

**CALL AND NOTICE OF SPECIAL MEETING OF
THOUSAND OAKS CITY COUNCIL**

March 30, 2021

6:00 p.m.

Teleconference/Video Conference

City Hall

2100 E. Thousand Oaks Blvd., Thousand Oaks, CA

Public advisory: The City of Thousand Oaks facilities are closed to the public.

TO: ALL MEMBERS OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS AND THOSE REQUESTING NOTICE OF SUCH MATTERS:

PLEASE TAKE NOTICE, pursuant to Thousand Oaks Municipal Code Section 1-8.104 and California Government Code Section 54956, the City Council has called a Special Meeting of the Thousand Oaks City Council to be held Tuesday, March 30, 2021, via teleconference/video conference and at City Hall, 2100 E. Thousand Oaks Blvd., Thousand Oaks, California. Pursuant to the Governor's Executive Order N-29-20, the March 30, 2021 Special Meeting of the City Council will be conducted via teleconference/video conference. Said Special Meeting is for the purpose and to consider only the following business:

5. STUDY SESSION:

A. City Council FY 2021-22 Top Ten Priorities and Goal Setting Study Session

RECOMMENDATION:

1. Receive broad organizational updates from City staff
2. Establish Citywide FY 2021-22 Top Ten Priorities
3. Review and, if necessary, revise:
 - Citywide Goals
 - City Council Norms

This notice shall be personally delivered or by any other means to all City Council members, and also to all newspapers or other media requesting such notice, so that all such parties shall receive this notice at least 24 hours prior to the meeting time. A copy of this notice shall be posted by the City Clerk in a location freely accessible to the public at least 24 hours prior to the time of this meeting.



Cynthia M. Rodriguez, City Clerk
On Behalf of Mayor Claudia Bill-de la Peña

I, Cynthia M. Rodriguez, Thousand Oaks City Clerk, declare that the above Call and Notice of a Special Meeting of the City Council was e-mailed and delivered to all Councilmembers, and e-mailed to the media entities and all parties requesting such notice, on *March 25, 2021*. Said notice was also posted on the City's website and in the open entryway of City Hall at the Civic Arts Plaza on *March 25, 2021* at *5:00 p.m.*



Cynthia M. Rodriguez, City Clerk

City Council

SPECIAL MEETING - TELECONFERENCE/VIDEO CONFERENCE

Tuesday, March 30, 2021, 6:00 P.M.

Andrew P. Fox City Council Chambers



Public advisory: The City Council facilities are closed to the public. You may view the City Council meeting broadcast live on TV (Frontier Channel 3, Spectrum Channel 10), the City's website (www.toaks.org/TOTV), and YouTube (CTO Meetings).

Pursuant to the Governor's Executive Order N-29-20, City Councilmembers will be participating via teleconference and/or video conference.

You may participate in the meeting by submitting written comments or requesting to speak no later than 5:00 p.m. the day of the meeting.

If you would like to submit a written comment, please complete the online [Comment Form](#). Please see page two for more information.

If you would like to speak on an agenda item, please complete the online [Speaker Form](#). Please see page two for more information.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in the City Council meeting, please contact the City Clerk Department (805) 449-2151 within 48 hours of the meeting.

Claudia Bill-de la Peña, Mayor
Bob Engler, Mayor Pro Tem
Al Adam, Councilmember
Ed Jones, Councilmember
Kevin McNamee, Councilmember

Executive Team

Andrew P. Powers, City Manager
Ingrid Hardy, Assistant City Manager
Kelvin Parker, Community Development Director
Cynthia M. Rodriguez, City Clerk
Jonathan Serret, Cultural Affairs Director
Jim Friedl, General Manager, CRPD
John Spykerman, Fire Chief

Tracy M. Noonan, City Attorney
Gary Rogers, Deputy City Manager
Jaime Boscarino, Finance Dir./City Treasurer
Clifford G. Finley, Public Works Director
Tim Giles, Human Resources Director
Heather Cousin, Library Director
Jim Fryhoff, Police Chief

MISSION STATEMENT:

Extraordinary Service to the Citizens We Serve is Our Purpose

The following is provided to assist with public participation:

AGENDA AVAILABILITY: The City Council Agenda is posted at the entry to the Civic Arts Plaza/City Hall, 2100 E. Thousand Oaks Boulevard, Thousand Oaks [main posting location pursuant to the Brown Act, G.C. 54954.2(a)]. Agenda packet and “Live and Archived” meetings and minutes are available on the City’s website at www.toaks.org. Televised City Council Meetings are re-broadcast Thursday and Sunday (following meeting) at 10:00 a.m. and 6:00 p.m. on TV (Frontier Channel 3, Spectrum Channel 10).

PUBLIC INPUT: To allow adequate time to provide your comments to the City Councilmembers please submit your comments via the online [Comment Form](#) no later than 5:00 p.m. the day of the meeting. If you would like to speak on an agenda item during the meeting, please complete the online [Speaker Form](#) no later than 5:00 p.m. the day of the meeting. If you would like to speak during the meeting, you will be asked to provide an email address and/or telephone number where you may be reached when the item is being discussed at the City Council meeting. Persons addressing the City Council are requested to state their name and community of residence for the record. If you need further assistance, please email the City Clerk Department at cityclerk@toaks.org or call (805) 449-2151.

Please be advised that communications directed to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions; will be printed/posted as submitted.

SPANISH INTERPRETATION: If you need interpretation of your communications to the City Council from Spanish into English, please contact the City Clerk Department at (805) 449-2151 or by email at cityclerk@toaks.org. Notification of at least 48 hours will usually enable the City to make arrangements.

INTERPRETACIÓN AL ESPAÑOL: Si necesita una interpretación del español al inglés para sus comunicaciones al Consejo de la Ciudad, comuníquese con el Departamento del Secretario Municipal al (805) 449-2151 o por correo electrónico a cityclerk@toaks.org.

SPECIAL MEETING PUBLIC INPUT: Only issues listed on a special meeting agenda may be addressed pursuant to the Brown Act/Special Meetings.

CONSENT CALENDAR: Matters listed on Consent Calendar that do not require significant reporting and/or discussion for decision or considered to be routine, will be approved by one motion as recommended. There will be no separate discussion unless Councilmember or staff member requests separate discussion prior to approval.

SUPPLEMENTAL INFORMATION: Any agenda related information received and distributed to the City Council after the Agenda Packet is produced is included in Supplemental Packets. Supplemental Packets are produced as needed, typically a minimum of two—one available on the Thursday preceding the City Council meeting and the second on Tuesday at the meeting. Both the Thursday and Tuesday Supplemental Packets are available for public review on the City’s website.

JUDICIAL REVIEW: Any legal action by an applicant seeking to obtain a judicial review of the City Council’s decision on a Hearing or issue listed on this Agenda may be subject to the 90-day filing period, of and governed by, Code of Civil Procedure Section 1094.6. Also refer to TOMC Section 1-4.05.

SPECIAL MEETING AGENDA

1. CALL TO ORDER: 6:00 p.m.
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL: Councilmembers Adam, Jones, McNamee, Engler, and Mayor Bill-de la Peña
4. PUBLIC COMMENTS: (Note: Only issues listed on this agenda may be addressed pursuant to the Brown Act/Special Meetings)
5. STUDY SESSION:

- A. City Council FY 2021-22 Top Ten Priorities and Goal Setting Study Session

RECOMMENDATION:

1. Receive broad organizational updates from City staff
 2. Establish Citywide FY 2021-22 Top Ten Priorities
 3. Review and, if necessary, revise:
 - Citywide Goals
 - City Council Norms
6. ADJOURNMENT:

Adjourn to 6:00 p.m. Regular Meeting April 13, 2021

Agenda Post Date/Time: March 25, 2021, 5:00 p.m.



City Manager's Office
STAFF REPORT

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
 Phone 805/449.2121 • Fax 805/449.2125 • www.toaks.org

TO: City Council

FROM: Andrew P. Powers, City Manager

DATE: March 30, 2021

SUBJECT: Citywide FY 2021-22 Top Ten Priorities and Goal Setting Study Session

RECOMMENDATION:

1. Receive broad organizational updates from City staff
2. Establish Citywide FY 2021-22 Top Ten Priorities
3. Review and, if necessary, revise:
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FINANCIAL IMPACT:

Fiscal Impact to be Determined. If necessary, funding for new specific priorities and/or projects arising from this study session will be considered during this year's biennial budget process.

BACKGROUND:

Each year, City Council traditionally establishes the City's Top Ten Priorities, and reviews progress on prior year priorities. The priorities clearly articulate City Council's objectives and are used to promote accountability. Previous years' goals have aligned with the principles established during the Visioning 2064 exercise and will continue to be incorporated in future reviews.

DISCUSSION:

Citywide Top Ten Priorities

At this year's Goal Setting Study Session, the City Manager and other staff members will present organizational updates on Fiscal Sustainability, Public Works, Community Development, Economic Development, and COVID response and relief efforts. City Council will then discuss top priority focus areas for the

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establishment of new priorities for FY 2021-22 (Attachment #1). Specific action items may be linked to each priority to aid staff in monitoring progress. The top ten priorities and related action items will be presented to City Council at a future meeting for approval.

Citywide Goals

The current broad Citywide Goals are included as Attachment #2. These goals are reviewed and reaffirmed on a two-year basis in conjunction with the City's budget cycle.

City Council Norms

The current City Council Norms (Attachment #3) serve to augment City Council's Standards of Operation (Resolution No. 2011-066), Municipal Code Ethics Chapter, and related policy documents to provide a more specific "Code of Conduct." City Council may elect to review and, if necessary, amend the City Council Norms.

COUNCIL GOAL COMPLIANCE:

Meets City Council Goals A and B:

- A. Provide municipal government leadership which is open and responsive to residents, and is characterized by ethical behavior, stability, promoting public trust, transparency, confidence in the future, and cooperative interaction among civic leaders, residents, business representatives, and staff, while recognizing and respecting legitimate differences of opinion on critical issues facing the City.
- B. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

Attachments:

- Attachment #1 – Proposed Citywide FY 2021-22 Top Priorities (to be provided in Supplemental Packet)
- Attachment #2 – Citywide Goals for FY 2019-20 & FY 2020-21
- Attachment #3 – City Council Norms

Proposed Citywide
FY 2021-22 Top Priorities

**ATTACHMENT TO BE PROVIDED
IN SUPPLEMENTAL PACKET**

**City of Thousand Oaks
Citywide Goals for FY 2019-20 & FY 2020-21**

- A. Provide municipal government leadership which is open and responsive to residents, and is characterized by ethical behavior, stability, promoting public trust, transparency, confidence in the future, and cooperative interaction among civic leaders, residents, business representatives, and staff, while recognizing and respecting legitimate differences of opinion on critical issues facing the City.
- B. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.
- C. Maintain strong commitment to public safety (including Police, Fire, Emergency Medical Services, and Emergency Management) to ensure City remains one of the safest Cities in the United States with a population over 100,000.
- D. Complete ring of open space around the City; Protect and preserve ridgelines, natural habitat, and designated open space areas.
- E. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.
- F. Continue City's commitment to community and cultural programs and services (such as Performing Arts/Theatres, Libraries, TOTV, Visual Arts, Youth and Senior Programs).
- G. Participate in public-private and multi-jurisdictional opportunities to ensure residents have access to high levels of parks, recreation, education and leisure programs and services.
- H. Maintain a strong local employment base geared toward retaining high quality businesses; Sustain a healthy business community; and, Diversify the local economy, with a specific emphasis on small businesses and high technology/biomedical jobs.
- I. Implement high quality revitalization projects within Thousand Oaks Boulevard and Newbury Road Areas; Develop a pedestrian-oriented, viable, and self-sustaining "Downtown;" and, continue to support production of long-term affordable housing.
- J. Prepare for transition of City workforce by ensuring that sufficient succession planning takes place to develop an employment base which is reflective of the community's demographics.

**City of Thousand Oaks
City Council Norms
“Promote Public Confidence and Trust”**

1. Treat each other, staff, and members of the public respectfully; do not criticize staff or others in public.
2. Follow the rules (Standards of Operation) and adhere to the rules. Mayor to hold speakers accountable and Mayor Pro Tem to hold speakers addressing Mayor accountable, while recognizing a resident’s right to address his/her elected representatives.
3. Speak only for yourself; not for other Councilmembers, including during campaign cycles. Do not speak for other Councilmembers in the press at all times, including during campaign cycles.
4. Keep comments from wandering into being indirectly critical of other Councilmembers.
5. Discourage supporters from coming to City Hall to criticize other Councilmembers.
6. Do not make assumptions. Do not question motivations.
7. After each Council Meeting, each Councilmember should acknowledge each other.

As reaffirmed by City Council on March 19, 2019