasional meeting of the City Council regardless of whether the commission has an item on the agenda. The Council encourages commissions to appoint a member to serve as council liaison to keep the other commissioners informed on city activities.

Disclosure of Economic Interests

Pursuant to the City's Conflict of Interest Code, members of the following committees and commissions are required to file an annual Statement of Economic Interests every: Business Improvement District Advisory Committee, Library Board of Trustees, Planning Commission, and Personnel Board. The filed statements become public record and are available for inspection, on demand, at the City Clerk's Office.

Under State law, the above designated board members or commissioners must file within thirty days of assuming office with the City Clerk's Office. All subsequent statements must be filed on or before April 1st of each year. Designated Commissioners must also file a statement within thirty days after leaving office. Forms and instructions are available in the City Clerk's office.

Compensation The City Council may, by resolution, determine whether, and in what amount, compensation will be provided for members of the city's commission, board and committees. Without a city council resolution establishing compensation, it is conclusively presumed that no compensation is to be provided.

MAXIMIZING YOUR CONTRIBUTION

You and Your Commission

As a commissioner, you should remember that the success or failure of your efforts is largely dependent on the quality of cooperation among the individual members of your commission. To help build a consensus around common goals and objectives, you will often have to first reconcile contradictory viewpoints often results of differing degrees of understanding and shows a willingness to consider objectively the real issues.

Part of this cooperation can be produced by setting the time and place of meeting so that under normal conditions each member and interested citizen can attend. Remember that cooperation begins with mutual respect for each other's problems, as well as opinions. Another way of developing this cooperation is to do your part in ensuring that meetings proceed in an orderly and constructive manner. The chairperson is largely responsible for seeing that consideration of items on the agenda moves along without delay but with reasonable time allocated to each; he or she is to ensure that petitioners, proponents and opponents are heard but not permitted to disrupt the meetings, and that all actions are properly moved, seconded and voted upon. You can assist the chairperson greatly by becoming familiar with the basic rules of parliamentary procedure and devoting some preparation to the presentation you plan to make.

Application of the team concept is always essential to worthwhile and acceptable recommendations. This does not mean that all conflict will or should be eliminated, because controlled conflict, leading to a rational decision, is the heart of our democratic process.

Commissions should establish long and short-range goals to help them meet their objectives. Goals will help members maintain a focus on the purpose of their commission, board, or committee.

Know Your Objectives

One of the first duties as a new commissioner is to be informed about the law in which you will operate. Some of this information may be obtained by referring to the ordinance or State Code sections that authorize your particular commission and the remaining information can be obtained by consulting with the department head or staff member with whom you will work.

Remember that a commission's responsibility is to advise, suggest, listen, evaluate, and recommend. The responsibility for allocating public resources properly rests with the City's duly elected representatives and cannot be delegated to an outside group.

One method of observing this distinction is for the commission to make its final recommendations in the form of possible alternative courses of action, and to provide the City Council with an evaluation of each of the alternatives proposed. In this matter, it is clear that the proper public official must make the final decision.

Keep the Lines of Communication Open

As a member of the community, a commissioner is in the unique position of serving as a liaison between City Hall and the general public helping to reconcile contradictory viewpoints and building consensus around common goals and objectives. The commissioner must, therefore, serve as a focal point for two-way communication adequately presenting the program of the City government and your respective commission, and also providing a channel for citizen expression.

If a commissioner is not careful, this channel of communication may break down in one of two ways. First, there is a danger that the channel may become one-way; the commissioner may become so concerned with transmitting to the residents the proposals originated in City Hall that no time is left for carrying back to City officials the reactions and opinions of the man in the street.

A second risk is that members may succumb to the temptation to substitute their own opinions for those of the general public. This is seldom malicious or even intentional, but is the result of too much talking and not enough listening.

Be Thorough in Your Recommendations

In connection with your advisory role, you may often expect to spend many hours in research of a particular problem area and should endeavor to maintain an objective attitude in this fact-find phase.

If necessary, you should visit and inspect locations under consideration before commission meetings and be fully prepared to discuss, evaluate, and act on such matters when they come up. Study based on such practices will materially strengthen the value of your recommendations.

Relations with the Administration

The administrative staff, through the chain of command, works for and is responsible to the City Manager. The City Manager has directed staff to comply to the greatest extent possible with commission requests. As used here, administrative staff means all City employees except the City Treasurer, City Clerk and City Attorney. The first two are elected officials and the Attorney is appointed by and reports directly to the City Council.

Commissions, boards, and committees should feel free to utilize administrative staff in meeting their goals and objectives. Staff liaisons and support can be used to provide background and views on important issues, to keep the commission on track and focused, to interpret elected officials and administrative actions and policies, and to coach and help commission members develop their skills. However, to avoid placing the staff in a difficult position and to facilitate effective communications, remember that all your actions as a commissioner must be done with the approval of the commission as a body. In contacting City personnel on commission business, the proper channel is through the commission chairperson to the departmental liaison associated with the commission. If there is no departmental liaison, a formal request should be submitted by the commission chairperson to the involved City department through the City Manager.

The Public Trust

The value of a commission's recommendation can be greatly harmed by implications that the self-interests of the individual commissioners are involved. To avoid such a situation and provide a guide by which the new commissioner can measure his/her own actions and, in turn, be judged by those he/she serves, the following suggestions are offered:

1. Never use information received in the performance of duty as a means for making private profit or advancing the financial interests of others.
2. Separate distinctly your official conduct from your personal affiliations.
3. Never discriminate unfairly by dispensing special favors or privileges to anyone.
4. Do not accept gifts or benefits, which could be construed by reasonable persons as influencing the performance of official duties.
5. Make every effort to find more efficient and economical ways of accomplishing assigned objectives.
6. Exercise caution so that a statement cannot be construed as a promise, which would be binding upon the duties of office inasmuch as private word can be binding on public duty.
7. Avoid participation in the consideration and voting on any matter where a personal conflict of interest may be involved. When such a situation does arise, disqualify yourself immediately and state the nature of the conflict.

APPENDIX

- Municipal Law Guidebook for Elected and Appointed City Officials

CITY OF MONTEREY PARK

MUNICIPAL LAW GUIDEBOOK FOR ELECTED AND APPOINTED CITY OFFICIALS

PRESENTED BY THE

OFFICE OF THE CITY ATTORNEY



FEBRUARY 20, 2020

(DISCARD VERSIONS BEFORE ABOVE DATE)



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INTRODUCTION

The Monterey Park City Attorney's office prepared this Guidebook for elected and appointed City officials (collectively "Officials") to provide an overview of some basic laws and procedures that will affect you while in public service. This Guidebook is not meant to provide an in-depth discussion regarding all these laws; they are complex and the legal outcome in a particular circumstance often depends on the facts surrounding each case.

Since civil and criminal liability can arise in some situations, it is important for you to consult with the City Attorney's office before taking action that may be regulated by the laws and regulations cited in this Guidebook. We hope only to give you a basic understanding. Please note that the City Attorney's office is unable to provide assistance in some circumstances because the nature of an inquiry or concern is private or creates a conflict of interest. Should that occur, we will refer you to the appropriate agency or to your private attorney.

THE CITY ATTORNEY'S OFFICE

"Who is the City Attorney?" That may be the first question that leaps to mind as you enter elected office. The second question may be "What does the City Attorney do?"

We wanted to briefly address these two questions to make sure there is a common understanding from the outset of your public service.

➤ Who is the City Attorney?

The City Attorney is a public official appointed by the City Council. In Monterey Park (it can be different in other cities), the City contracts with a private law firm to act as the City Attorney's office. Mark D. Hensley and Karl H. Berger have served as Monterey Park City Attorneys since 2009. The attorneys who work for their firm serve as assistant or deputy city attorneys; these attorneys are not public employees.

Unlike every other person working for the City, neither the City Attorney nor any assistant or deputy city attorney work for the City Manager. While we work cooperatively with the City Manager, the City Attorney answers only to the City Council.

Conversely, the City Manager does not work for the City Attorney. The City Manager and the City Attorney are the only two public officials that are appointed by the City Council.

➤ What does the City Attorney do?

The answer to this question is a bit more complicated. Our client is the City of Monterey Park, i.e., we represent the corporate "person" known as the City of Monterey Park. Essentially, we are specialized corporate attorneys. Our client acts through its highest authorized officer (the City

Manager), employee (e.g., Department Directors), and decision-making body (the City Council). Because of this representation, it may be helpful to understand the following:

- The City Attorney is **not** the *City Council's* attorney. We are also **not** an individual *Councilmember's* attorney. We can only implement *legal decisions* made by a City Council majority acting on the City's behalf during a public meeting; we do not take direction from individual Councilmembers.
- Understanding that we represent the City is particularly important when considering attorney-client privilege. The City itself holds the attorney-client privilege. That privilege extends to the City Council (as a body, but not individual Councilmembers); City commissions/boards/and committees (but not individual members holding those positions); appointed public officials (such as the City Manager); and City employees. Such communications must be under the "umbrella" of City business and within the scope of responsibilities (or employment) of the individuals who are acting on the City's behalf. Communications provided to individuals in their personal capacity are not protected by attorney-client privilege.
- We are not policymakers. Our responsibility is to provide legal advice. Consequently, we do not interfere with the City Manager's operation of the City. Nor do we "play politics"; we provide the same objective legal advice to all elected officials. That necessarily means that the answers to an individual Councilmember's questions may be provided to the entire City Council in order to ensure uniformity of advice. We do try to provide policy options based upon our legal advice along with the relative risk of exercising those options. Ultimately, choosing an option is a policy decision.

With these understandings, what we do usually falls into one of these categories:

- **Legality of the City's Conduct.** The City Attorney advises regarding the legality of the City's conduct and acts as a check on potential unlawful conduct. This responsibility is reflected in California law and the Monterey Park Municipal Code ("MPMC").
- **Ethical Duties.** We adhere to both the California Rules of Professional Conduct and the *Ethical Principles for City Attorneys* adopted October 6, 2005 by the City Attorney's Department for the League of California Cities. The work we perform on the City's behalf, therefore, is guided with our ethical obligations in mind.
- **General Counsel.** As the City's corporate attorneys, we provide oral and written legal advice; review and prepare ordinances and resolutions; review and prepare contracts; assist staff in the preparation of staff reports; review Environmental Impact Reports and other environmental documents; handle most types of civil litigation; and keep the City

abreast of new legal developments. We routinely advise regarding the Ralph M. Brown Act; election issues; public works construction contracts; constitutional issues; NPDES compliance; development agreements; personnel matters; land use issues; and the myriad of other issues that the City encounters.

- **Criminal Prosecutorial Duties.** We serve both as the City's general counsel and its prosecutor. Most of the time, the City Council provides direction and it is our responsibility, within the bounds of law and ethics, to try to implement that direction. In the general counsel capacity, we are ethically bound to zealously represent and protect the City's interests. When acting as criminal prosecutors, however, we represent the People of the State of California. As the City's prosecutor, the law requires that we act impartially and without direction, involvement or political pressure from anyone, including Councilmembers. We have always defined our prosecutorial role as acting without passion or prejudice toward any particular individual whose conduct may rise to a criminal violation of the MPMC. Instead it is our role to determine whether a violation exists, who is responsible for the violation, and the best means of resolving the violation in a fair and reasonable manner.

➤ What won't the City Attorney do?

This is probably the last question that arises.

- **No politics.** We do not play favorites among elected officials; you will all get the same legal advice. Relatedly, we do not contribute to any political campaigns.
 - **No unethical or illegal behavior.** This is self-explanatory. We neither engage in such behavior nor implement such actions.
 - **No legal work for individuals.** While we do assist individual Councilmembers with crafting policy proposals for the City Council's consideration, we require direction from the entire City Council before undertaking nonroutine legal work that is likely to result in substantial time and effort. Our rule of thumb is 30 minutes, i.e., if an individual Councilmember asks for legal work taking more than 30 minutes, we will seek City Council direction.
- How to effectively utilize the City Attorney's office.

The City Attorney's office is part of the City team and we are excited to help implement the City Council's vision. Toward that end, we offer the following thoughts:

- Recognize that the City is a large and complex corporation. The policy decisions made by the City Council must be implemented by the City Manager and City Attorney. This may take some time and effort.
- Read the staff reports and other materials provided to the City Council to help formulate informed decisions. If something is missing or ambiguous, please ask us for clarification before the City Council meeting.
- Remember that it is easier (and less expensive) to solve problems earlier rather than later. If an issue arises, alert the City Manager and City Attorney and seek input at an early stage.

THE RALPH M. BROWN ACT

In 1953, the California Legislature enacted the Ralph M. Brown Act (Government Code §§ 54950-54962), commonly referred to as the “Brown Act” or “Open Meeting Law,” to ensure that deliberations and actions of local public agencies are performed at meetings open to the public and free from any veil of secrecy. To further this overall goal, the Brown Act requires that the City’s meetings be properly noticed and generally open to the public.

➤ *Application of the Act*

Under the Brown Act, “legislative bodies” must hold meetings that are open to the public. The City Council and most City commissions, *e.g.*, the Planning Commission, are legislative bodies. Note that Officials who have not yet assumed the duties of office must still conform their conduct to Brown Act requirements and are subject to Brown Act penalties as if they had assumed office.

➤ *What is a Meeting?*

A “meeting” is generally ***any gathering*** of a majority of the members of a legislative body to hear, discuss, or deliberate regarding any issue that is within its subject matter jurisdiction. This includes using direct communication, personal intermediaries, or technological devices to develop a collective concurrence on any matter by members of the legislative body.

Exceptions to this general rule are limited to

- Individual conversations between an Official and any other person;
- A majority of Officials attending a gathering open to the public involving issues of general interest to the public, *e.g.*, a conference, if the Officials do not discuss business;

- Attending an open and publicized meeting organized to address a topic of local community concern if the meeting is not sponsored by the City and Officials do not discuss business;
- Attending one of the City's standing committee if Officials in attendance do not discuss business; or
- Attending a purely social event if the Officials do not discuss business.

It is important to keep this rule in mind whenever a majority of Officials meet, *e.g.*, after a regularly scheduled meeting is adjourned. While such gatherings are not impermissible, Officials must be aware that conversation topics are generally limited to matters other than business.

Remember that a *minority* of Officials may attend any event; such a gathering is not defined as a meeting under the Brown Act. As explained more fully below, however, an Official may be required to disclose his or her attendance at a particular event under some circumstances.

Also remember, however, that serial meetings are prohibited. A serial meeting occurs where less than a quorum of public officials meets in a series of different meetings, but eventually the majority of a legislative body is involved. There are two classic examples of serial meetings.

The first is where Official 1 contacts Official 2 who contacts Official 3 regarding a particular issue that is within the subject-matter jurisdiction of the legislative body. This process creates a quorum and can lead to a collective consensus with regard to action that should be taken.

As can be seen, the advances in technology can present a problem for Officials. In particular, the ease of using the "reply" or "forward" e-mail options can quickly lead to a serial meeting (example: Official 1 sends an e-mail to Official 2 who forwards it to Official 3 along with Official 2's comments, etc.). While a unilateral e-mail may be permissible (*i.e.*, where there is no expectation or solicitation for a response) an electronic "conversation" is not.

The other type of serial meeting is a "hub and spoke" meeting. This occurs where a staff member, for example the city manager, telephones individual Officials and reveals the respective views of the other members. As stated by the Attorney General,

"problems arise when systematic communications begin to occur which involve [Officials] acquiring substantive information for an upcoming meeting or engaging in debate, discussion, lobbying or any other aspect of the deliberative process either among themselves or with staff."

In both of these examples, the Brown Act is violated since the public is deprived of meaningful participation and the collective concurrence of a majority is reached without a public meeting.

Accordingly, it is important to exercise caution when using the convenience of communication technology and social media; while advances in technology can facilitate communication, the very convenience provided by such technology can result in inadvertent violations of the Brown Act.

The mayor or chairperson or a majority of Officials on a particular legislative body may schedule special meetings at any time and location within the City's jurisdiction (with certain exceptions). Note, however, that that a minimum of 24 hour notice must be given for special meetings.

➤ *Action Taken*

A legislative body may generally only take action on matters that are included on a properly posted agenda. There are exceptions to this general rule: Officials may briefly respond to statements or questions made during public comment; may ask for clarification on a topic; make brief announcements; report on activities; or direct staff to place a matter on a future agenda.

Taking action is defined as:

1. A collective decision by a majority of the members of a legislative body;
2. A collective commitment or promise by a majority of the members to make a positive or negative decision; or
3. An actual vote by a majority of the members of the legislative body sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

Please note that Officials who attend a meeting where action is taken in violation of the Brown Act are subject to criminal penalties.

➤ *Public Attendance and Comments*

With certain specific exceptions, all meetings must be open to the public and attendance cannot be conditioned upon submitting personal information. Officials may adopt reasonable regulations for public comment. Persons attending a meeting may record the proceedings using any reasonable method that does not interrupt the proceeding. This right does not, however, include recording closed sessions.

The Act requires that every agenda provide an opportunity for public comment. As already explained, Officials may respond to public remarks.

MEETING PROCEDURES

Meetings before public bodies are often opportunities for persons to express their displeasure or support for particular matters being considered. Some may regard such meetings the quintessential opportunity to exercise their First Amendment rights.

It is important, however, to remember that meetings held by the City's council and commissions are also government proceedings that are necessary to conduct City business. Accordingly, the City may impose limitations upon persons attending a meeting in order to help facilitate the orderly progression of such meetings.

➤ *Regulation Permitted.*

The right to petition government and free speech are activities protected by the United States and California Constitutions. These protections, however, are not unlimited. The United States Supreme Court recognizes that

“[e]ven protected speech is not equally permissible in all places and at all times. Nothing in the Constitution requires the Government freely to grant access to all who wish to exercise their right to free speech on every type of Government property without regard to the nature of the property or to the disruption that might be caused by the speaker's activities.”

The City Council, and other legislative bodies in the City, may therefore regulate the activities of persons attending a City meeting to facilitate the orderly progression of the meeting. Such regulations, however, must govern the actions of a person; they cannot generally constrain the content of that person's speech. A commission may not, therefore, prohibit public criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body. It may, however, prevent members of the public from commenting on matters that are not within the commission's subject matter jurisdiction. It would be improper, therefore, for individuals to speak on matters other than such issues.

➤ *Willful disturbance of a meeting is unlawful.*

Penal Code § 403 states, in relevant part, that “[e]very person who . . . willfully disturbs or breaks up any . . . meeting that is not unlawful in character . . . is guilty of a misdemeanor.” This provision is interpreted as applying to persons who intentionally commit acts that violate implicit customs or explicit rules for a meeting that were actually known, or should have been known. Shouting, yelling, and clapping have all been held to be sufficiently disruptive to permit persons to be removed from and arrested at local government meetings.

The City Council, and other legislative bodies, may adopt rules and procedures for the orderly conduct of its meetings. If a person disrupts a meeting, the legislative body may, in addition to having a person arrested, remove the person disturbing the meeting or clear the meeting room.

The mayor or chairperson is generally in charge of keeping order. They, or a majority of officials on a commission, may impose rules of decorum to facilitate the orderly progression of a meeting.

DECISION-MAKING

Ordinarily, a public decision-making body takes either legislative or adjudicative actions regarding a matter. Legislative actions are mainly political where the public body “declare[s] a public purpose and make[s] provisions for the ways and means of its accomplishment.” In essence, legislative action formulates rules that apply to all future cases.

Adjudicative actions “apply law that already exists to determine specific rights based upon specific facts ascertained from evidence adduced at a hearing.” Examples of legislative actions include plan amendments and rezones; adjudicative actions include decisions regarding conditional use permits and approving tentative maps.

➤ *Due Process*

A quasi-judicial action triggers the procedural due process rights of the United States and California Constitutions. Under such circumstances, a party appearing before the legislative body is entitled to

1. Notice of the proposed action;
2. Reasons for the action;
3. A copy of the evidence on which the action is based; and
4. The right to respond “before a reasonably impartial, noninvolved reviewer.”

The last requirement is one of fundamental fairness. It is a long-standing rule that quasi-judicial bodies can only make decisions based upon the evidence before them; they “cannot act on their own information.” A legislative body acting upon its own information, without a party’s input, does not conduct a fair hearing.

➤ *Independent Investigation*

There is nothing that prohibits an Official from conducting an independent investigation. However, it is important that an Official disclose his or her investigation and *ex parte* contact if information obtained through that contact could influence the Official's decision. Disclosure of this information provides a party with the opportunity to challenge or explain that evidence. Without such disclosure, due process would be violated.

CONFLICT OF INTEREST ISSUES

Conflict of interest issues are one of the most complex areas of law that will affect you as a public Official. There are a myriad of laws and regulations that govern conflicts of interest. While the City Attorney's office is available to discuss conflict of interest issues, the duty is on you to present any information concerning potential conflicts of interest to the City Attorney's office.

While an Official's conflict may render City action in a particular matter ineffective, the Official may be personally liable for criminal and civil penalties. Additionally, under most circumstances, the City Attorney's advice on a particular situation will not safeguard the Official from personal liability; the City Attorney does not represent Officials in their personal capacity – our client is the City itself.

➤ *Common Law Doctrine*

In 1928, the California Supreme Court enunciated the common law doctrine against conflicts of interest as follows: A public officer is impliedly bound to exercise the powers conferred on the officer with disinterested skill, zeal, and diligence and primarily for the benefit of the public.

This common law doctrine was developed through court decisions and is generally secondary to the significant regulations adopted by the Legislature and the Fair Political Practices Commission ("FPPC"). These laws and regulations are part of the Political Reform Act ("PRA").

➤ *Political Reform Act*

The PRA regulates conflicts of interest by requiring that Officials disclose *potential* conflicts and prohibiting their participation in decision-making where there are *actual* conflicts. The California Attorney General, the FPPC, and local district attorneys are empowered to enforce the PRA through criminal sanctions and civil penalties. Generally, criminal violations of the Act are prosecuted as misdemeanors, but may also be pursued as felonies.

Although the penalties for violations of various provisions of the Act vary, civil penalties are generally based upon the amount of money or value of a gift or contribution not reported; penalties can be as high as ten thousand dollars (\$10,000) or three times the amount not reported, whichever

is greater. Because good faith may sometimes be relevant in determining criminal and civil liability, it is particularly important to seek further advice whenever a potential problem appears.

➤ *General Rule for Disqualification*

The PRA states that “[n]o public official at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental decision in which he [or she] knows or has reason to know he [or she] has a financial interest.”

Under the PRA, an Official participates in making a decision when the Official influences the decision-making process in any manner including, without limitation, proffering advice or making recommendations to a legislative body regarding a matter. With certain exceptions, Officials must refrain from participating in the decision-making process when it is reasonably foreseeable that the decision will have a material effect on the Official’s financial interest distinguishable from that of the general public.

The best advice that we can provide when a conflict issue arises is to contact the FPPC and seek its assistance (www.fppc.ca.gov and 1-866-275-3772). Only FPPC advice can protect an Official from potential enforcement actions concerning conflicts of interest. With that caution, below is a general outline of the current requirements regarding conflicts of interest.

➤ *Determining When a Material Financial Interest Exists*

There is a complex set of FPPC regulations that determine whether an Official has a material interest in a governmental decision that would have a nontrivial and reasonably foreseeable effect on (1) the Official’s financial interest in a business entity; (2) the Official’s financial interest in real property; (3) the Official’s financial interest in a source of income; (4) the Official’s financial interest in a source of gifts; (5) the Official’s personal finances; or (6) the personal finances of a member to the Official’s immediate family:

1. The effect on an Official’s business is material where the business (a) initiated the proceeding pertaining to the governmental decision; (b) offers to sell a service or a product to the Official’s agency; (c) bids on or enters into a contract with the agency; (d) is either the manufacturer of any product purchased by the agency or the sales provider of products which amount to \$1000 or more within a 12-month period; (e) applies for a permit or other entitlement that the agency is authorized to issue; (f) is subject to an action under the agency’s regulatory authority; or (g) is subject to an action taken by the agency that is directed at the entity. If the Official’s only interest in the entity is an investment interest, the decision’s effect will be material if (i) the decision may result in an increase/decrease of the entities annual gross revenues or the value of the entities assets or liabilities; (ii) the

decision may cause the entity to incur/avoid additional expenses or to reduce/eliminate expenses; or (iii) there is clear and convincing evidence the decision would have a substantial effect on the property. Additionally, business costs related to travel, food, and lodging, made in the course of carrying out an agency function, are not material if it is authorized by the agency and the business provides the same services to the general public, unless these costs affect the value of the company or stock.

2. Generally, the effect on an Official's real property is material where it involves land use policies, improvements, zoning, or taxes applicable to the property, where it relates to the transfer of an interest in the property, where it involves consideration of a permit pertaining to the property, where it would affect the value, use, income potential, development potential, or character of the property, or would affect the value of property located within 500 feet of the Official's non-commercial property. However, decisions which exclusively concern repair and maintenance of streets, sewers, and similar systems, and certain decisions which solely involve the adoption or amendment of a general plan, are not held to have a material financial effect on the Official.
3. An Official will be materially affected if either the Official or the Official's spouse will receive salary, other payment for goods and services, or a gift from the person or entity that is the subject of a proceeding, or from an individual, nonprofit, or business that will be affected, or which the Official has reason to believe will be affected by the decision. The Official will also be affected if he or she receives income as a result of the sale of real property in which he or she has an ownership interest, where the purchaser is either the subject of the proceeding or has an interest in a business or property that will be affected by the decision. Likewise, there is a material effect where the Official is promised, or receives income so that the source of the income may achieve a goal that is likely to be affected by the decision. Note that certain exceptions may apply with regard to income from retail sales of a business entity including, without limitation, whether or not the retail business is open to the general public, whether the Official can distinguish customers by amount of sales, or whether the clientele of the business is comprised of a broad base of persons representative of the City.
- 4, 5 & 6. The Official will be materially affected where the Official or his or her immediate family will receive a financial benefit or loss as a result of a decision, though certain exceptions apply. As of the writing of this version of the Guidebook, the general dollar limitation for determining materiality is \$500.

➤ *Definition of "Income"*

“Income” includes, without limitation, dividends; rents; capital gains; salary; wages; gifts; loans; and your community property interest in spousal income. Except for gifts, the only income relevant to a conflict situation is income received from a source within the City; from a source presently doing, or planning to do, business within the City; and a source having done business in the City during the last two years.

➤ *Effect of Decision on Official Distinguishable From Effect on Public Generally*

You may participate in a decision, even when it would have a material financial effect, if you are affected in the same manner as the general public. This occurs when a legislative body’s decision (1) will affect a significant segment of the public, defined as at least 25% of the business or nonprofit entities, real property, or individuals within the jurisdiction; and (2) the financial effect on the Official is “not unique.”

An Official does not have a conflict of interest when a legislative body’s decision is indistinguishable from the effect on the public generally. For example, changing the City’s sales tax does not create a conflict because it affects all residents, even though it may significantly affect an Official’s income. Likewise, where an Official’s spouse owns a business located near a major street, and over half of the City’s commercial properties are also located near that street, that official may participate in decisions relating to improvements made on the street, because the improvements would affect most businesses in the City and would not “uniquely” affect the Official’s spouse.

➤ *Prohibition on Participation or Influencing Decision Once an Official is Disqualified*

If you have a conflict of interest, you are disqualified from participating in the decision-making process for that matter. Accordingly, you may not have any influence over the decision before it comes before your legislative body; you must declare for the record the nature of your conflict; you must leave the room when it comes before the legislative body (unless the matter is on the consent calendar, in which case you need not leave the room); and you may not discuss the matter with other Officials or with City staff members. An Official may, however, for certain defined personal interests make a public appearance before his or her legislative body as a member of the general public, but only in a personal capacity to comment on matters related solely to personal interests.

As noted throughout this Guidebook, the PRA is extremely complex; this paper only provides a summary and is not meant to provide legal advice. Specific questions should be directed to the City Attorney’s office for a determination well in advance of when a decision needs to be made.

➤ *Government Code § 1090*

Section 1090 prohibits Officials and City employees from having financial interests in contracts made by them or by any board or body of which they are members. This prohibition applies in two basic situations. First, if the financially interested Official or City employee is a member of a board or other body that actually executes the contract (*e.g.*, the City Council), the potential conflict prohibits the City from entering into the proposed contract, regardless of whether or not the Official participates in or abstains from the actual decision, unless certain limited exceptions apply. Second, if a staff member has a financial interest in a contract with the City, there is a conflict only if that staff member actually participates in the making of the contract. In either case, if such a contract is made, the City may void it.

You should also understand that the term “contract” is used very broadly and applies to any agreement between the City and another party whether written or oral and whether formal or informal. Additionally, the prohibitions of Section 1090 apply equally to the councilmember who votes on a written contract, a member of an advisory board who makes a recommendation on a contract, and to an employee who advises the council on a particular contract.

Note that a § 1090 violation may result in severe criminal penalties. While there are certain exceptions to the general prohibition, it is better to contact the City Attorney’s office with any questions you may have.

➤ *No Free Passes*

A somewhat dated provision of the California Constitution prohibits any public officeholder from accepting a pass or discount from a transportation company. Specifically, Article XII, § 7, of the Constitution states that

“[a] transportation company may not grant free passes or discounts to anyone holding an office of the State; and the acceptance of a pass or discount by a public officer, other than public utilities commissioner, shall work a forfeiture of that office ...”

Actions by the Southern Pacific Railroad leading to political corruption caused this provision to be added to the Constitution in 1879, but it has rarely been used. The California Attorney General, however, has opined that an official may forfeit their office because of this prohibition even though (1) the official was completely unaware of the provision; (2) the official had no regulatory power or other official influence over the activities of the transportation company or any other transportation company; (3) the transportation company’s activities were not restricted to intrastate business, but included interstate and international operations as well; (4) the official, upon learning

of the prohibition, immediately reimbursed the carrier for the transportation received; and (5) the official's travel was personal travel rather than official business.

It is unlikely that this provision would apply to special rates given to the public generally. Moreover, the Attorney General's Office has opined that it does not apply to the use of Frequent Flyer miles or to tickets obtained by a public official when the eligibility is based on the fact that the official's spouse is an airline employee. Finally, this provision does not apply if the ticket is provided by a non-"transportation company," *i.e.*, provided by your employer, as a gift from a friend, or to enable you to make an out-of-town speech or attend an out-of-town event. Note, however, that such gifts would need to be disclosed under the PRA.

➤ *AB 1234 Ethics Training*

AB 1234 allows the City to reimburse elected and appointed officials for actual and necessary expenses incurred in the performance of official duties in accordance with a written policy adopted by the City Council. Such a policy identifies the types of expenses for which the City can reimburse a public official relating to travel, meals, lodging, and other actual and necessary expenses. Among other things, AB 1234 requires the person attending activities and receiving reimbursements to give a brief report to the City Council at its next regular meeting regarding those official duties.

Public officials must also receive at least two hours of training in ethics every two years; newly elected public officials must obtain such training within one year after being elected. A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements. The courses may be taken at home, in-person, or online.

If you are interested in the online training, go to locaethics.fppc.ca.gov/login.aspx.

➤ *Mass Mailings*

The PRA also regulates "mass mailings" (Government Code §§ 81000-91014). In relevant part, the PRA states: "No newsletter or mass mailing shall be sent at public expense." The term "mass mailing" means "over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry."

The PRA prohibits *any* public money from being spent to *distribute* a mass mailing. Moreover, the law prohibits more than \$50 of public money from being spent to design, produce, or print an otherwise prohibited mass mailing.

Mass mailings are prohibited when they "feature" an elected officer as follows:

“(A) Features an elected officer affiliated with the agency which produces or sends the mailing; or

(B) Includes the name, office, photograph, or other reference to an elected officer affiliated with the agency which produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected officer.”

The phrase “features an elected officer” means that “the item mailed includes the elected officer’s photograph or signature, or singles out the elected officer by the manner of display of his or her name or office in the layout of the document, such as by headlines, captions, type size, typeface or type color.” Note, however, that simply referencing an elected official’s name may be impermissible if the mailing is prepared or sent in “cooperation, consultation, coordination, or concert with the elected officer.”

An item is “sent” if delivered to residences, businesses, or post office boxes by any means (not simply the mail). Items that are publicly available for distribution at meetings, or can be actively obtained by the public from public facilities (*e.g.*, City Hall) are not “sent” for purposes of the PRA. Moreover, the regulation of mass mailings does not apply to solicitations for information; only to unsolicited requests.

The mass mailing regulations affect are written documents, records, videotapes and buttons. However, these regulations do not affect webpages. Further, the PRA’s 200 item limitation applies on a calendar basis, *i.e.*, up to 200 similar items may be sent each calendar month. A mass mailing may not be sent within the 60 days preceding an election by or on behalf of a candidate whose name will appear on the ballot at that election, subject to the exceptions identified in Government Code § 89002.

PUBLIC RECORDS

The Public Records Act (“Records Act”) defines a public record as

“any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any ...local agency regardless of physical form or characteristics.”

A “writing” includes

“handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers,

maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents....”

Generally, all public records must be “open to inspection at all times during the office hours of the...local agency and every person has a right to inspect any public record...” Based on these statutory definitions, virtually every piece of information created, received, or stored in the course of performing City business constitutes a public record and may be inspected by the public upon request.

➤ *Time for responding to a PRA request.*

As stated above, public records must generally be available for public inspection during the City’s business hours. If public records are stored on medium other than paper, *e.g.*, CD-ROMs or microfiche, equipment for viewing these records must be made available for the public.

Persons may also request that the City provided them with copies of public records. Ordinarily, public agencies must respond to requests for copies of public records within 10 days. In “unusual” circumstances, the City may extend the time for responding by an additional 14 days if the city manager, or designee, explains the reasons for the delay to the requestor within the initial 10 day time period.

The definition of “unusual circumstances” includes (1) “[t]he need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request; (2) “[t]he need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request; (3) “[t]he need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein”; and (4) “[t]he need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.”

➤ *When may public records be withheld?*

As stated above, virtually everything drafted, received, or kept by the City constitutes a public record. However, although the PRA favors disclosure of public records, cities are generally not required to *create* documents in response to a public record request. Nor must the City comply with requests for documents that are unduly burdensome.

Moreover, there are specific types of documents that may be withheld by public agencies for other reasons. A partial list of exempt City records includes:

- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not

retained by the City in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

- Records pertaining to pending litigation to which the City is a party until the pending litigation or claim is finally adjudicated or settled.
- Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- Geological and geophysical data, plant production data, and similar information relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.
- Other than as specifically required by the Government Code, records of complaints, investigations, intelligence information, or security procedures of the police and fire departments (code enforcement).
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the City relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.
- Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information.
- Records the disclosure of which is exempted or prohibited pursuant to federal or state law.
- Information contained in applications for licenses to carry firearms that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of members of his or her family.

➤ *Assistance with identifying public records.*

The City is required to assist persons seeking public records by helping them “make a focused and effective request that reasonably describes an identifiable record...” To fulfill this obligation (with certain exceptions), the City must take the following steps “to the extent reasonable under the circumstances”:

- Help the requestor identify those documents that meet the request “or to the purpose of the request”;
- “Describe the information technology and physical location in which the records exist”; and
- “Provide suggestions for overcoming any practical basis for denying access to the records or information sought.”

The City cannot recoup its costs for such assistance from the requestor. Before June 4, 2014, the City could seek reimbursement for its costs. Article XIII B, § 6, of the California Constitution generally provides that, when the state mandates a program or higher level of service on a local government, it *must* provide funds to the local government to reimburse costs related to the state mandate.

On June 3, 2014, however, voters approved Proposition 42, the California Compliance of Local Agencies with Public Act, which amended Article XIII B section 6(a) to provide that “the Legislature may, but need not, provide a subversion of funds for... (4) Legislative mandates contained in statutes within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I.” Proposition 42 also added Article I, section 3(b)(7), which provides that, “in order to ensure public access to the meetings of public bodies and the writings of public officials and agencies,” local agencies must comply with the PRA and the Brown Act. Collectively, these amendments provided that the state legislature was not required to reimburse local agencies for funds expended in connection with the CPRA.

Where there has been a change in the law, the Department of Finance may file a request with the Commission to adopt a new test claim decision upon a showing that the state's liability under Article XIII B section 6 has been modified. On January 21, 2015, the Department of Finance filed a request for redetermination of prior test claims concerning the CPRA, and the Commission found that Proposition 42 eliminated the state's liability for reimbursement, beginning on June 4, 2014. The decision was adopted July 24, 2015, and served August 4, 2015.

➤ *Records Provided to a Majority of the City Council*

The Government Code provides that

“[A]gendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by any person in connection with a matter subject to discussion or consideration at an open meeting of the body, are disclosable public records . . . and shall be made available upon request without delay.”

As seen by the emphasized language, virtually *any writing*, that was distributed to a majority of the City Council (or other legislative body) is a public record and must be available for public inspection. As noted above, such writings include electronic mail correspondence with City Councilmembers. Consequently, if it is obvious (or reasonably certain) that a majority of Councilmembers received a writing, it is important that a copy be provided to the City Clerk for filing and inspection. This is true even if an appointed public official, such as the City Manager, did not receive a copy of the correspondence. Accordingly, please ensure that the City Clerk receives a copy of all writings you may receive where it is apparent that the same writing was provided to a majority of the City Council (or other legislative body).

Also note that the California Supreme Court confirmed in 2017 that electronic communications pertaining to public business and that are conveyed using a personal, nongovernmental account or electronic device, constitute public records subject to disclosure by public agencies. This means communications in your personal email; texts; social media (e.g., Facebook, Instagram, Twitter); Nextdoor.com; Snapchat; Whatsapp; and any other electronic accounts are subject to disclosure under the Public Records Act.

CONCLUSION

As noted earlier, this Guidebook is only a superficial overview of laws and regulations that will affect you while in public service. There may also be more specific memoranda or resolutions regarding subject-matter that is discussed in this Guidebook. Some of those are attached as appendices. Questions or concerns regarding specific facts should be directed to the City Attorney’s office.

If you are interested in reviewing any of the legal sources cited in this Guidebook, or would like to contact one of the State Agencies, the following information may be helpful:

For case law - <http://www.findlaw.com/cacases/>; for California Regulations - <http://ccr.oal.ca.gov/>; for the FPPC - <http://www.fppc.ca.gov/> and 1-866-275-3772.