Gift to Agency Report

1. Agency Name
   CITY OF WESTLAKE VILLAGE
   31200 OAK CREST DRIVE
   WESTLAKE VILLAGE, CA 91361
   818-706-1613 beth@wlv.org
   Beth Schott, City Clerk

2. Donor Name and Address
   □ Individual  WILLBAIN
   □ Other
   374 Poli St., #101, Ventura, CA 93001

3. Payment Information
   Date and Amount of Payment (other than travel) 12/15/08 $2,830.47
   (month, day, year) (Round to whole dollars)

   Travel Payment Information (Round to whole dollars)
   Date(s) of Travel
   Transportation Expenses $____________________
   Lodging Expenses $____________________
   Meal Expenses $____________________
   Other Expenses $____________________
   Total Expenses $____________________

   Location of Travel

   Provide a specific description of the nature and use of the payment for official agency business:
   DINNER FOR CITY COUNCIL, STAFF AND CONTRACT STAFF

   Identify the officials for whom the payment was used:

   SEE PAGE TWO

   Signature of Agency Head or Designee
   Raymond B. Taylor
   City Manager

4. Verification
   I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

   Signature of Agency Head or Designee
   Raymond B. Taylor
   City Manager
   1/5/09
   (month, day, year)

   Comment: (Use this space or an attachment for any additional information.)
Gift to Agency Report

1. Agency Name
   CITY OF WESTLAKE VILLAGE
   31200 OAK CREST DRIVE
   WESTLAKE VILLAGE, CA 91361
   Beth Schott, City Clerk

2. Donor Name and Address
   Richards Watson & Gershon
   355 S. Grand Ave., 40th Floor, Los Angeles, CA 90071-3101

3. Payment Information
   Date and Amount of Payment (other than travel) 12/15/08 $2830.47
   Location of Travel
   Date(s) of Travel
   Transportation Expenses $  
   Lodging Expenses $  
   Meal Expenses $  
   Other Expenses $  
   Total Expenses $  
   Provide a specific description of the nature and use of the payment for official agency business:
   DINNER FOR CITY COUNCIL, STAFF AND CONTRACT STAFF
   SEE PAGE TWO

4. Verification
   I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

   Signature of Agency Head or Designee
   Raymond B. Taylor
   City Manager
   Comment: (Use this space or an attachment for any additional information.)
**Gift to Agency Report**

**1. Agency Name**
CITY OF WESTLAKE VILLAGE
Division, Department, or Region (if applicable)
31200 OAK CREST DRIVE

**Street Address**
WESTLAKE VILLAGE, CA 91361

**Area Code/Phone Number** E-mail
818-706-1613 beth@wlv.org

**Agency Contact (name and title)**
Beth Schott, City Clerk

**2. Donor Name and Address**

<table>
<thead>
<tr>
<th>Individual</th>
<th>Other</th>
<th>Interwest Consulting Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Name</td>
</tr>
<tr>
<td>9519 Chamberlain St., Ventura, CA 93004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**City Traffic Engineer**
If "Other" is marked, describe the entity’s business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

<table>
<thead>
<tr>
<th>See attached</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1000</td>
</tr>
</tbody>
</table>

**3. Payment Information**

<table>
<thead>
<tr>
<th>Date and Amount of Payment (other than travel)</th>
<th>Location of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/08 $1000 (Round to whole dollars)</td>
<td></td>
</tr>
</tbody>
</table>

**Travel Payment Information (Round to whole dollars)**

<table>
<thead>
<tr>
<th>Date(s) of Travel</th>
<th>Transportation Expenses</th>
<th>Lodging Expenses</th>
<th>Meal Expenses</th>
<th>Other Expenses</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Provide a specific description of the nature and use of the payment for official agency business:

**DINNER FOR CITY COUNCIL, STAFF AND CONTRACT STAFF**

Identify the officials for whom the payment was used:

**SEE PAGE TWO**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Department/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Title</td>
<td>Department/Division</td>
</tr>
</tbody>
</table>

**4. Verification**

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

**Signature of Agency Head or Designee**

**Raymond B. Taylor**
City Manager

**Date**
1/5/09 (month, day, year)

**Comment:** (Use this space or an attachment for any additional information.)
3. Payment Information

Identify the officials for whom the payment was used:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biery</td>
<td>Bob</td>
<td>City Treasurer/Finance Officer</td>
</tr>
<tr>
<td>Boga</td>
<td>Terence</td>
<td>City Attorney</td>
</tr>
<tr>
<td>Borchard</td>
<td>Cindy</td>
<td>Deputy Finance Officer</td>
</tr>
<tr>
<td>Brown</td>
<td>Audrey</td>
<td>Assistant City Manager</td>
</tr>
<tr>
<td>Davis</td>
<td>Ned</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Hughes</td>
<td>Roxanne</td>
<td>Deputy City Engineer</td>
</tr>
<tr>
<td>Kallman</td>
<td>Kerry</td>
<td>Administrative Analyst</td>
</tr>
<tr>
<td>Klessig</td>
<td>Philippa</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Knipe</td>
<td>John</td>
<td>City Engineer</td>
</tr>
<tr>
<td>Martin</td>
<td>Tom</td>
<td>Captain - LA County Sheriff's Department - Lost Hills Station</td>
</tr>
<tr>
<td>Rutherford</td>
<td>Mark</td>
<td>Mayor Pro Tem</td>
</tr>
<tr>
<td>Schott</td>
<td>Beth</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Slavin</td>
<td>Bob</td>
<td>Mayor</td>
</tr>
<tr>
<td>Taylor</td>
<td>Ray</td>
<td>City Manager</td>
</tr>
<tr>
<td>Theobald</td>
<td>Bob</td>
<td>Planning Director</td>
</tr>
<tr>
<td>Warot</td>
<td>Al</td>
<td>Special Planning Advisor</td>
</tr>
<tr>
<td>Wessel</td>
<td>Mark</td>
<td>City Traffic Engineer</td>
</tr>
<tr>
<td>Wiener</td>
<td>Larry</td>
<td>Assistant City Attorney</td>
</tr>
<tr>
<td>Wolfe</td>
<td>Scott</td>
<td>Senior Planner</td>
</tr>
</tbody>
</table>
Hi Everyone-

Thanks again for your support on this year's holiday party. Everyone has agreed that this one a great new location and the party was a huge success.

The entertainment cost $400. After calculating what everyone paid for the room and the restaurant the payment for entertainment breaks down as follows:

RWG $289.47
Wildan $110.53.

Can you process a check for the amount made out to Luis Oliart and mail it to me at City Hall?

Let me know if you have any questions.

Happy New Year!

Kerry Kallman
Administrative Analyst
City of Westlake Village
31200 Oak Crest Dr.
Westlake Village, CA 91362
818-706-1613
www.wlv.org
BOCCACCIO'S
32123 WEST LINDEO CANYON ROAD
WESTLAKE VILLAGE CA 91361
818-889-8300

800005 HAMID S
Chk 9475 Dec15'08 05:30PM Get 0

DINE IN
60 UEST BUFFET
1 OPEN HOT
$GRATUITY

2800.00
560.00

SUBTOTAL
SERVICE CHRG
TAX

2800.00
560.00
231.00

09:21PM TOTAL DUE
3591.00
50.00

3541.00
1000.00

2541.00

TIP

TOTAL

SIGNATURE
I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO MY CARD ISSUER AGREEMENT!
**WESTLAKE YACHT CLUB**
32123 Lindero Canyon Road
Westlake Village, CA 91361
(818) 991-4228

To: City of Westlake Village
31200 Oak Crest Drive
Westlake Village, CA 91361

**INVOICE**
Invoice Date: 12-15-2008

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>DATE DUE</th>
<th>AMOUNT DUE</th>
<th>AMOUNT PREPAID</th>
<th>Date Paid</th>
<th>Check No.</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment of Use Fee</td>
<td>10/08/08</td>
<td>$375.00</td>
<td>$375.00</td>
<td>10/30/08</td>
<td>296935</td>
<td>$375.00</td>
</tr>
<tr>
<td>Balance of Use Fee</td>
<td>10/08/08</td>
<td>$375.00</td>
<td>$375.00</td>
<td>10/30/08</td>
<td>296935</td>
<td>$375.00</td>
</tr>
<tr>
<td>Security Deposit</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Office and Administrative Fee</td>
<td>10/08/08</td>
<td>$150.00</td>
<td>$150.00</td>
<td>10/30/08</td>
<td>296934</td>
<td>$150.00</td>
</tr>
<tr>
<td>Rental Managers Fee</td>
<td>10/08/08</td>
<td>$100.00</td>
<td>$100.00</td>
<td>10/30/08</td>
<td>296934</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rest Rooms Sanitation &amp; Cleanup.</td>
<td></td>
<td>$125.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$125.00</td>
</tr>
<tr>
<td>Set-up-Remove tables to deck&amp;Set-up tables &amp; Chairs Inside</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td></td>
<td><strong>$1,125.00</strong></td>
<td><strong>$1,000.00</strong></td>
<td></td>
<td></td>
<td><strong>$1,125.00</strong></td>
</tr>
</tbody>
</table>

Actual Bar Sales Gross.
$1,135.00
Cash Bar Sales
$0.00
Hosted
$1,135.00

Bottles Champagne x 22.00
$0.00
Bottles Kendall Jackson x 22.00
$0.00
Bottles BV Cab x 22.00
$0.00

1-Bartender $18.00/Hour - Gene
$90.00
2-Bartender $18.00/Hour - Greg
5
3-Bartender $18.00/Hour - John
$0.00
4-Bartender $18.00/Hour - Bob/Ralph
$0.00

Gratuities 17% X Bar Gross -2 Bartenders11% Each
$192.95

Bulk Wine purchase Bot.s x $xx.00
$0.00

Rental: Dishes/Cutlery/Glassware
$77.00
Sub-Total
$2,619.95
Sales Tax on Rental, Bar, and Equipment Rental
$1,212.00

Total
$2,719.94
$1,000.00

**Total Cost** $3,719.94

**Make This Check Payable to Gene Morrow**

**Make This Check Payable to Westlake Yacht Club** $1,719.94

3% Late Fee if Paid After

**Total Due** $1,719.94

**Thank You: Gene Morrow Rental Mgr.**

**Commodore: Kay Sorrensen**
**Vice Commodore: Robert Amenta**
**Rear Commodore: Ed Jefferson**
**Treasurer: Walt Jefford**

**Rental Type** | **Estimate** | **Attendance**
--- | --- | ---
Investment | | |
Member | | |
Non member | 60 | 60

**Hours:** 4:00pm-11:00pm

Form-104-Rev:05-23-2004