



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, JUNE 24, 2020
VIA ZOOM TELECONFERENCE
www.cityofcalabasas.com**

IMPORTANT NOTICE REGARDING THE JUNE 24, 2020 COUNCIL MEETING

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Governor Newsom's Executive Order N-29-20, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on the City's CTV Channel 3 and/or online at <http://www.cityofcalabasas.com/>. In accordance with the Governor's Executive Order, the public may participate in the meeting using the following steps:

From a PC, Mac, iPhone or Android device please go to:

<https://us02web.zoom.us/j/84119034930?pwd=aXJFN251ZHVxREc3Q0E3UHJmUzhYZz09>

Webinar ID: 841 1903 4930

Password: 947960

From a telephone, Dial (for higher quality, dial a number based on your current location): US:
1-669-900-9128 or +1-346-248-7799 or +1-253-215-8782 or
+1-301-715-8592 or +1-312-626-6799 or +1-646-558-8656

Members of the public wishing to address the City Council during public comment or during a specific agenda item, please press "Raise Hand" if you are joining via Zoom. Please press *9 if you are joining via phone. Please state your name and the City you live in. You will be allowed three minutes to address the Council.

OPENING MATTERS – 7:00 P.M.

Call to Order/Roll Call of Councilmembers
Pledge of Allegiance
Approval of Agenda

PRESENTATIONS – 7:20 P.M.

- Recognition of Captain Chuck Becerra on his permanent appointment to the Lost Hills Sheriff's Station

ANNOUNCEMENTS/INTRODUCTIONS – 7:30 P.M.

ORAL COMMUNICATION – PUBLIC COMMENT – 7:40 P.M.

CONSENT ITEMS – 7:50 P.M.

1. Approval of meeting minutes from June 10, 2020
2. Recommendation to award a contract in an amount not to exceed \$100,000 to Haynes Building Services for janitorial services for Calabasas City Hall, Library and Senior Center for a period of one year
3. Recommendation to approve a professional services agreement with Fuscoe Engineering, Inc. in an amount not to exceed Two Hundred Thirty Thousand Dollars (\$230,000) for on-call engineering services which includes designing the Old Town Sidewalk Improvement Project
4. Adoption of Resolution No. 2020-1689, rescinding Resolution No. 2019-1639 and approving a Salary Schedule for permanent employees
5. Adoption of Resolution No. 2020-1690, approving a change to the regular meeting days for the Planning Commission from the second and fourth Thursdays of the every month to the first and third Thursdays of every month
6. Adoption of Resolution No. 2020-1692, confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued pursuant to the March 16, 2020, Local Emergency Declaration in response to the Novel Coronavirus Covid-19 Pandemic

PUBLIC HEARING – 8:00 P.M.

7. [Adoption of Resolution No. 2020-1687, approving the operating and capital improvement budgets for July 1, 2020 through June 30, 2022, providing for the appropriations and expenditures for all sums set forth in said budget; and adoption of Resolution No. 2020-1688, establishing the appropriations limit for Fiscal Year 2020-2021](#)

NEW BUSINESS – 8:20 P.M.

8. [Adopt Resolution No. 2020-1691, implementing Public Agency Retirement Systems \(PARS\) as the Qualifying Retirement System for part-time employees](#)
9. [Update on “Calabasas Open” Small Business Grants Program](#)
10. [Discussion and direction from the City Council on City events in lieu of normal annual events](#)
11. [Discussion and direction from the City Council on alternatives for Wild Walnut Park](#)
12. [Discussion regarding return to in-person Council meetings: Information and Protocols](#)
13. [Discussion of Senate Bill 1120 and direction to staff](#)
14. [Discussion and direction regarding proposed Cannabis Business General Tax](#)

INFORMATIONAL REPORTS – 9:40 P.M.

15. [Check Register for the period of June 2-16, 2020](#)

TASK FORCE REPORTS – 9:45 P.M.

CITY MANAGER’S REPORT – 9:50 P.M.

FUTURE AGENDA ITEMS – 9:55 P.M.

ADJOURN – 10:00 P.M.

The City Council will adjourn to their regular meeting scheduled on Wednesday, August 12, 2020, at 7:00 p.m.

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, JUNE 10, 2020**

Mayor Weintraub called the meeting to order at 6:30 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: City Attorney, Scott H. Howard and Assistant City Attorney, Matthew T. Summers. Heather Renschler from Ralph Andersen joined the meeting at 6:37 p.m.

CLOSED SESSION

1. Public Employee Appointment - City Manager

The City Council considered the matter and concurred to continue the process accepting applications for a permanent City Manager.

ADJOURN

The meeting adjourned at 6:55 p.m. to a regular meeting on Wednesday, May 10, 2020, at 7:00 p.m.

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

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, JUNE 10, 2020**

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

ROLL CALL

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

Absent: None

Staff: Ahlers, Bingham, Hernandez, Howard, Jordan, Klein, Lockwood, McConville, Rubin, Russo, Tamuri, Taylor and Yalda

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Weintraub

APPROVAL OF AGENDA

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

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

Mr. Howard reported that the City Council met in Closed Session prior to this meeting. The Council is moving forward with the recruitment of a permanent City Manager.

PRESENTATIONS

- Mr. Lee Renger presented the Annual Book Donation by the Las Virgenes Municipal Water District (LVMWD)

Ms. Lockwood extended appreciation to Director Renger and the LVWMD for the book donations.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Maurer:

- Expressed how proud she is of the Council for taking a strong position regarding the recent marches; and made recommendations on documentaries and podcast related to American history.

Councilmember Shapiro:

- Thanked Director Renger and the LVMWD for continuing to support the Library.
- Extended appreciation to the community, the City Council, staff and law enforcement for staying updated with the ongoing changes related to Covid-19 and the guidelines regarding reopening.
- Encouraged everyone to visit the City website for updated information on current events.
- Reiterated appreciation to staff and the community for the three peaceful and respectful protests that took place in the City.
- Mayor Weintraub and he will be meeting with the MYC Chair to discuss ideas and opportunities to bring forward.

Councilmember Gaines:

- Expressed his disappointment for not addressing racism within the City and the need to support organizations that promote racial equality and social justice.

Mayor Weintraub:

- Shared she learned so much from the recent events that stemmed from the murder of George Floyd.
- Stated she is committed to developing programming in the community alongside the MYC to bring awareness about diversity.
- Requested the community continue to reach out and share their experiences with racism.
- Thanked her colleagues and City staff for all of their hard work.

ORAL COMMUNICATIONS – PUBLIC COMMENT

None.

CONSENT ITEMS

1. Approval of meeting minutes from May 20, May 27 and May 28 2020

2. Annual progress report for 2019 regarding the City of Calabasas 2030 General Plan 2014-2021 Housing Element
3. Recommendation to award a construction contract for the 2020 Street Resurfacing Project, Specification No. 19-20-04, to All American Asphalt for the total amount of \$822,000
4. Recommendation to approve a professional services agreement with Ideal General Services for the operation of the City's Dial-a-Ride Program for the duration of one (1) year in an amount not to exceed \$192,000
5. Recommendation to reject all bids for the Wild Walnut Park Improvement Project, Specification No. 19-20-03
6. Recommendation to award a construction contract to C.A. Rasmussen, Inc. in the amount of \$3,844,145.25 for the Rondell Smart Park Project, Specification No. 19-20-06
7. Adoption of Resolution No. 2020-1684, levying special taxes within the City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018; and adoption of Resolution No. 2020-1685, levying special taxes within the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017
8. Recommendation to approve professional services agreements with Converse Consultants and NV5 West, Inc. for on-call and as-needed material testing and special inspection services for City's Capital Improvement Program and recoverable projects in an amount not to exceed \$100,000 for each firm for a three-year term
9. Adoption of Resolution No. 2020-1686, confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued pursuant to the March 16, 2020, Local Emergency Declaration in response to the Novel Coronavirus Covid-19 Pandemic

Mayor pro Tem Bozajian and Councilmember Gaines requested Consent Item No. 2 be pulled. Mayor Weintraub and Councilmember Gaines requested Consent Item No. 5 be pulled.

Rosa Besser and Charlotte Meyer spoke on Consent Item No. 5.

After discussion of Consent Item Nos. 2 and 5, Councilmember Maurer moved, seconded by Councilmember Gaines to approve Consent Item Nos. 1-9. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

PUBLIC HEARING

10. Public Hearing regarding Landscape Lighting Act District Nos. 22, 24, 27, & 32 Levy of Assessments; Adoption of Resolution 2020-1667, approving a final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, 32 and confirming diagrams and assessments for such districts for Fiscal Year 2020-2021

Mayor Weintraub opened the public hearing.

Mr. Yalda presented the report.

Mayor Weintraub closed the public hearing

Councilmember Gaines moved, seconded by Mayor pro Tem Bozajian to approve Item No. 10. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

NEW BUSINESS

11. Update on "Calabasas Open" Small Business Grants Program

Mr. McConville and Mr. Ahlers presented the report.

Bridget Karl, Charlotte Meyer and Mark Levinson spoke on Item No. 11.

After discussion, Councilmember Gaines moved, seconded by Councilmember Shapiro to approve Item No. 11. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

The meeting recessed at 8:51 p.m.

The meeting reconvened at 8:59 p.m.

12. Discussion of and direction to staff on the FY 2020-2021 and FY 2021-2022 budget

Mr. Ahlers presented the report.

Charlotte Meyer spoke on Item No. 12.

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

INFORMATIONAL REPORTS

13. Check Register for the period of May 19-June 1, 2020

No action taken on this item.

TASK FORCE REPORTS

Mayor pro Tem Bozajian reported that the League of California Cities will make a final determination by the end of June in regard to the annual Fall conference.

Councilmember Shapiro reported his attendance to the SCAG General Assembly. He further reported that the City can request a one-time 20% reduction on dues for the year. He also reported his participation in a meeting with the League of California Cities State Policy Committee to discuss the budget and legislation moving forward with major cuts to Parks and Recreation programs.

CITY MANAGER'S REPORT

Mr. Taylor reported that the City's General Municipal Election will be held on November 3 and nomination period is scheduled from July 13 to August 7. He also announced that there will not be any Council meetings in July. Furthermore, he announced the appointment of Chuck Becerra as the Captain of the Lost Hills Sheriff's Station. Moreover, he expressed gratitude to the Lost Hills Sheriffs and Secural for doing a great job during the recent protests. In addition, he encouraged residents to sign up for Black Board Connect to stay updated regarding heavy winds and fire warnings. Lastly, he thanked the Council and the staff for the warm welcoming.

Mayor Weintraub thanked Mr. Taylor for his work thus far. She also thanked Councilmembers Gaines and Shapiro for working on the Budget.

FUTURE AGENDA ITEMS

Mayor pro Tem Bozajian requested a discussion on LA County's handling of the March 3 Election.

Mayor Weintraub requested discussion regarding legislation and community programming.

Mr. Taylor announced that a discussion of in-person City Council meetings would be scheduled for the next Council meeting.

Councilmember Gaines requested a discussion regarding Social Justice Programs within the community.

ADJOURN

The meeting adjourned at 11:26 p.m. to the next regular scheduled meeting of Wednesday, June 24, 2020, at 6:00 p.m.

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 12, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER

SUBJECT: RECOMMENDATION TO AWARD A CONTRACT IN AN AMOUNT NOT TO EXCEED \$100,000.00 TO HAYNES BUILDING SERVICES FOR JANITORIAL SERVICES FOR CALABASAS CITY HALL, LIBRARY AND SENIOR CENTER FOR ONE YEAR

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Recommendation to award a contract in an amount not to exceed \$100,000.00 to Haynes Building Services, to provide Janitorial Services for Calabasas City Hall, Library and Senior Center for one year.

BACKGROUND:

The City has contracted with Haynes since 2016 for janitorial services. During this time, they have provided good to excellent service. The current contract expires at the end of this month. During the ongoing COVID-19/Coronavirus pandemic and subsequent closure of city facilities, it did not seem prudent to go out to formal bid. The bid process would entail site visits and walk through by all prospective bidders and seemed unwise during the stay-at-home order. At the end of this one-year contract extension, it is staff's intention to go out to formal bid.

The contract extension incorporates an additional hour of labor each evening for cleaning crew to accomplish required tasks requested by staff in City Hall and a minimum wage increase. The Library will have an additional hour of labor on

Saturday and the Senior Center will have an additional hour of labor each night of service.

DISCUSSION/ANALYSIS:

At its last meeting Council directed staff to negotiate a reduced price of the monthly charge for cleaning the three building during the closure of said facilities due to the COVID-19 pandemic. Attached is the agreed upon charges which amounts to 9.8% reduction in price or a savings of \$890.00 per month. These monthly charges will remain in effect until the facilities reopen to employees and public.

The Civic Center buildings are certified with a rating of Gold in Leadership in Energy and Environmental Design (LEED) and the City requires janitorial service providers to demonstrate that they are capable of maintaining a “green” cleaning and building maintenance program. Haynes has demonstrated that it can maintain our high environmental standards.

Haynes Building Services has over 50 years of experience in janitorial services and currently maintains over 300 million square feet of building space in 46 states. It currently services the cities of Glendale and Alhambra. Haynes is committed to “Green Cleaning” and incorporates Material Safety Data Sheets, Green sealed-certified cleaning products, materials and training to help improve safety and health and maintain environmental clean practices.

Haynes’ crew has been performing the Disinfectant Touch Point Process and additional detail cleaning during the COVID-19 outbreak. This Disinfectant Touch Point Process involves the cleaning of all touch point areas and surfaces before applying a disinfectant, which must stay in surface between 5 to 10 minutes, and takes longer than the regular cleaning. A standard EPA-approved disinfectant is used to sanitize critical items that meet skin, (hands). This includes shared articles that city facility staff touch (touchpoints) throughout the course of any given workday, regardless the amount of traffic. Detail cleaning involved from high dusting and low dusting, low dusting and cleaning under the desk area, currently washing trashcans inside and out, cleaning walls. Responding to any cleaning request in specific areas and scrubbing restrooms.

Also attached is Haynes proposal for Level 1, deep cleaning (\$2,964) prior to reopening of the three facilities and Level 2 deeper cleaning (\$6,345) in case of a COVID-19 exposure.

REQUESTED ACTION:

Recommendation to award a contract in an amount not to exceed \$100,000.00 to Haynes Building Services for janitorial services for the Calabasas City Hall, Library and Senior Center for one year.

ATTACHMENTS: 1) Professional Services Agreement between the City of Calabasas and Haynes Building Services to provide janitorial Services for Calabasas City Hall, Library and Senior Center. 2) Reduced Pricing during facilities closures. 3) Proposal for Level 1 deep cleaning for reopening Facilities and Level 2, deeper cleaning in case of COVID-19 exposure.



CITY of CALABASAS

**ITEM 2 ATTACHMENT 1
PROFESSIONAL SERVICES AGREEMENT**

CONTRACT SUMMARY

Name of Contractor:	Haynes Building Service, LLC
City Department in charge of Contract:	Administrative Services
Contact Person for City Department:	John Bingham
Period of Performance for Contract:	July 1, 2020 to July 30, 2021 One year
Not to Exceed Amount of Contract:	\$100,000.00
Scope of Work for Contract:	Attached

Insurance Requirements for Contract:

yes no - Is General Liability insurance required in this contract?

If yes, please provide coverage amounts:

yes no - Is Auto insurance required in this contract?

If yes, please provide coverage amounts:

yes no - Is Professional insurance required in this contract?

If yes, please provide coverage amounts:

yes no - Is Workers Comprehensive insurance required in this contract?

If yes, please provide coverage amounts:

Other:

Proper documentation is required and must be attached.

Initials: (City) _____ (Contractor) _____

PROFESSIONAL SERVICES AGREEMENT
Haynes Building Service, LLC

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and Haynes Building Service, LLC a California corporation (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Janitorial services for Calabasas City Hall, Library and Senior Center.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s May 2020 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s May 2020 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: July 1, 2020.
- 3.4 “Expiration Date”: July 30, 2021.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 (“Termination”) below.

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of One Hundred Thousand Dollars (\$100,000.00) unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Steve Putnam/Juan Garcia** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty calendar days of

receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

10. INDEMNIFICATION

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of

Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

- 10.6 City does not, and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
 - 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
 - 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.

- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The General Liability Policy of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions. If this contract provides service to a Homeowners Association, that Homeowners Association must be listed as an additional insured in addition to the City.
- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

Initials: (City) _____ (Contractor) _____

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement. This includes, but shall not be limited to, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
Attn: John Bingham
Telephone: (818) 224-1600
Facsimile: (818) 225-7324

If to Consultant:

Haynes Building Service,
LLC
16027 Arrow Highway,
Suite I
Irwindale, CA 91706
Attn: Steve Putnam, VP/CM
Telephone: (626) 480-7900
Cell: (651) 247-1093

With courtesy copy to:

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney
790 E. Colorado Blvd., Suite 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.

- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.10 In consideration of this agreement, consultant (or artist(s), or performer(s) grants to city and its officers and employees, the right to film, through photography, video, or other media, the performance(s) contemplated under this agreement. The city is authorized to use of the performer(s) name(s) and/or Artist approved photographs. The city is also authorized, without limitation, to broadcast or re-broadcast the performance(s) on City CTV, through the city's website, news media, or through other forms of media (e.g. streaming).

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

“City”
City of Calabasas

“Consultant”
Haynes Building Service, LLC

By: _____
Raymond Taylor, Interim City Manager

By: _____
Steve Putnam, Vice President/General Manager

Date: _____

Date: _____

By: _____
John Bingham, Administrative Services Manager

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC, CPMC
City Clerk

Date: _____

Approved as to form:

By: _____
Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

EXHIBIT B
APPROVED FEE SCHEDULE



Pricing Structure for The City Of Calabasas:

CUSTODIAL SERVICES		
Location	Previous Proposal Year 1 07/01/2020- 06/30/2021	New Proposal Year 1 07/01/2020- 06/30/2021
City Hall 100 Civic Center Calabasas, CA 91302	\$4,387.06	\$4,170.40
Library 100 Civic Center Calabasas, CA 91302	\$2,559.16	\$1,965.74
Senior Center 100 Civic Center Calabasas, CA 91302	\$2,159.23	\$2,078.75



Proposal For
Microbial Preventative
& Remediation Program
City of Calabasas



CITY of CALABASAS

May 27, 2020

Mr. John Bingham

RE: City Of Calabasas

Quote for: Microbial Preventive and Remediation Program

Dear Mr. Magaña

On behalf of all of us at Haynes Building Services LLC., we are pleased to submit our proposal to provide Microbial Preventive and Remediation Program for the City of Calabasas (City Hall, Library and Senior Center)

- Competitive wage and benefit plan , ongoing training and solid management support will insure a stable and motivated custodial team
- Equipment and cleaning chemicals that offer efficiencies and support environmental goals
- Bi-lingual, e -verified and safety trained employees that will understand and follow the City of Calabasas scope of work and goals.
- Experienced management who has transitioned custodial contracts
- Value added processes, reporting technology and state of the art new equipment to maintain a high profile environment.
- **Our Always Clean Always Green® program.** A comprehensive solution providing training, supplies, processes and equipment that maintain healthy air quality and cleanliness while reducing water and chemical consumption
- **P.P.E. COMPLIANCE**

Juan Garcia.



Pricing for Microbial Preventative & Remediation Program

We are pleased to present the following quotation to you, for Microbial Preventative & Remediation Program (Level 1 and Level 2)

Level 1				Level 2			
Location	Sq. Ft.	Hours	Price	Location	Sq. Ft.	Hours	Price
City Hall	25,500.00	38.00	\$ 1,482.00	City Hall	25,500.00	72.00	\$ 3,240.00
Library	15,059.00	23.00	\$ 897.00	Library	15,059.00	42.00	\$ 1,890.00
Senior Center	9,500.00	15.00	\$ 585.00	Senior Center	9,500.00	27.00	\$ 1,215.00
			Total \$ 2,964.00				Total \$ 6,345.00

Price includes all taxes, materials, equipment and labor. Please let me know when you would like this to be done to arrange the proper logistics and entry procedures to the site. If you have any questions, please let me know.

Approval:

Name: _____ Date: _____

Title: _____ Cost/PO/CC# _____

If you have any questions or need anything else please do not hesitate to contact me.

Sincerely,

*Juan Garcia
Area Manager
16027 Arrow Highway
Irwindale CA 91706
Office: (626) 480-7900 Mobil (626) 241-5779
jgarcia@hbsclean.com*



Approved by City Manager: 

CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 10, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH FUSCOE ENGINEERING, INC. IN AN AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY THOUSAND DOLLARS (\$230,000) FOR ON-CALL ENGINEERING SERVICES, WHICH INCLUDES DESIGNING THE OLD TOWN SIDEWALK IMPROVEMENT PROJECT

MEETING
DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve a professional services agreement (PSA) with Fuscoe Engineering, Inc. for an on-call engineering services which includes designing the Old Town Sidewalk Improvement Project in an amount not to exceed two hundred thirty thousand dollars (\$230,000). This amount includes a design fee of \$117,000 for designing the Old Town Sidewalk Improvement Project. The design fee also includes an approximate 15% contingency to address unforeseen conditions that may arise for the project during the design phase as well as accommodate any last minute add-on services.

BACKGROUND:

Old Town Calabasas, the primary retail shopping area in the City, brings a taste of the old west to modern Calabasas living. Old Town features the historic Leonis Adobe and Museum and a fine selection of shops and restaurants, all within walking distance of the Calabasas Civic Center.

DISCUSSION/ANALYSIS:

The existing sidewalk in Old Town Calabasas was installed with Trex composite decking material that has slowly deteriorated over the years. Many of the trex deckings either broke or are no longer affixed to the underlying joists, becoming potential trip hazards for pedestrians. The City has replaced some segments with concrete over the years. The City desires to replace all trex decking materials with stamped concrete, and remove existing concrete sidewalk, to create a uniform surface texture throughout Old Town Calabasas. The antiquated street lights, with parts that are no longer available in the market, will be replaced with those powered with LEDs. However, the proposed street lights will still retain the Old West design. Landscaping features will also be upgraded.

Proposals for the project were received on May 21, 2020. Five (5) proposals were submitted in response to the RFP. However, one of the five proposals was rejected because it was received after the submittal deadline. Staff evaluated the proposals using the criteria of relevant firm experience, team qualification, understanding and approach, and other factors. Based on the results of performed evaluation, Fuscoe Engineering, Inc. ranked highest.

Fuscoe Engineering is a well-known and reputable civil engineering company, having designed similar projects with other agencies in the Southern California region.

Staff recommends increasing the project amount by \$15,270 for contingency. The additional 15% contingency amount is to address unforeseen conditions that may arise for the project during the design phase as well as accommodate any last minute add-on services. The proposed amount is reasonable for a project of this magnitude and scope.

Fuscoe Engineering, Inc. has an existing on-call engineering services contract with the City. In order to include the Old Town Sidewalk Improvement Project into the contract, the existing PSA will have to be cancelled and a new Professional Services Agreement will have to be created and approved by the Council. Attachment is the new PSA which includes the Old Town Sidewalk design service.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding for the Old Town Sidewalk Improvement project is provided by the Ad Valorem Account. Costs associated with the engineering on-call services are recoverable and charged to the project numbers requiring service (Fund 40). The requested funds for the improvement project should be appropriated to the Capital Improvements Project account and that the budget be modified and adjusted accordingly.

REQUESTED ACTION:

Staff recommends that the City Council approve a professional services agreement (PSA) with Fuscoe Engineering, Inc. for an on-call engineering services which includes designing the Old Town Sidewalk Improvement Project in an amount not to exceed two hundred thirty thousand dollars (\$230,000). This amount includes a design fee of \$117,000 for designing the Old Town Sidewalk Improvement Project. The design fee also includes approximately 15% contingency to address unforeseen conditions that may arise for the project during the design phase as well as accommodate any last minute add-on services.

ATTACHMENT:

Attachment A - Professional Services Agreement



CITY of CALABASAS

**ITEM 3 ATTACHMENT A
PROFESSIONAL SERVICES AGREEMENT**

CONTRACT SUMMARY

Name of Contractor:	Fuscoe Engineering, Inc.
City Department in charge of Contract:	Department of Public Works
Contact Person for City Department:	Benjamin Chan
Period of Performance for Contract:	August 1, 2020 – July 31, 2022 – a two (2) year term
Not to Exceed Amount of Contract:	\$230,000 (Two Hundred Thirty Thousand Dollars)
Scope of Work for Contract:	On-Call Professional Civil Engineering, Construction Management, and Inspection Services for CIP and Recoverable Projects, including Old Town Sidewalk Design.

Insurance Requirements for Contract:

X yes no - Is General Liability insurance required in this contract?

If yes, please provide coverage amounts: \$1,000,000

X yes no - Is Auto insurance required in this contract?

If yes, please provide coverage amounts: \$1,000,000

X yes no - Is Professional insurance required in this contract?

If yes, please provide coverage amounts: \$1,000,000

Professional Errors and Omissions Insurance

X yes no - Is Workers Comprehensive insurance required in this contract?

As required and in compliance by the State of California and the California Labor Board.

Proper documentation is required and must be attached.

**PROFESSIONAL SERVICES AGREEMENT
Providing for Payment of Prevailing Wages
(City of Calabasas/ Fuscoe Engineering, Inc.)**

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and Fuscoe Engineering, Inc., a California Corporation (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: On-Call Professional Civil Engineering, Construction Management and Inspection Services for CIP and Recoverable Projects, including Old Town Sidewalk Design.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such professional services as are set forth in Consultant’s proposal to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date” : August 1, 2020.
- 3.4 “Expiration Date”: June 31, 2022.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 (“Termination”) below.

Initials: (City) _____ (Contractor) _____

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of Two Hundred Thirty Thousand Dollars (\$230,000) unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Mr. Andrew Willrodt, PE., shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.5 To the extent that the Scope of Services involves trenches deeper than 4', Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:
- (1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
 - (2) Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work, the City shall issue a change order under the procedures described in the contract.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.
- 6.4 This Agreement is further subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.
- 6.5 To the extent applicable, at any time during the term of the Agreement, the Consultant may at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code section 22300. At the request and expense of the consultant, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to

the Consultant. Upon satisfactory completion of the contract, the securities shall be returned to the Consultant.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

10. INDEMNIFICATION

10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys’ fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant’s commitment to indemnify and protect City as set forth herein.

10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys’ fees due to counsel of City’s choice.

- 10.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the

performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.

- 11.1.3 Worker's Compensation insurance as required by the laws of the State of California, including but not limited to California Labor Code § 1860 and 1861 as follows:

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor. Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

- 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).

- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The General Liability Policy of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions. If this contract provides service to a Homeowners Association, that Homeowners Association must be listed as an additional insured in addition to the City.
- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond or other security acceptable to the City guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities with respect to this Agreement.

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement. This includes, but shall not be limited to, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during the addressee's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
Attn: Department of Public Works
Telephone: (818) 224-1600
Facsimile: (818) 225-7338

If to Consultant:

Fusco Engineering, Inc.
600 Wilshire Blvd, Suite 1470
Los Angeles, CA 90017
Attn: Mr. Andrew Willrodt, P.E.
Telephone: (213) 988-8802
Facsimile: (213) 988-8803

With courtesy copy to:

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney
790 E. Colorado Blvd., Suite 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

- 17.1. City shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

- 18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable and actual court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§

1777.1 or 1777.7 of the Labor Code.

19. PREVAILING WAGES

19.1 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is subject to prevailing wage law, including, but not limited to, the following:

19.1.1 The Consultant shall pay the prevailing wage rates for all work performed under the Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Consultant shall pay the wage rate of the craft or classification most closely related to the omitted classification. The Consultant shall forfeit as a penalty to City \$50.00 or any greater penalty provided in the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Agreement employed in the execution of the work by Consultant or by any subcontractor of Consultant in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Consultant.

19.1.2 Consultant shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Consultant is responsible for compliance with Section 1777.5 by all of its subcontractors.

19.1.3 Pursuant to Labor Code § 1776, Consultant and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Consultant in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

19.2 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

- 19.2.1 Consultant shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Consultant's employees in
- 19.2.2 excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Consultant shall forfeit as a penalty to City \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by Consultant or by any Subcontractor of Consultant, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the provisions of the Labor Code.

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

**“City”
City of Calabasas**

**“Consultant”
Fusco Engineering, Inc.**

By: _____
Ray Taylor, Interim City Manager

By: _____
Andrew Willrodt, P.E./Principal

Date: _____

Date: _____

By: _____
Robert Yalda, P.E., T.E.
Public Works Director/City Engineer

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC, CPMC
City Clerk

Date: _____

Approved as to form:

By: _____
Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

EXHIBIT A

Fuscoe Work Order #2

Scope of Services & Fee Proposal

City of Calabasas

Rondell Street Park & Ride – 3rd Party Agency Review Services

January 3, 2019
R1 October 22, 2019

1.0 PROJECT DESCRIPTION

The proposed Rondell Street Park & Ride Project entails the new construction of a new city park & ride facility adjacent to a new three-story Rondell Oasis Hotel project. The proximate 1.8-acre property entails the construction of a new surface parking lot facility with thru-site circulations (to support future off-site destinations to the north and east of project limits), retaining walls, landscaping, trail head accommodations, a new debris catchment basin facility and anticipated overhead/subsurface utility relocations.

2.0 PURPOSE OF SERVICES

Fuscoe Engineering will provide engineering services in support of the City of Calabasas. Obligation to review project permit plans and reports associated with the project related site improvements. These services are intended as a continuation of similar services provided on the same project as in 2017 & 2018.

3.0 ENGINEERING SERVICES

Task 1. General On-Call Project Meetings, Hearings & Related Correspondence

As directed by the city staff, Consultant as requested to attend project meeting and hearing events. Also, from time to time Consultant may need to conduct (in the city's absence) project meeting events, overall charge and responsibility to review, advise and otherwise direct project permittee in seeking city permit approvals.

Hourly (*Estimate) \$4,000

Task 2. General On-Call Permit Document Review/Check

As directed by the City staff, Consultant to perform technical document review of project related reports (i.e. hydrology/hydraulic, LID, SWPPP & Soils), plans, specifications, and calculations. Reports for compliance with the City (or other agency) design/permit

**Scope of Services & Fee Proposal
City of Calabasas**

Rondell Street Park & Ride – 3rd Party Agency Review Services January 3, 2019 (R1 10. 22.2019)

requirements. Task includes gathering and compiling review comments into cohesive review memo for applicant actions.

Hourly (*Estimate) \$26,000

Task 3. General On-Call Site Inspection & Report Preparations

As directed by the City staff, Consultant to perform site walk and perform site observations and inspections related to Consultant's civil technical competencies. Task includes post site visit reports and consultations.

Hourly (*Estimate) \$25,000

Task 4. General On-Call Code Research & Verification

Consultant is to perform code research & code requirement verification of pertinent/governing various agency/municipal requirements.

Hourly (*Estimate) \$5,000

Task 5. Other Unspecified On-Call Services

Consultant to perform other unspecified "design review" services as directed by the City.

Hourly (*Estimate) \$59,000

Task X999. Reimbursable Expenses

Consultant to be reimburse for direct project related expenses (e.g. external reprographics/plotting, mileage, couriers, tolls/parking).

Hourly (*Estimate) \$1,000

TOTAL FEE PROPOSAL \$120,000

***Not to exceed without prior authorization**

SCOPE OF WORK FOR OLD TOWN SIDEWALK DESIGN

Base Map of Existing

It is critical for the Project's success the design team start with an accurate reliable detailed understanding of existing conditions. Through the preparation of the base map deliverable including ROW delineation/topographic survey/utility recon prepared by Fuscoe, the team will obtain a full picture of the existing conditions including an accurate depiction of existing street right-of-way limits, surface features (e.g. newly requested digalert markings, private building/yard edges, street curbs, pavement grades, trees, overhead wires, signage and lighting) and sub surface utility based on record plan content. The mapping will be developed using a combination of conventional fields survey crews and as warranted aerial drone mounted camera optical scanning. This survey CADD file product will serve as the Project's existing built environment basis and shall be relied upon; and so that any proposed project improvements will be measured against this precise digital content.

Scope Risks: No subsurface utility potholing is proposed. This risk is reasonable based on understanding proposed work scope entails shallow flat work for most part with occasional somewhat deeper footings for hitching post elements.

Deliverable: Initial Survey & Base Map CADD file of Existing.

Base Map of Proposed

Once the base map of existing conditions is finalized, Fuscoe, as the civil engineer, will then prepare a CADD base map of proposed linework for curbing, ramps, sidewalks all of which reconciled to existing conditions base map geometries to the survey content. This combined survey with the reconciled proposed hardscape line work would serve as the project's base map. Base map file ownership and future changes would lie with the stewardship of Fuscoe.

Scope Risks: Intended Work limits are not practical based on unintended resulting aesthetics and/or drainage conditions; or even the evolving work limits are not clearly understood and defined by both stakeholders and designers to ensure community has clear take-away understanding of project outcomes.

Deliverable: Initial Base Map of Proposed for 60% Milestone.

Curb Ramps, Curb Extensions

Fusco will lead the refined design effort to properly layout and grade-out the Project's various proposed new curb-ramp replacements and possible curb (bulb-out) extensions at locations identified in their plan review and feedback. specified by the City. The Fuscoe team's landscape

designer will also offer enhanced pavement acumen into these new sidewalk/curb ramp elements. This task will also include incorporating any available feedback from the City's Landscape consultant in relation to the landscape planting ambitions of the City.

Scope Risks: Mild risks associated with landscape coordinations.

Deliverable: Civil Sidewalk Improvement Plans for 60%, 100% & Final PS&E Milestones

Poor Drainage Area Remedies

Fusco will lead the effort to identify existing poor drainage areas based on observed topo survey content, visual observations and historical performance feedback from City maintenance staff. Early identification of these areas is key so that the 60% design deliverables can provide design solutions to resolve or at least mitigate the poor performance areas. The Project objective would be to restore all existing drainage functions currently active in the Project work area.

Scope Risks: Mild risks that designer does not thoroughly assess or flag these areas.

Deliverable: Civil Sidewalk Improvement Plans for 60%, 100 & Final PS&E Milestones

EXHIBIT B
APPROVED FEE SCHEDULE

2020 RATE SCHEDULE FOR ON-CALL SERVICES

CLASSIFICATION	HOURLY RATE
Principal / Sr. Project Manager	\$230
Project Manager	\$198
Sr. Designer / Project Engineer / Sr. Water Resource Engineer	\$178
Designer / Engineer / Project Scientist / GIS Analyst	\$159
CADD / Engineering / Environmental Tech. / Graphics Tech.	\$129
Information Coordinator	\$90
1-Man Survey Crew	\$206
5-Man Survey Crew	\$299
3-Man Survey Crew	\$412

1. Reproduction and other reimbursable expenses (such as overnight deliveries, mileage, permits, and licenses, etc.) and Client approved subcontractor services will be billed in addition to the above rates, with a 10% handling surcharge.
2. This rate schedule is subject to change due to the granting of wage increases and/or other employer benefits to field or office employees during the lifetime of this agreement.
3. Overtime is available for critical deadlines at 1-1/2 times the normal rates for office employees. Surveyors' rates are also adjusted automatically for overtime or holiday/weekend work in agreement with the Operating Engineers Union.

APPROVED FEE SCHEDULE FOR OLD TOWN SIDEWALK DESIGN PROJECT

		Fuscoe - Survey & Civil Engineering								MIG/AHBE	Candela	
		Fuscoe Fee Total	Principal \$230	PM/TM \$198	Sr. Engineer \$178	Engineer / GIS Coord. \$159	CADD /GIS Tech \$129	Info Coord / Admin \$90	2-Man Crew \$299	Landscape Subconsultant \$175	Electrical Subconsultant \$175	
PROJECT TOTALS		98361	98361	24	172	70	269	28	36	20	44	36
Task 1. Analysis of Existing Conditions & Base Map Preparation		24584	24584	6	23	26	36	28		20	0	0
1.1	Team Kick-Off Mtg & Site Walk	1284	1284	3	3							
1.2	Site Topo & ROW Boundary Survey/Base Map	11888	11888		8	4		28		20		
1.3	Base Plan Prep (utility base & boundary)	5992	5992		2	10	24					
1.4	Utility Recon & Identifications	3016	3016		2	4	12					
1.5	Analysis & Report of Existing Conditions	3698	3698	3	8	8						
Task 2. 60% Construction Drawings		41409	41409	9	45	30	92	0	16	0	36	28
2.1	Prepare 60% complete Civil Design Package including establishing work limits & grading for sidewalk, curb extensions curb ramps & adjacencies.	21626	21626		14	18	50				20	24
2.2	Existing Overhead Utilities Flagged & Game Planned for	1388	1388		2	2	4					
2.3	Define Franchise Utility Purveyor Approval Needs & Initiate Process	2446	2446		4		6					4
2.4	Existing Drainage Impact Assessment	2102	2102		4	2	6					
2.5	Identify & Design Drainage Infrastructure Improvements	2102	2102		4	2	6					

*Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas/Fusco Engineering, Inc.*

2.6	Draft Specification Outline Sections	2232	2232		4				16			
2.7	Community Outreach Mtgs (Assume 2)	3852	3852	9	9							
2.8	Community Outreach Exhibit Prep	7840	7840		4	6	20				16	
Task 3. 90% Construction Drawings		13471	13471	0	22	6	44	0	4	0	4	4
3.1	Progress to 90% complete Civil Design Package	8344	8344		14	2	24				4	4
3.2	Final Draft Specification Sections	1152	1152		4				4			
3.3	Construction Cost Estimate	2660	2660		2	2	12					
3.4	Secure Franchise Utility Purveyor Approvals	2024	2024		2	2	8					
Task 4. 100% Design Package		15882	15882	9	29	8	38	0	16	0	0	0
4.1	Progress to 100% complete Civil Design Package	8928	8928		14	6	32					
4.2	Refresh & Update Construction Cost Estimate	1706	1706		2	2	6					
4.3	Final Draft Specification Sections	2232	2232		4				16			
4.4	City Planning Commission & City Council Meeting (2 events total)	3852	3852	9	9							
Task 5. Bid Documents (Final PS&E Package)		3015	3015	0	8	0	10	0	0	0	0	0
5.1	Prepare final PS&E package (Plans, specs & Estimate)	1032	1032		2		4					
5.2	Pre-Bid Mtg	792	792		4							
5.3	Bid Related RFI's	1350	1350		2		6					

*Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas/Fusco Engineering, Inc.*

Task 6. CA - Construction Support (OPTIONAL In Part or Whole)		17196	17196	0	45	0	49	0	0	0	4	4
6.1	Preconstruction Meeting	1071	1071		3		3					
6.2	Construction Phase Site Visits (Assume 10 visits)	8230	8230		30		10				2	2
6.3	Construction Phase RFIs & Submittals	5068	5068		6		20				2	2
6.4	Punch List Walk	1428	1428		4		4					
6.5	Record Plans	2304	2304		2		12					
Supplemental Taskwork (OPTIONAL In Part or Whole)		1831	1831	2	5	0	3	0	0	0	0	0
7.1	Additional Meetings (Before Construction Start)	856	856	2	2							
7.2	Additional Site Visits/Meetings (During Construction)	1071	1071		3		3					
Allowance for Reimbursables												-
	Couriers (0.25%):	\$ 246										-
	Parking/Tolls (0.25%):	\$ 246										
	Reprographics (2%):	\$ 1,967										
	Misc. Expenses (1%):	\$ 984										
Reimbursable Expenses Total:		\$ 3,443										

INTENTIONALLY LEFT BLANK

NON-COLLUSION AFFIDAVIT

State of California)
) ss.
County of Los Angeles)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.”

Signature of Bidder

Business Address

Place of Residence

Subscribed and sworn to before me this __ day of _____, 20__.

Notary Public in and for the County
of
State of California.

My Commission Expires _____, 20__.

WORKERS' COMPENSATION INSURANCE CERTIFICATE

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: _____

(Contractor) _____

By: _____
(Signature)

(Title)

Attest:

By: _____
(Signature)

(Title)



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 12, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RAYMOND TAYLOR, INTERIM CITY MANAGER

**BY: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER
RON AHLERS, CHIEF FINANCIAL OFFICER
MICHAEL MCCONVILLE, MANAGEMENT ANALYST
CAROLINA TIJERINO, HUMAN RESOURCES SPECIALIST**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1689, RESCINDING
RESOLUTION NO. 2019-1639 AND APPROVING A SALARY
SCHEDULE FOR PERMANENT EMPLOYEES**

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

That the City Council adopt Resolution No. 2020-1689, rescinding Resolution No. 2019-1539 and approving a salary schedule for permanent employees.

BACKGROUND:

On an annual basis, the City Council adopts a new compensation resolution for permanent full-time employees for the upcoming fiscal year. This resolution approves employee positions, salary ranges, benefit levels, and the number of employees needed for each position. Resolution No. 2020-1689 provides for the current level of benefits and the salary range schedule incorporated in this resolution.

This salary schedule incorporates five City Council positions for the first time, per the request of CalPERS as a finding from their audit earlier this year. In addition, it eliminates one Recreation Manager position, one Executive Assistant I position and one Office Assistant position per Council direction.

There is no adjustment in salary range numbers as there is no Cost of Living Adjustment (COLA) for employees this upcoming fiscal year.

FISCAL IMPACT/SOURCE OF FUNDING:

The City's Fiscal Year 2020-21 General Fund budget for full-time salaries is \$6,114,989.00.

REQUESTED ACTION:

It is requested that the City Council approve adoption of Resolution No. 2020-1689.

ATTACHMENTS:

Resolution No. 2020-1689

**ITEM 4 ATTACHMENT
RESOLUTION NO. 2020-1689**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, RESCINDING RESOLUTION
2019-1639 AND APPROVING A SALARY SCHEDULE
FOR PERMANENT EMPLOYEES.**

This resolution shall be effective as of July 1, 2020.

SECTION 1. DEFINITIONS

Full-Time Permanent Employees. A full-time permanent employee is one whose position is allocated in the budget and who regularly works a minimum of forty (40) hours per workweek on a continuing basis. Such employees are hired for an indefinite and unspecified duration.

The following salary ranges are hereby established.

A. Council

POSITION	MONTHLY SALARY*	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Council Member	\$976	5

***In accordance to Ordinance 2018-359**

B. City Manager

POSITION	MONTHLY SALARY*	NUMBER OF EMPLOYEES BUDGETED IN POSITION
City Manager	\$20,141	1

*** In accordance with City Manager Employment Agreement**

PERMANENT EMPLOYEE SALARY RANGES

C. Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Community Services Director	P207	1
Communications Director	P197	1

D. Mid-Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Deputy Public Works Director	P178	1
Information Systems Manager	P170	1
City Planner	P168	1
Landscape District Maintenance Manager	P162	1
City Clerk	P162	1
City Librarian	P160	1
Building Official	P159	1
Administrative Services Manager	P157	1
Deputy Community Services Director	P152	1

E. Professional/Supervisory Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Senior Civil Engineer	P148	1
Senior Planner	P148	2
Environmental Services Supervisor	P148	1
Accounting Supervisor	P132	1
Media Supervisor	P132	1
Public Safety Coordinator	P132	1
Facility Supervisor	P129	2

F. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Associate Civil Engineer	P131	1
Associate Planner	P130	2
Recreation Supervisor	P129	1
Senior Building Inspector	P126	1
Senior Public Works Inspector	P126	1
Senior Librarian	P124	1
Senior Media Specialist	P120	2
Building Inspector	P117	2
Permit Center Supervisor	P117	1
Grant/Contract Administrator	P116	1
Management Analyst	P116	1
Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1
Landscape Maintenance Inspector	P114	1
Preschool Supervisor	P114	1

Recreation Coordinator	P114	3
Code Enforcement Officer	P108	1
Library Circulation Supervisor	P108	1
Assistant Planner	P107	1

G. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Executive Assistant II	P107	2
Information Systems Assistant	P107	2
Executive Assistant I	P102	6
Facility Maintenance Technician II	P94	1
Public Works Maintenance Technician	P87	2
Assistant to the City Clerk	P87	1
Facility Maintenance Technician	P84	2
Library Technician	P69	1
Library Technical Services Coordinator	P69	1
Preschool Teacher	P43	4
Maintenance Assistant	P37	1

SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications. The compensation for the City Manager shall be set by the City Council and includes all other benefits contained in this resolution.
- B. At any time during the fiscal year, the City Manager is authorized to increase the salary ranges.

1. The adjustment for any one salary range may not exceed 10 percent in a fiscal year. If a salary range is adjusted more than once in a fiscal year, the total adjustment, measured from the pre-adjusted baseline, may not exceed 10 percent in that fiscal year.
2. Adjustments must be based on findings. Findings must relate to a change in duties, job conditions, salary comparison to similar positions in comparable public agencies, or any other similar basis.
3. Adjustments are completely separate from merit increases. Merit increases relate to an individual employee. Adjustments relate to all employees of a position within the relevant classification.
4. Adjustments are not retroactive. Adjustments are determined at the sole discretion of the City Manager and employees have no right to such adjustments.
5. Adjustments do not require approval or resolution of the City Council. The City Council, the Administrative Services Manager, and Chief Financial Officer shall be notified of such adjustments and the findings which support them, in writing.
6. All such adjustments shall be subject to budget appropriation and may not be approved if to do so would exceed existing budget authority unless made contingent upon a budget amendment approved by the City Council.
7. The Salary Schedule for Permanent Positions (attached) has been adjusted from a monthly wage range/step schedule to a bi-weekly schedule for accounting and payroll purposes.

SECTION 3. CONFERENCES/PROFESSIONAL DEVELOPMENT

In order to promote continued development of skills, knowledge and abilities among the employees of the City, the City Manager may grant time off to any full-time employee in order to attend professional, technical or managerial workshops, courses, conferences, conventions, seminars, or related activities. The costs for attendance at these activities including travel, per diem, registration, tuition, materials or other reasonable costs are legitimate City expenditures if provided for in the annual City Budget and approved by the Department Head and City Manager.

SECTION 4. RETIREMENT

The City contracts with the California Public Employees Retirement System and provides PERS 2% at 55 for Local Miscellaneous Classic Members. For new members enrolled in PERS after January 1, 2013, the City provides PERS 2% at 62. The City agrees to pay the employee contribution rate to PERS for each Classic full-time permanent employee and City Councilmembers (elected prior to January 1, 2013); all other employees, including new members and City Councilmembers, will pay their own contribution amount to PERS, as appropriate. The City also provides 1959 Survivor Benefits third level and Sick Leave Conversion Service Credit for all members.

SECTION 5. LIFE INSURANCE BENEFITS

For permanent full-time employees, the City contracts with VOYA Financial in the amount of three times the employee's annual salary (not to exceed \$350,000) and \$50,000 for each Councilmember. The City agrees to pay the full cost for life insurance for full-time employees, including City Councilmembers.

SECTION 6. DEFERRED COMPENSATION CONTRIBUTION

The City will temporarily suspend the contribution match of 2% for all enrolled permanent fulltime employees in the City approved compensation program plan. Participants may continue deferrals into their plans.

Resolution No. 2019-1639, and any conflicting provisions previously adopted, are hereby rescinded.

To the extent the provisions of this Resolution No. 2020-1689 are substantially the same as any other resolution or action of the City Council, the provisions of Resolution 2020-1689 shall be construed as continuations of these other enactments, and not as new enactments.

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

PASSED, APPROVED AND ADOPTED this 24th day of June 2020.

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Scott H. Howard
Colantuono Highsmith & Whatley
City Attorney

CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2020

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P1	801.59	821.63	842.17	863.22	884.81	906.93	929.60	952.84	976.66	1,001.08
P2	809.61	829.85	850.59	871.86	893.65	915.99	938.89	962.37	986.43	1,011.09
P3	817.70	838.14	859.10	880.58	902.59	925.15	948.28	971.99	996.29	1,021.20
P4	825.88	846.53	867.69	889.38	911.62	934.41	957.77	981.71	1,006.25	1,031.41
P5	834.14	854.99	876.37	898.27	920.73	943.75	967.34	991.53	1,016.32	1,041.72
P6	842.48	863.54	885.13	907.26	929.94	953.19	977.02	1,001.44	1,026.48	1,052.14
P7	850.90	872.18	893.98	916.33	939.24	962.72	986.79	1,011.46	1,036.74	1,062.66
P8	859.41	880.90	902.92	925.49	948.63	972.35	996.66	1,021.57	1,047.11	1,073.29
P9	868.01	889.71	911.95	934.75	958.12	982.07	1,006.62	1,031.79	1,057.58	1,084.02
P10	876.69	898.60	921.07	944.10	967.70	991.89	1,016.69	1,042.11	1,068.16	1,094.86
P11	885.45	907.59	930.28	953.54	977.38	1,001.81	1,026.85	1,052.53	1,078.84	1,105.81
P12	894.31	916.67	939.58	963.07	987.15	1,011.83	1,037.12	1,063.05	1,089.63	1,116.87
P13	903.25	925.83	948.98	972.70	997.02	1,021.95	1,047.49	1,073.68	1,100.52	1,128.04
P14	912.28	935.09	958.47	982.43	1,006.99	1,032.17	1,057.97	1,084.42	1,111.53	1,139.32
P15	921.41	944.44	968.05	992.25	1,017.06	1,042.49	1,068.55	1,095.26	1,122.64	1,150.71
P16	930.62	953.89	977.73	1,002.18	1,027.23	1,052.91	1,079.23	1,106.22	1,133.87	1,162.22
P17	939.93	963.43	987.51	1,012.20	1,037.50	1,063.44	1,090.03	1,117.28	1,145.21	1,173.84
P18	949.33	973.06	997.39	1,022.32	1,047.88	1,074.08	1,100.93	1,128.45	1,156.66	1,185.58
P19	958.82	982.79	1,007.36	1,032.54	1,058.36	1,084.82	1,111.94	1,139.74	1,168.23	1,197.43
P20	968.41	992.62	1,017.43	1,042.87	1,068.94	1,095.66	1,123.06	1,151.13	1,179.91	1,209.41
P21	978.09	1,002.54	1,027.61	1,053.30	1,079.63	1,106.62	1,134.29	1,162.64	1,191.71	1,221.50
P22	987.87	1,012.57	1,037.88	1,063.83	1,090.43	1,117.69	1,145.63	1,174.27	1,203.63	1,233.72
P23	997.75	1,022.70	1,048.26	1,074.47	1,101.33	1,128.86	1,157.09	1,186.01	1,215.66	1,246.05
P24	1,007.73	1,032.92	1,058.75	1,085.21	1,112.34	1,140.15	1,168.66	1,197.87	1,227.82	1,258.52
P25	1,017.81	1,043.25	1,069.33	1,096.07	1,123.47	1,151.55	1,180.34	1,209.85	1,240.10	1,271.10
P26	1,027.98	1,053.68	1,080.03	1,107.03	1,134.70	1,163.07	1,192.15	1,221.95	1,252.50	1,283.81
P27	1,038.26	1,064.22	1,090.83	1,118.10	1,146.05	1,174.70	1,204.07	1,234.17	1,265.02	1,296.65
P28	1,048.65	1,074.86	1,101.73	1,129.28	1,157.51	1,186.45	1,216.11	1,246.51	1,277.67	1,309.62
P29	1,059.13	1,085.61	1,112.75	1,140.57	1,169.08	1,198.31	1,228.27	1,258.98	1,290.45	1,322.71
P30	1,069.72	1,096.47	1,123.88	1,151.98	1,180.78	1,210.30	1,240.55	1,271.57	1,303.36	1,335.94
P31	1,080.42	1,107.43	1,135.12	1,163.50	1,192.58	1,222.40	1,252.96	1,284.28	1,316.39	1,349.30
P32	1,091.23	1,118.51	1,146.47	1,175.13	1,204.51	1,234.62	1,265.49	1,297.12	1,329.55	1,362.79
P33	1,102.14	1,129.69	1,157.93	1,186.88	1,216.55	1,246.97	1,278.14	1,310.10	1,342.85	1,376.42
P34	1,113.16	1,140.99	1,169.51	1,198.75	1,228.72	1,259.44	1,290.92	1,323.20	1,356.28	1,390.18
P35	1,124.29	1,152.40	1,181.21	1,210.74	1,241.01	1,272.03	1,303.83	1,336.43	1,369.84	1,404.09
P36	1,135.53	1,163.92	1,193.02	1,222.85	1,253.42	1,284.75	1,316.87	1,349.79	1,383.54	1,418.13
P37	1,146.89	1,175.56	1,204.95	1,235.07	1,265.95	1,297.60	1,330.04	1,363.29	1,397.37	1,432.31
P38	1,158.36	1,187.32	1,217.00	1,247.43	1,278.61	1,310.58	1,343.34	1,376.92	1,411.35	1,446.63
P39	1,169.94	1,199.19	1,229.17	1,259.90	1,291.40	1,323.68	1,356.77	1,390.69	1,425.46	1,461.10
P40	1,181.64	1,211.18	1,241.46	1,272.50	1,304.31	1,336.92	1,370.34	1,404.60	1,439.72	1,475.71
P41	1,193.46	1,223.29	1,253.88	1,285.22	1,317.35	1,350.29	1,384.05	1,418.65	1,454.11	1,490.47
P42	1,205.39	1,235.53	1,266.42	1,298.08	1,330.53	1,363.79	1,397.89	1,432.83	1,468.65	1,505.37
P43	1,217.45	1,247.88	1,279.08	1,311.06	1,343.83	1,377.43	1,411.86	1,447.16	1,483.34	1,520.42
P44	1,229.62	1,260.36	1,291.87	1,324.17	1,357.27	1,391.20	1,425.98	1,461.63	1,498.17	1,535.63
P45	1,241.92	1,272.96	1,304.79	1,337.41	1,370.84	1,405.12	1,440.24	1,476.25	1,513.16	1,550.98
P46	1,254.34	1,285.69	1,317.84	1,350.78	1,384.55	1,419.17	1,454.65	1,491.01	1,528.29	1,566.49
P47	1,266.88	1,298.55	1,331.02	1,364.29	1,398.40	1,433.36	1,469.19	1,505.92	1,543.57	1,582.16
P48	1,279.55	1,311.54	1,344.33	1,377.93	1,412.38	1,447.69	1,483.88	1,520.98	1,559.01	1,597.98
P49	1,292.34	1,324.65	1,357.77	1,391.71	1,426.51	1,462.17	1,498.72	1,536.19	1,574.60	1,613.96
P50	1,305.27	1,337.90	1,371.35	1,405.63	1,440.77	1,476.79	1,513.71	1,551.55	1,590.34	1,630.10
P51	1,318.32	1,351.28	1,385.06	1,419.69	1,455.18	1,491.56	1,528.85	1,567.07	1,606.24	1,646.40
P52	1,331.50	1,364.79	1,398.91	1,433.88	1,469.73	1,506.47	1,544.14	1,582.74	1,622.31	1,662.86
P53	1,344.82	1,378.44	1,412.90	1,448.22	1,484.43	1,521.54	1,559.58	1,598.57	1,638.53	1,679.49
P54	1,358.27	1,392.22	1,427.03	1,462.70	1,499.27	1,536.75	1,575.17	1,614.55	1,654.92	1,696.29
P55	1,371.85	1,406.15	1,441.30	1,477.33	1,514.26	1,552.12	1,590.92	1,630.70	1,671.46	1,713.25
P56	1,385.57	1,420.21	1,455.71	1,492.10	1,529.41	1,567.64	1,606.83	1,647.00	1,688.18	1,730.38

CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2020

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P57	1,399.42	1,434.41	1,470.27	1,507.03	1,544.70	1,583.32	1,622.90	1,663.47	1,705.06	1,747.69
P58	1,413.42	1,448.75	1,484.97	1,522.10	1,560.15	1,599.15	1,639.13	1,680.11	1,722.11	1,765.16
P59	1,427.55	1,463.24	1,499.82	1,537.32	1,575.75	1,615.14	1,655.52	1,696.91	1,739.33	1,782.82
P60	1,441.83	1,477.87	1,514.82	1,552.69	1,591.51	1,631.29	1,672.08	1,713.88	1,756.73	1,800.64
P61	1,456.25	1,492.65	1,529.97	1,568.22	1,607.42	1,647.61	1,688.80	1,731.02	1,774.29	1,818.65
P62	1,470.81	1,507.58	1,545.27	1,583.90	1,623.50	1,664.08	1,705.69	1,748.33	1,792.04	1,836.84
P63	1,485.52	1,522.65	1,560.72	1,599.74	1,639.73	1,680.72	1,722.74	1,765.81	1,809.96	1,855.21
P64	1,500.37	1,537.88	1,576.33	1,615.74	1,656.13	1,697.53	1,739.97	1,783.47	1,828.06	1,873.76
P65	1,515.37	1,553.26	1,592.09	1,631.89	1,672.69	1,714.51	1,757.37	1,801.30	1,846.34	1,892.50
P66	1,530.53	1,568.79	1,608.01	1,648.21	1,689.42	1,731.65	1,774.94	1,819.32	1,864.80	1,911.42
P67	1,545.83	1,584.48	1,624.09	1,664.69	1,706.31	1,748.97	1,792.69	1,837.51	1,883.45	1,930.53
P68	1,561.29	1,600.32	1,640.33	1,681.34	1,723.37	1,766.46	1,810.62	1,855.89	1,902.28	1,949.84
P69	1,576.91	1,616.33	1,656.74	1,698.15	1,740.61	1,784.12	1,828.73	1,874.44	1,921.31	1,969.34
P70	1,592.67	1,632.49	1,673.30	1,715.14	1,758.01	1,801.96	1,847.01	1,893.19	1,940.52	1,989.03
P71	1,608.60	1,648.82	1,690.04	1,732.29	1,775.59	1,819.98	1,865.48	1,912.12	1,959.92	2,008.92
P72	1,624.69	1,665.30	1,706.94	1,749.61	1,793.35	1,838.18	1,884.14	1,931.24	1,979.52	2,029.01
P73	1,640.93	1,681.96	1,724.01	1,767.11	1,811.28	1,856.57	1,902.98	1,950.55	1,999.32	2,049.30
P74	1,657.34	1,698.78	1,741.25	1,784.78	1,829.40	1,875.13	1,922.01	1,970.06	2,019.31	2,069.79
P75	1,673.92	1,715.76	1,758.66	1,802.62	1,847.69	1,893.88	1,941.23	1,989.76	2,039.50	2,090.49
P76	1,690.66	1,732.92	1,776.25	1,820.65	1,866.17	1,912.82	1,960.64	2,009.66	2,059.90	2,111.40
P77	1,707.56	1,750.25	1,794.01	1,838.86	1,884.83	1,931.95	1,980.25	2,029.75	2,080.50	2,132.51
P78	1,724.64	1,767.75	1,811.95	1,857.25	1,903.68	1,951.27	2,000.05	2,050.05	2,101.30	2,153.84
P79	1,741.88	1,785.43	1,830.07	1,875.82	1,922.71	1,970.78	2,020.05	2,070.55	2,122.32	2,175.37
P80	1,759.30	1,803.29	1,848.37	1,894.58	1,941.94	1,990.49	2,040.25	2,091.26	2,143.54	2,197.13
P81	1,776.90	1,821.32	1,866.85	1,913.52	1,961.36	2,010.39	2,060.65	2,112.17	2,164.98	2,219.10
P82	1,794.66	1,839.53	1,885.52	1,932.66	1,980.97	2,030.50	2,081.26	2,133.29	2,186.63	2,241.29
P83	1,812.61	1,857.93	1,904.38	1,951.98	2,000.78	2,050.80	2,102.07	2,154.63	2,208.49	2,263.70
P84	1,830.74	1,876.51	1,923.42	1,971.50	2,020.79	2,071.31	2,123.09	2,176.17	2,230.58	2,286.34
P85	1,849.05	1,895.27	1,942.65	1,991.22	2,041.00	2,092.02	2,144.33	2,197.93	2,252.88	2,309.20
P86	1,867.54	1,914.22	1,962.08	2,011.13	2,061.41	2,112.95	2,165.77	2,219.91	2,275.41	2,332.30
P87	1,886.21	1,933.37	1,981.70	2,031.24	2,082.02	2,134.07	2,187.43	2,242.11	2,298.16	2,355.62
P88	1,905.07	1,952.70	2,001.52	2,051.56	2,102.84	2,155.42	2,209.30	2,264.53	2,321.15	2,379.18
P89	1,924.12	1,972.23	2,021.53	2,072.07	2,123.87	2,176.97	2,231.39	2,287.18	2,344.36	2,402.97
P90	1,943.37	1,991.95	2,041.75	2,092.79	2,145.11	2,198.74	2,253.71	2,310.05	2,367.80	2,427.00
P91	1,962.80	2,011.87	2,062.17	2,113.72	2,166.56	2,220.73	2,276.24	2,333.15	2,391.48	2,451.27
P92	1,982.43	2,031.99	2,082.79	2,134.86	2,188.23	2,242.93	2,299.01	2,356.48	2,415.39	2,475.78
P93	2,002.25	2,052.31	2,103.61	2,156.21	2,210.11	2,265.36	2,322.00	2,380.05	2,439.55	2,500.54
P94	2,022.27	2,072.83	2,124.65	2,177.77	2,232.21	2,288.02	2,345.22	2,403.85	2,463.94	2,525.54
P95	2,042.50	2,093.56	2,145.90	2,199.54	2,254.53	2,310.90	2,368.67	2,427.89	2,488.58	2,550.80
P96	2,062.92	2,114.49	2,167.36	2,221.54	2,277.08	2,334.01	2,392.36	2,452.16	2,513.47	2,576.31
P97	2,083.55	2,135.64	2,189.03	2,243.76	2,299.85	2,357.35	2,416.28	2,476.69	2,538.60	2,602.07
P98	2,104.39	2,157.00	2,210.92	2,266.19	2,322.85	2,380.92	2,440.44	2,501.45	2,563.99	2,628.09
P99	2,125.43	2,178.57	2,233.03	2,288.86	2,346.08	2,404.73	2,464.85	2,526.47	2,589.63	2,654.37
P100	2,146.68	2,200.35	2,255.36	2,311.74	2,369.54	2,428.78	2,489.50	2,551.73	2,615.53	2,680.91
P101	2,168.15	2,222.35	2,277.91	2,334.86	2,393.23	2,453.06	2,514.39	2,577.25	2,641.68	2,707.72
P102	2,189.83	2,244.58	2,300.69	2,358.21	2,417.17	2,477.59	2,539.53	2,603.02	2,668.10	2,734.80
P103	2,211.73	2,267.02	2,323.70	2,381.79	2,441.34	2,502.37	2,564.93	2,629.05	2,694.78	2,762.15
P104	2,233.85	2,289.69	2,346.94	2,405.61	2,465.75	2,527.39	2,590.58	2,655.34	2,721.73	2,789.77
P105	2,256.19	2,312.59	2,370.41	2,429.67	2,490.41	2,552.67	2,616.48	2,681.90	2,748.94	2,817.67
P106	2,278.75	2,335.72	2,394.11	2,453.96	2,515.31	2,578.19	2,642.65	2,708.72	2,776.43	2,845.84
P107	2,301.54	2,359.07	2,418.05	2,478.50	2,540.46	2,603.98	2,669.08	2,735.80	2,804.20	2,874.30
P108	2,324.55	2,382.66	2,442.23	2,503.29	2,565.87	2,630.02	2,695.77	2,763.16	2,832.24	2,903.05
P109	2,347.80	2,406.49	2,466.65	2,528.32	2,591.53	2,656.32	2,722.72	2,790.79	2,860.56	2,932.08
P110	2,371.27	2,430.56	2,491.32	2,553.60	2,617.44	2,682.88	2,749.95	2,818.70	2,889.17	2,961.40
P111	2,394.99	2,454.86	2,516.23	2,579.14	2,643.62	2,709.71	2,777.45	2,846.89	2,918.06	2,991.01
P112	2,418.94	2,479.41	2,541.40	2,604.93	2,670.05	2,736.81	2,805.23	2,875.36	2,947.24	3,020.92

CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2020

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P113	2,443.13	2,504.20	2,566.81	2,630.98	2,696.75	2,764.17	2,833.28	2,904.11	2,976.71	3,051.13
P114	2,467.56	2,529.25	2,592.48	2,657.29	2,723.72	2,791.82	2,861.61	2,933.15	3,006.48	3,081.64
P115	2,492.23	2,554.54	2,618.40	2,683.86	2,750.96	2,819.73	2,890.23	2,962.48	3,036.54	3,112.46
P116	2,517.16	2,580.08	2,644.59	2,710.70	2,778.47	2,847.93	2,919.13	2,992.11	3,066.91	3,143.58
P117	2,542.33	2,605.89	2,671.03	2,737.81	2,806.25	2,876.41	2,948.32	3,022.03	3,097.58	3,175.02
P118	2,567.75	2,631.94	2,697.74	2,765.19	2,834.32	2,905.17	2,977.80	3,052.25	3,128.55	3,206.77
P119	2,593.43	2,658.26	2,724.72	2,792.84	2,862.66	2,934.23	3,007.58	3,082.77	3,159.84	3,238.84
P120	2,619.36	2,684.85	2,751.97	2,820.77	2,891.29	2,963.57	3,037.66	3,113.60	3,191.44	3,271.22
P121	2,645.56	2,711.69	2,779.49	2,848.97	2,920.20	2,993.20	3,068.03	3,144.73	3,223.35	3,303.94
P122	2,672.01	2,738.81	2,807.28	2,877.46	2,949.40	3,023.14	3,098.71	3,176.18	3,255.59	3,336.98
P123	2,698.73	2,766.20	2,835.36	2,906.24	2,978.89	3,053.37	3,129.70	3,207.94	3,288.14	3,370.35
P124	2,725.72	2,793.86	2,863.71	2,935.30	3,008.68	3,083.90	3,161.00	3,240.02	3,321.02	3,404.05
P125	2,752.98	2,821.80	2,892.35	2,964.65	3,038.77	3,114.74	3,192.61	3,272.42	3,354.23	3,438.09
P126	2,780.51	2,850.02	2,921.27	2,994.30	3,069.16	3,145.89	3,224.53	3,305.15	3,387.78	3,472.47
P127	2,808.31	2,878.52	2,950.48	3,024.24	3,099.85	3,177.35	3,256.78	3,338.20	3,421.65	3,507.20
P128	2,836.39	2,907.30	2,979.99	3,054.49	3,130.85	3,209.12	3,289.35	3,371.58	3,455.87	3,542.27
P129	2,864.76	2,936.38	3,009.79	3,085.03	3,162.16	3,241.21	3,322.24	3,405.30	3,490.43	3,577.69
P130	2,893.41	2,965.74	3,039.88	3,115.88	3,193.78	3,273.62	3,355.46	3,439.35	3,525.33	3,613.47
P131	2,922.34	2,995.40	3,070.28	3,147.04	3,225.72	3,306.36	3,389.02	3,473.74	3,560.59	3,649.60
P132	2,951.56	3,025.35	3,100.99	3,178.51	3,257.97	3,339.42	3,422.91	3,508.48	3,596.19	3,686.10
P133	2,981.08	3,055.61	3,132.00	3,210.30	3,290.55	3,372.82	3,457.14	3,543.57	3,632.16	3,722.96
P134	3,010.89	3,086.16	3,163.32	3,242.40	3,323.46	3,406.55	3,491.71	3,579.00	3,668.48	3,760.19
P135	3,041.00	3,117.02	3,194.95	3,274.82	3,356.69	3,440.61	3,526.63	3,614.79	3,705.16	3,797.79
P136	3,071.41	3,148.19	3,226.90	3,307.57	3,390.26	3,475.02	3,561.89	3,650.94	3,742.21	3,835.77
P137	3,102.12	3,179.68	3,259.17	3,340.65	3,424.16	3,509.77	3,597.51	3,687.45	3,779.64	3,874.13
P138	3,133.14	3,211.47	3,291.76	3,374.05	3,458.40	3,544.86	3,633.49	3,724.32	3,817.43	3,912.87
P139	3,164.48	3,243.59	3,324.68	3,407.79	3,492.99	3,580.31	3,669.82	3,761.57	3,855.61	3,952.00
P140	3,196.12	3,276.02	3,357.92	3,441.87	3,527.92	3,616.12	3,706.52	3,799.18	3,894.16	3,991.52
P141	3,228.08	3,308.78	3,391.50	3,476.29	3,563.20	3,652.28	3,743.58	3,837.17	3,933.10	4,031.43
P142	3,260.36	3,341.87	3,425.42	3,511.05	3,598.83	3,688.80	3,781.02	3,875.55	3,972.43	4,071.75
P143	3,292.97	3,375.29	3,459.67	3,546.16	3,634.82	3,725.69	3,818.83	3,914.30	4,012.16	4,112.46
P144	3,325.90	3,409.04	3,494.27	3,581.63	3,671.17	3,762.95	3,857.02	3,953.44	4,052.28	4,153.59
P145	3,359.15	3,443.13	3,529.21	3,617.44	3,707.88	3,800.57	3,895.59	3,992.98	4,092.80	4,195.12
P146	3,392.75	3,477.56	3,564.50	3,653.62	3,744.96	3,838.58	3,934.54	4,032.91	4,133.73	4,237.07
P147	3,426.67	3,512.34	3,600.15	3,690.15	3,782.41	3,876.97	3,973.89	4,073.24	4,175.07	4,279.45
P148	3,460.94	3,547.46	3,636.15	3,727.05	3,820.23	3,915.74	4,013.63	4,113.97	4,216.82	4,322.24
P149	3,495.55	3,582.94	3,672.51	3,764.32	3,858.43	3,954.89	4,053.77	4,155.11	4,258.99	4,365.46
P150	3,530.50	3,618.77	3,709.24	3,801.97	3,897.02	3,994.44	4,094.30	4,196.66	4,301.58	4,409.12
P151	3,565.81	3,654.96	3,746.33	3,839.99	3,935.99	4,034.39	4,135.25	4,238.63	4,344.59	4,453.21
P152	3,601.47	3,691.50	3,783.79	3,878.39	3,975.35	4,074.73	4,176.60	4,281.01	4,388.04	4,497.74
P153	3,637.48	3,728.42	3,821.63	3,917.17	4,015.10	4,115.48	4,218.36	4,323.82	4,431.92	4,542.72
P154	3,673.86	3,765.70	3,859.85	3,956.34	4,055.25	4,156.63	4,260.55	4,367.06	4,476.24	4,588.14
P155	3,710.60	3,803.36	3,898.44	3,995.91	4,095.80	4,198.20	4,303.15	4,410.73	4,521.00	4,634.03
P156	3,747.70	3,841.39	3,937.43	4,035.87	4,136.76	4,240.18	4,346.19	4,454.84	4,566.21	4,680.37
P157	3,785.18	3,879.81	3,976.80	4,076.22	4,178.13	4,282.58	4,389.65	4,499.39	4,611.87	4,727.17
P158	3,823.03	3,918.61	4,016.57	4,116.99	4,219.91	4,325.41	4,433.54	4,544.38	4,657.99	4,774.44
P159	3,861.26	3,957.79	4,056.74	4,158.16	4,262.11	4,368.66	4,477.88	4,589.83	4,704.57	4,822.19
P160	3,899.87	3,997.37	4,097.30	4,199.74	4,304.73	4,412.35	4,522.66	4,635.72	4,751.62	4,870.41
P161	3,938.87	4,037.34	4,138.28	4,241.73	4,347.78	4,456.47	4,567.88	4,682.08	4,799.13	4,919.11
P162	3,978.26	4,077.72	4,179.66	4,284.15	4,391.26	4,501.04	4,613.56	4,728.90	4,847.12	4,968.30
P163	4,018.04	4,118.49	4,221.46	4,326.99	4,435.17	4,546.05	4,659.70	4,776.19	4,895.60	5,017.99
P164	4,058.22	4,159.68	4,263.67	4,370.26	4,479.52	4,591.51	4,706.30	4,823.95	4,944.55	5,068.17
P165	4,098.81	4,201.28	4,306.31	4,413.97	4,524.32	4,637.42	4,753.36	4,872.19	4,994.00	5,118.85
P166	4,139.79	4,243.29	4,349.37	4,458.11	4,569.56	4,683.80	4,800.89	4,920.91	5,043.94	5,170.04
P167	4,181.19	4,285.72	4,392.87	4,502.69	4,615.25	4,730.64	4,848.90	4,970.12	5,094.38	5,221.74
P168	4,223.00	4,328.58	4,436.79	4,547.71	4,661.41	4,777.94	4,897.39	5,019.83	5,145.32	5,273.95

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RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P169	4,265.23	4,371.87	4,481.16	4,593.19	4,708.02	4,825.72	4,946.36	5,070.02	5,196.77	5,326.69
P170	4,307.89	4,415.58	4,525.97	4,639.12	4,755.10	4,873.98	4,995.83	5,120.72	5,248.74	5,379.96
P171	4,350.97	4,459.74	4,571.23	4,685.51	4,802.65	4,922.72	5,045.79	5,171.93	5,301.23	5,433.76
P172	4,394.48	4,504.34	4,616.95	4,732.37	4,850.68	4,971.95	5,096.24	5,223.65	5,354.24	5,488.10
P173	4,438.42	4,549.38	4,663.12	4,779.69	4,899.19	5,021.66	5,147.21	5,275.89	5,407.78	5,542.98
P174	4,482.80	4,594.87	4,709.75	4,827.49	4,948.18	5,071.88	5,198.68	5,328.65	5,461.86	5,598.41
P175	4,527.63	4,640.82	4,756.84	4,875.76	4,997.66	5,122.60	5,250.67	5,381.93	5,516.48	5,654.39
P176	4,572.91	4,687.23	4,804.41	4,924.52	5,047.64	5,173.83	5,303.17	5,435.75	5,571.65	5,710.94
P177	4,618.64	4,734.10	4,852.46	4,973.77	5,098.11	5,225.56	5,356.20	5,490.11	5,627.36	5,768.05
P178	4,664.82	4,781.44	4,900.98	5,023.51	5,149.09	5,277.82	5,409.77	5,545.01	5,683.64	5,825.73
P179	4,711.47	4,829.26	4,949.99	5,073.74	5,200.58	5,330.60	5,463.86	5,600.46	5,740.47	5,883.98
P180	4,758.59	4,877.55	4,999.49	5,124.48	5,252.59	5,383.90	5,518.50	5,656.46	5,797.88	5,942.82
P181	4,806.17	4,926.33	5,049.49	5,175.72	5,305.12	5,437.74	5,573.69	5,713.03	5,855.86	6,002.25
P182	4,854.23	4,975.59	5,099.98	5,227.48	5,358.17	5,492.12	5,629.42	5,770.16	5,914.41	6,062.27
P183	4,902.78	5,025.35	5,150.98	5,279.75	5,411.75	5,547.04	5,685.72	5,827.86	5,973.56	6,122.90
P184	4,951.80	5,075.60	5,202.49	5,332.55	5,465.87	5,602.51	5,742.58	5,886.14	6,033.29	6,184.13
P185	5,001.32	5,126.36	5,254.51	5,385.88	5,520.52	5,658.54	5,800.00	5,945.00	6,093.63	6,245.97
P186	5,051.34	5,177.62	5,307.06	5,439.74	5,575.73	5,715.12	5,858.00	6,004.45	6,154.56	6,308.43
P187	5,101.85	5,229.40	5,360.13	5,494.13	5,631.49	5,772.27	5,916.58	6,064.50	6,216.11	6,371.51
P188	5,152.87	5,281.69	5,413.73	5,549.08	5,687.80	5,830.00	5,975.75	6,125.14	6,278.27	6,435.23
P189	5,204.40	5,334.51	5,467.87	5,604.57	5,744.68	5,888.30	6,035.50	6,186.39	6,341.05	6,499.58
P190	5,256.44	5,387.85	5,522.55	5,660.61	5,802.13	5,947.18	6,095.86	6,248.26	6,404.46	6,564.57
P191	5,309.00	5,441.73	5,577.77	5,717.22	5,860.15	6,006.65	6,156.82	6,310.74	6,468.51	6,630.22
P192	5,362.10	5,496.15	5,633.55	5,774.39	5,918.75	6,066.72	6,218.39	6,373.85	6,533.19	6,696.52
P193	5,415.72	5,551.11	5,689.89	5,832.13	5,977.94	6,127.39	6,280.57	6,437.58	6,598.52	6,763.49
P194	5,469.87	5,606.62	5,746.79	5,890.46	6,037.72	6,188.66	6,343.38	6,501.96	6,664.51	6,831.12
P195	5,524.57	5,662.69	5,804.25	5,949.36	6,098.09	6,250.55	6,406.81	6,566.98	6,731.15	6,899.43
P196	5,579.82	5,719.31	5,862.30	6,008.85	6,159.07	6,313.05	6,470.88	6,632.65	6,798.47	6,968.43
P197	5,635.62	5,776.51	5,920.92	6,068.94	6,220.67	6,376.18	6,535.59	6,698.98	6,866.45	7,038.11
P198	5,691.97	5,834.27	5,980.13	6,129.63	6,282.87	6,439.94	6,600.94	6,765.97	6,935.12	7,108.49
P199	5,748.89	5,892.61	6,039.93	6,190.93	6,345.70	6,504.34	6,666.95	6,833.63	7,004.47	7,179.58
P200	5,806.38	5,951.54	6,100.33	6,252.84	6,409.16	6,569.39	6,733.62	6,901.96	7,074.51	7,251.37
P201	5,864.44	6,011.06	6,161.33	6,315.37	6,473.25	6,635.08	6,800.96	6,970.98	7,145.26	7,323.89
P202	5,923.09	6,071.17	6,222.95	6,378.52	6,537.98	6,701.43	6,868.97	7,040.69	7,216.71	7,397.13
P203	5,982.32	6,131.88	6,285.17	6,442.30	6,603.36	6,768.45	6,937.66	7,111.10	7,288.88	7,471.10
P204	6,042.14	6,193.20	6,348.03	6,506.73	6,669.40	6,836.13	7,007.03	7,182.21	7,361.76	7,545.81
P205	6,102.56	6,255.13	6,411.51	6,571.79	6,736.09	6,904.49	7,077.10	7,254.03	7,435.38	7,621.27
P206	6,163.59	6,317.68	6,475.62	6,637.51	6,803.45	6,973.54	7,147.87	7,326.57	7,509.74	7,697.48
P207	6,225.23	6,380.86	6,540.38	6,703.89	6,871.48	7,043.27	7,219.35	7,399.84	7,584.83	7,774.45
P208	6,287.48	6,444.67	6,605.78	6,770.93	6,940.20	7,113.70	7,291.55	7,473.84	7,660.68	7,852.20
P209	6,350.35	6,509.11	6,671.84	6,838.64	7,009.60	7,184.84	7,364.46	7,548.57	7,737.29	7,930.72
P210	6,413.86	6,574.20	6,738.56	6,907.02	7,079.70	7,256.69	7,438.11	7,624.06	7,814.66	8,010.03
P211	6,478.00	6,639.94	6,805.94	6,976.09	7,150.49	7,329.26	7,512.49	7,700.30	7,892.81	8,090.13
P212	6,542.77	6,706.34	6,874.00	7,045.85	7,222.00	7,402.55	7,587.61	7,777.30	7,971.74	8,171.03
P213	6,608.20	6,773.41	6,942.74	7,116.31	7,294.22	7,476.57	7,663.49	7,855.08	8,051.45	8,252.74
P214	6,674.28	6,841.14	7,012.17	7,187.47	7,367.16	7,551.34	7,740.12	7,933.63	8,131.97	8,335.27
P215	6,741.03	6,909.55	7,082.29	7,259.35	7,440.83	7,626.85	7,817.53	8,012.96	8,213.29	8,418.62
P216	6,808.44	6,978.65	7,153.12	7,331.94	7,515.24	7,703.12	7,895.70	8,093.09	8,295.42	8,502.81
P217	6,876.52	7,048.44	7,224.65	7,405.26	7,590.39	7,780.15	7,974.66	8,174.02	8,378.37	8,587.83
P218	6,945.29	7,118.92	7,296.89	7,479.31	7,666.30	7,857.96	8,054.40	8,255.76	8,462.16	8,673.71
P219	7,014.74	7,190.11	7,369.86	7,554.11	7,742.96	7,936.53	8,134.95	8,338.32	8,546.78	8,760.45
P220	7,084.89	7,262.01	7,443.56	7,629.65	7,820.39	8,015.90	8,216.30	8,421.71	8,632.25	8,848.05
P221	7,155.74	7,334.63	7,518.00	7,705.95	7,898.59	8,096.06	8,298.46	8,505.92	8,718.57	8,936.53
P222	7,227.29	7,407.98	7,593.18	7,783.01	7,977.58	8,177.02	8,381.45	8,590.98	8,805.76	9,025.90
P223	7,299.57	7,482.06	7,669.11	7,860.84	8,057.36	8,258.79	8,465.26	8,676.89	8,893.81	9,116.16
P224	7,372.56	7,556.88	7,745.80	7,939.44	8,137.93	8,341.38	8,549.91	8,763.66	8,982.75	9,207.32

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P225	7,446.29	7,632.45	7,823.26	8,018.84	8,219.31	8,424.79	8,635.41	8,851.30	9,072.58	9,299.39
P226	7,520.75	7,708.77	7,901.49	8,099.03	8,301.50	8,509.04	8,721.77	8,939.81	9,163.30	9,392.39
P227	7,595.96	7,785.86	7,980.50	8,180.02	8,384.52	8,594.13	8,808.98	9,029.21	9,254.94	9,486.31
P228	7,671.92	7,863.72	8,060.31	8,261.82	8,468.36	8,680.07	8,897.07	9,119.50	9,347.49	9,581.17
P229	7,748.64	7,942.35	8,140.91	8,344.43	8,553.05	8,766.87	8,986.04	9,210.69	9,440.96	9,676.99
P230	7,826.12	8,021.78	8,222.32	8,427.88	8,638.58	8,854.54	9,075.90	9,302.80	9,535.37	9,773.76
P231	7,904.39	8,101.99	8,304.54	8,512.16	8,724.96	8,943.09	9,166.66	9,395.83	9,630.73	9,871.49
P232	7,983.43	8,183.01	8,387.59	8,597.28	8,812.21	9,032.52	9,258.33	9,489.79	9,727.03	9,970.21
P233	8,063.26	8,264.84	8,471.47	8,683.25	8,900.33	9,122.84	9,350.91	9,584.69	9,824.30	10,069.91
P234	8,143.90	8,347.49	8,556.18	8,770.09	8,989.34	9,214.07	9,444.42	9,680.53	9,922.55	10,170.61
P235	8,225.33	8,430.97	8,641.74	8,857.79	9,079.23	9,306.21	9,538.87	9,777.34	10,021.77	10,272.32
P236	8,307.59	8,515.28	8,728.16	8,946.36	9,170.02	9,399.27	9,634.26	9,875.11	10,121.99	10,375.04
P237	8,390.66	8,600.43	8,815.44	9,035.83	9,261.72	9,493.27	9,730.60	9,973.86	10,223.21	10,478.79
P238	8,474.57	8,686.43	8,903.60	9,126.19	9,354.34	9,588.20	9,827.90	10,073.60	10,325.44	10,583.58
P239	8,559.32	8,773.30	8,992.63	9,217.45	9,447.88	9,684.08	9,926.18	10,174.34	10,428.70	10,689.41
P240	8,644.91	8,861.03	9,082.56	9,309.62	9,542.36	9,780.92	10,025.44	10,276.08	10,532.98	10,796.31
P241	8,731.36	8,949.64	9,173.38	9,402.72	9,637.79	9,878.73	10,125.70	10,378.84	10,638.31	10,904.27
P242	8,818.67	9,039.14	9,265.12	9,496.75	9,734.16	9,977.52	10,226.96	10,482.63	10,744.70	11,013.31
P243	8,906.86	9,129.53	9,357.77	9,591.71	9,831.51	10,077.29	10,329.23	10,587.46	10,852.14	11,123.45
P244	8,995.93	9,220.83	9,451.35	9,687.63	9,929.82	10,178.07	10,432.52	10,693.33	10,960.66	11,234.68
P245	9,085.89	9,313.03	9,545.86	9,784.51	10,029.12	10,279.85	10,536.84	10,800.26	11,070.27	11,347.03
P246	9,176.75	9,406.16	9,641.32	9,882.35	10,129.41	10,382.65	10,642.21	10,908.27	11,180.97	11,460.50



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: TOM BARTLETT, A.I.C.P., CITY PLANNER

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1690, APPROVING A CHANGE TO THE REGULAR MEETING DAYS FOR THE PLANNING COMMISSION FROM THE SECOND AND FOURTH THURSDAYS OF EVERY MONTH TO THE FIRST AND THIRD THURSDAYS OF EVERY MONTH

DATE: JUNE 24, 2020

BACKGROUND:

In accordance with CMC Section 2.28.050 (shown below), regular meetings of the Calabasas Planning Commission had traditionally taken place on the second and fourth Thursday evenings of the month with a start time of 7:00 p.m.

"Regular meetings of the commission shall be held on the second and fourth Thursday of each month, or the next succeeding day which is not a holiday, at seven p.m., or at such other time as the commission may recommend and the city council may establish by resolution."

The Planning Commission may also meet on any other day and time as a special meeting of the Commission, provided that any such meeting is identified as a "Special Meeting" on the meeting agenda and the associated public notices. For approximately one year the Planning Commission convened at 6:00 p.m. because the members of the Commission preferred that time for their meetings; accordingly, these meetings were indicated on the meeting agendas and in public notices as "Special Meetings" of the Commission.

At the City Council's May 27, 2020 meeting, the City Council adopted Resolution Number 2020-1662 approving the 6:00 p.m. regular meeting start time for the Planning Commission. This meeting time change was approved based in part upon a recommendation for the change by a majority of the Planning Commission members. Unfortunately, staff and the Planning Commissioners had forgotten about a previous meeting change (a change to the days in the month) which should have been formalized via inclusion in Resolution No. 2020-1662.

On August 27, 2008, the City Council had changed its regular meeting days from the first and third Wednesdays of every month to the second and fourth Wednesdays of every month (Ordinance No. 2008-243). Because of this, the Planning Commission meeting days were shifted to the second and fourth Thursdays to remain on opposite weeks to the regular City Council meetings. However, this adjustment was not formally accomplished via a City Council resolution. And because the recently adopted Council Resolution No. 2020-1662 changed only the time of day for Planning Commission meetings, a second resolution is now needed to rectify the situation for the meeting days of every month.

Consistent with CMC 2.28.050, the attached resolution (City Council Resolution No. 2020-1690) will formally accomplish the change of the Planning Commission meeting days (from the second and fourth Thursdays to the first and third Thursdays).

FISCAL IMPACT/SOURCE OF FUNDING:

There are no fiscal effects associated with this action.

REQUESTED ACTION:

Staff recommends that the City Council adopt Resolution No. 2020-1690, changing the meeting days for regular meetings of the Planning Commission from the second and fourth Thursdays to the first and third Thursdays of every month.

ATTACHMENTS:

A: Resolution No. 2020-1690

**ITEM 5 ATTACHMENT A
RESOLUTION NO. 2020-1690**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A CHANGE TO THE REGULAR MEETING DAYS FOR THE PLANNING COMMISSION FROM THE SECOND AND FOURTH THURSDAYS OF EVERY MONTH TO THE FIRST AND THIRD THURSDAYS OF EVERY MONTH.

WHEREAS, Calabasas Municipal Code Section 2.28.050 specifies that in regard to meetings of the Planning Commission, “(r)egular meetings of the commission shall be held on the second and fourth Thursday of each month, or the next succeeding day which is not a holiday, at seven p.m., or at such other time as the commission may recommend and the city council may establish by resolution”; and,

WHEREAS, conducting City Council meetings and Planning Commission meetings on alternating weeks generally avoids having the meetings of the City Council and the Planning Commission occur on successive evenings, an arrangement which better serves the public interest, and,

WHEREAS, on August 27, 2008 the City Council approved Ordinance No. 2008-243 to establish the regular meeting days of the City Council as being the second and fourth Wednesdays of every month, and the City Council continues to meet on this schedule;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Calabasas, California, that regular meetings of the Calabasas Planning Commission shall begin at 6:00 p.m. on the first and third Thursday of each month, beginning on July 2, 2020 and continuing indefinitely until such time that the Council may again revise.

The City Clerk shall certify to the adoption and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 24th day of June, 2020.

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 17, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT: ADOPTION OF A RESOLUTION 200-1692 CONFIRMING THE CITY
MANAGER/DIRECTOR OF EMERGENCY SERVICES' LOCAL
EMERGENCY EXECUTIVE ORDERS ISSUED PURSUANT TO THE
MARCH 16, 2020 LOCAL EMERGENCY DECLARATION IN RESPONSE
TO THE NOVEL CORONAVIRUS COVID-19 PANDEMIC AND
AFFIRMING THE CONTINUED LOCAL STATE OF EMERGENCY**

MEETING

DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Staff recommends the City Council adopt a Resolution confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued in respond to the novel coronavirus COVID-19 pandemic and affirming the continued Local State of Emergency.

REPORT:

On March 16, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed a local emergency in the City of Calabasas due to the novel coronavirus COVID-19 pandemic, following the issuance of state and federal emergency declarations. On March 16, 2020, the City Council ratified the local emergency declaration.

On March 16, 2020 the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 1, closing certain businesses within the City, imposing operational restrictions on other certain businesses, and imposing a temporary moratorium on residential evictions within the City for the duration of the emergency. On March 17, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 2, closing certain additional businesses in response to the novel coronavirus. On March 18, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 3, imposing a temporary moratorium on commercial tenant evictions within the City for the duration of the emergency. On March 19, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 4, banning public and private gatherings outside a residence. On March 27, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 5, closing trails and imposing price gouging regulations.

Further, on April 8, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 6, requiring face coverings and social distancing plans for construction and real estate businesses. On April 16, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 7, expanding the face covering requirement.

On May 6, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 8, opening certain trails and greenspaces for passive outdoor recreation and reopening limited retail and other businesses that had previously been closed, provided social distancing protocols are implemented. On May 13, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 9, ordering the opening of City and homeowners' association owned or other privately-owned tennis courts, pickleball courts, and equestrian facilities solely for outdoor recreation. On May 19, the Community Development Director, acting as the First Alternate Director of Emergency Services, issued Executive Order No. 10, allowing the reopening of certain businesses within the City as determined by, and in compliance with the requirements set by, the Los Angeles County Public Health Officer's Safer at Home Order for Control of COVID-19.

On June 3, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 11, allowing for restaurants to establish or expand dining areas. On June 17, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 12, allowing the reopening of parking lots and restrooms at De Anza Park and other park and recreation facilities within the City.

The City Manager may issue further executive orders after the posting of this agenda report before the City Council meeting of June 24, 2020. If so, the list of Executive Orders proposed for ratification will be updated orally at the City Council meeting.

Under Calabasas Municipal Code section 2.44.060(a), the City Council must confirm such orders at the earliest practicable time. Under Government Code section 8630(c), Council must review the need for continuing the local emergency at least once every 60 days until the Council adopts a resolution terminating the local emergency. Staff therefore recommends that the City Council adopt a resolution confirming the issuance of Executive Orders to protect public health and safety by the City Manager, acting as the Director of Emergency Services and deem that the local emergency continue to exist till Council has proclaimed its termination.

ATTACHMENT:

Resolution No. 2020-1692

**ITEM 6 ATTACHMENT
RESOLUTION NO. 2020-1692**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS CONFIRMING THE CONTINUED LOCAL STATE OF EMERGENCY AND THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' LOCAL EMERGENCY EXECUTIVE ORDERS ISSUED PURSUANT TO THE MARCH 16, 2020 LOCAL EMERGENCY DECLARATION IN RESPONSE TO THE NOVEL CORONAVIRUS COVID-19 PANDEMIC

WHEREAS, conditions of extreme peril to the safety of persons have arisen and continue to exist within the City of Calabasas as the result of conditions surrounding the novel coronavirus COVID-19 pandemic; and

WHEREAS, the Governor has declared a State Health Emergency in response to the novel coronavirus COVID-19 pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency as a result of COVID-19; and

WHEREAS, the COVID-19 pandemic, if fully manifested, poses extreme peril to the health and safety of persons and property within the City and are, or are likely to be, beyond the control and capacity of the services, personnel, equipment and facilities of the City; and

WHEREAS, Calabasas Municipal Code section 2.44.060 empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the City Manager, acting as the Director of Emergency Services did proclaim the existence of a local emergency within the City on the 16th day of March, 2020, and issued Executive Orders to protect public health and safety; and

WHEREAS, the City Council of the City of Calabasas ratified the proclamation of a local emergency on March 16, 2020 by adoption of Resolution No. 2020-1672; and

WHEREAS, the City Manager issued several Executive Orders, acting as the Director of Emergency Services under Calabasas Municipal Code section 2.44.060, to protect the public health and safety of persons and property within the City; and

WHEREAS, the City Council of the City of Calabasas ratified the previous Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on March 25, 2020 by adoption of Resolution No. 2020-1674; and

WHEREAS, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on April 22, 2020 by adoption of Resolution No. 2020-1678; and

WHEREAS, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on May 18, 2020 by adoption of Resolution No. 2020-1681; and

WHEREAS, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on June 10, 2020 by adoption of Resolution No. 2020-1686; and

WHEREAS, the City Manager has further issued an Executive Order after June 10, 2020, acting as the Director of Emergency Services under Calabasas Municipal Code section 2.44.060, to protect the public health and safety of persons and property within the City; and

WHEREAS, Calabasas Municipal Code section 2.44.060 empowers the City Council to confirm the Executive Orders issued to protect public health and safety.

WHEREAS, Government Code Section 8630, subdivision c, requires that the City Council review the need for continuing the local emergency at least once every 60 days;

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Calabasas that the Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency are confirmed and hereby approved;

BE IT FURTHER RESOLVED, that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Calabasas.

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

PASSED, APPROVED AND ADOPTED THIS 24th day of June 2020.

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER



SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1687, APPROVING THE OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR JULY 1, 2020 THROUGH JUNE 30, 2022, PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURES FOR ALL SUMS SET FORTH IN SAID BUDGET; AND ADOPTION OF RESOLUTION NO. 2020-1688, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Staff recommends the City Council adopt Resolution NO. 2020-1687, approving the fiscal year (FY) 2020-21 and FY 2021-22 budgets; and Resolution No. 2020-1688, establishing the Appropriations Limit for FY 2020-21.

BACKGROUND:

The budget season began with a presentation to City Council on April 22, 2020 with a review of the current FY 2019-20 budget and the reduced revenues and expenditures due to the COVID19 Emergency confronting the City. The City Council workshop budget presentation on May 18, 2020 presented a summary of the budget with a projected deficit of about \$3.1 million. The City Council gave direction to staff about expenditures and to continue to meet with Budget Liaisons sub-committee concerning the budget. On June 10, 2020, the City Council considered a revised budget with changes to revenues, expenditures and charging certain non-

General Funds for staffing costs. City Council made certain modifications to the revised budget and those changes are included in the attached budget.

DISCUSSION/ANALYSIS:

GENERAL FUND BUDGET

The FY 2020-21 original budget was presented to the City Council on May 18, 2020 during the Council workshop. The General Fund budget was shown with an approximate \$3.1 million loss, as depicted below in the second column. The revised budget shows a loss of \$432,627. The changes are reflected with an increase in General Fund revenues of \$877,500 and a decrease in expenditures of \$1.8 million. The \$432,627 loss is being funded by the sale of vacant land to Calabasas Auto Spa in the amount of \$1,380,000.

	FY 2020-21		Variance
	Original Budget	Revised Budget	
Revenues	\$ 21,902,700	\$ 22,780,200	\$ 877,500
Expenditures	\$ 25,050,610	\$ 23,212,827	(\$ 1,837,783)
Net Income/(Loss)	(\$ 3,147,910)	(\$ 432,627)	\$ 2,715,283
General Fund Reserve	\$ 3,147,910	\$ 0	
Land Sale to Calabasas Auto Spa	\$ 0	\$ 432,627	
Revised Net Income	\$ 0	\$ 0	

GENERAL FUND REVENUE CHANGES

The following are four adjustments to General Fund revenues for FY 2020-21.

The City does not currently allocate costs for General Fund administrative functions to the various non-General Fund operating funds. The General Fund currently pays the entire costs for: City Council, City Manager, Finance, Human Resources, Communications, City Clerk, etc. The City can charge a portion of these costs to a variety of funds according to Federal Guidelines. By using an Indirect Cost Allocation Plan the City can bring in a minimum of \$900,000 in revenue to the General Fund. This number is probably greater than \$1.5 million but the first year estimate is \$900,000 to allow certain funds time to adjust to the new charges (Library Fund, Tennis & Swim Center Fund). The City will contract with an outside consulting firm

to develop the plan and the proper methodology to allocate these costs. The estimated expense for the study is less than \$20,000. This cost allocation plan will also allow the City to allocate and justify potentially additional costs to Federal and State grants.

The City currently pays for retiree medical costs directly from the General Fund operating account. The City has never set-aside funding for its retiree medical liability. The City has the option of establishing an Internal Revenue Code (IRC) Section 115 Trust (Trust) to pay for these costs. The City would deposit \$2 million (for example) and the Trust would invest the monies in stocks, bonds, etc. to generate earnings sufficient to pay the annual costs, estimated FY 2020-21 expense of \$91,000. For example, \$2 million at a 5% return is \$100,000. The current actuarial unfunded liability of the retiree medical program is about \$1.9 million. The next actuarial will be completed by October 2020 and the number will be closer to \$3 million (CFO estimate and maybe higher?). Staff is tentatively recommending the City fund this liability at 125% or greater in order to generate sufficient earnings to pay for the future growth in the annual expense of retiree medical costs. Finance staff will present these options to the City Council for consideration at a future date.

Two revenue accounts will see decreases for FY 2020-21: July 4th event (**\$28,500**) and Pumpkin Festival event (**\$85,000**) revenues. Both of these events are cancelled and the expenses are reduced (discussed later in this report).

GENERAL FUND EXPENSE CHANGES

The following pages detail the changes to General Fund expenses in a general category and then by department.

Vacation/Sick Leave cash-out

Suspend Vacation/Sick Leave cash-out for one year is estimated to save about \$150,000 in the General Fund. This program is for full-time employees who have significant hours on the books and have not had the opportunity to use vacation leave. The cash out is in addition to the employee's salary and is real "cash" that leaves the City. By suspending this program the City will save the cash; however, the employees will need to use the accrued vacation leave otherwise the employees will stop earning vacation hours once they reach the maximum.

457 Match

The City currently matches up to 2% of salary for full-time employee contributions to a 457 plan. The program is being deferred for FY 2020-21, saving about \$120,000 in the General Fund and \$125,000 city-wide.

Social Security Replacement

Currently, City part-time staff pay into Social Security (FICA). The employee pays 6.2% of their wages and the City pays 6.2% of the employees' wages, combined

12.4%. By replacing Social Security with an approved replacement plan, the combined contribution decreases to 7.5% of wages. The City can structure the plan to have the 7.5% be paid by the employee with 0% by the City. The main difference between the plans is Social Security is calculated "after-tax" and the replacement plan is calculated "before-tax". The 7.5% "before-tax" contribution results in more cash in the employee's net pay. The entire 7.5% is invested in and provides a return to the employee in a tax-deferred account (similar to a 401k but not a 401k). Upon leaving employment with the City, the employee can take the money in cash (and pay taxes) or transfer the money into an Individual Retirement Account (IRA). This item is on the Council agenda this evening to approve the program and contract with a vendor to provide these services. Estimated savings is \$47,000 in the General Fund and about \$30,000 in Tennis & Swim Center Fund.

Legal Services Contract

The City contracts with the firm of Colantuono, Highsmith & Whatley to provide services as the City Attorney. Upon consultation with the firm, staff has reduced the budget from \$350,000 to \$300,000 for next fiscal year. This is an average monthly charge of \$25,000 which should be sufficient to cover legal expenses. If an extraordinary event(s) occurs next year, staff can request additional funding for consideration by City Council.

General Fund Expenses ~ Administrative

There is currently one vacant full-time Facilities Maintenance Technician that is brand-new this year. No City employee has ever held this position. It was added prior to the COVID19 experience. Staff is eliminating this position and saving \$73,904. Current full-time equivalent staffing for Administrative Services is 5.24.

	General Fund	Other Funds	Total
Administrative Services Manager	0.85	0.15	1.00
Facility Maintenance Technician	1.52	0.48	2.00
Facility Maintenance Technician II	0.52	0.48	1.00
Human Resources Specialist	1.00	0.00	1.00
Maintenance Assistant	0.24	0.00	0.24
	4.13	1.11	5.24

Eliminating this one position reduces the count to 4.24 and saves \$73,904.

The City Council requested additional funding to deal with the COVID19 response. \$50,000 is budgeted for personal protective equipment (PPE), additional cleaning and supplies along with barriers and shields to protect the public and staff.

General Fund Expenses ~ City Clerk

Staff is eliminating the Office Assistant position. This position performs the duty of being the City receptionist. Other City staff will perform the duties. The main City phone line will be directed to another staff person. The seat will remain vacant and all citizens/visitors to City Hall will be directed to the Community Development counter where they will be greeted. Current full-time equivalent staffing for City Clerk is 3.00

	General Fund	Other Funds	Total
Assistant to the City Clerk	1.00	0.00	1.00
City Clerk	1.00	0.00	1.00
Office Assistant	1.00	0.00	1.00
	3.00	0.00	3.00

Eliminating this one position reduces the count to 2.00 and saves \$69,710.

Certain operating accounts were reduced in the City Clerk's budget. Elections were reduced from \$135,000 down to \$100,000 as this is an updated estimate from Los Angeles County for the November 2020 election given only the Council election and no additional City measures. Advertising and Training were also reduced by \$2,000 and \$2,000 respectively.

General Fund Expenses ~ Community Development

Staff is eliminating one vacant part-time Planning Aide and one vacant full-time Executive Assistant I. Current full-time equivalent staffing for Community Development is 16.23.

	General Fund	Other Funds	Total
Assistant Planner	1.00	0.00	1.00
Associate Planner	2.00	0.00	2.00
Building Assistant	0.82	0.00	0.82
Building Inspector	2.00	0.00	2.00
Building Official	1.00	0.00	1.00
City Planner	1.00	0.00	1.00
Code Enforcement Officer	1.00	0.00	1.00
Community Development Director	1.00	0.00	1.00
Executive Assistant I	1.00	0.00	1.00
Executive Assistant II	1.00	0.00	1.00
Permit Center Supervisor	1.00	0.00	1.00
Planning Aide	0.41	0.00	0.41
Senior Building Inspector	1.00	0.00	1.00
Senior Planner	2.00	0.00	2.00
	16.23	0.00	16.23

Eliminating these two positions reduces the count to 14.82 and saves \$107,348.

General Fund Expenses ~ Community Services

Staff is eliminating one vacant full-time Recreation Manager. Current full-time equivalent staffing for Community Services is 62.93.

	General Fund	Other Funds	Total
Assistant Aquatics Coordinator	0.00	1.23	1.23
Child Watch	0.00	1.23	1.23
Community Services Director	0.75	0.25	1.00
Deputy Community Services Director	0.70	0.30	1.00
Events Specialist	0.41	0.00	0.41
Executive Assistant I	2.00	0.65	2.65
Facility Maintenance Technician	1.82	0.41	2.23
Facility Supervisor	2.00	0.00	2.00
Fitness Instructor II	0.00	11.48	11.48
Fitness Instructor III	0.00	1.23	1.23
Fitness Staff	0.00	1.23	1.23
Head Lifeguard	0.00	2.05	2.05
Lifeguard	0.00	11.89	11.89
Maintenance Assistant	3.05	0.00	3.05
Preschool Supervisor	1.00	0.00	1.00
Preschool Teacher	4.00	0.00	4.00
Recreation Coordinator	2.41	1.00	3.41
Recreation Manager	0.00	1.00	1.00
Recreation Leader I	3.28	0.00	3.28
Recreation Leader II	2.87	0.00	2.87
Recreation Specialist	2.87	0.00	2.87
Recreation Supervisor	0.00	1.00	1.00
Swim Coach	0.00	0.41	0.41
Water Safety Instructor	0.00	2.87	2.87
	27.16	35.77	62.93

Eliminating this one position reduces the count to 61.93 and saves \$148,072.

The Pumpkin Festival has been cancelled this year; therefore this results in an expense reduction of \$135,000 with a revenue reduction of \$85,000. De Anza Special Dept. Supplies because of the COVID19 shutdown is a reduction of \$25,000. The July 4th event is also cancelled for this year with expenses reduced by \$81,000 and less revenue by \$28,500. There remains \$25,000 for July 4, 2021 event since the City will make down payments on the fireworks and other expenses. The Calabasas Music Festival is reduced by \$35,000 with \$10,000 remaining for the beginning of summer 2021. Staff is adding expenses of \$50,000 for new special events to replace July 4th and Pumpkin Festival after the City is fully open.

General Fund Expenses ~ Finance

Staff is proposing to eliminate one Accounting Supervisor position due to the anticipated retirement of the incumbent by the end of December 2020. Current full-time equivalent staffing for Finance is 8.00.

	General Fund	Other Funds	Total
Accounting Specialist	3.00	0.00	3.00
Accounting Supervisor	1.00	0.00	1.00
Chief Financial Officer	1.00	0.00	1.00
Executive Assistant I	1.00	0.00	1.00
Grant/Contract Administrator	1.00	0.00	1.00
Senior Accounting Specialist	1.00	0.00	1.00
	8.00	0.00	8.00

Eliminating one Accounting Supervisor as of the end of December 2020 saves \$71,507 (six months of savings).

General Fund Expenses ~ Media / I.T. (information Technology)

Staff is proposing to not eliminate any positions in the Media/I.T. department. Current full-time equivalent staffing for Media/I.T. is 9.86.

	General Fund	Other Funds	Total
Executive Assistant I	1.41	0.00	1.41
Information Systems Assistant	1.40	0.00	1.40
Information Systems Manager	1.00	0.00	1.00
Intern	0.41	0.00	0.41
Media Production Specialist	0.82	0.00	0.82
Media Supervisor	1.00	0.00	1.00
Communications Director	1.00	0.00	1.00
Public Information Officer	0.41	0.00	0.41
Senior Media Specialist	2.41	0.00	2.41
	9.86	0.00	9.86

General Fund Expenses ~ Public Works

The City is moving funding from the General Fund to other funds for the Public Works Department. This funding allocation change is where several staff positions actually perform their duties and assignments. The streets and road funds include: Gas Tax Fund and the Road Maintenance and Rehabilitation Fund (SB1 or RMRA). The transit funds are: Proposition A, Proposition C, Measure R and Measure M. The transit funds receive revenue from the voter approved additional 2.0% sales tax in Los

Angeles County. The table below reflects the funding changes along with a few minor changes to contractual services.

Item	Original Budget	Revised Budget	Variance Pos./ (Neg.)
Public Works staff payroll allocation changes to other funds	\$ 1,434,818	\$ 1,006,551	\$ 428,267
Admin & Engineering Contractual	\$ 180,000	\$ 150,000	\$ 30,000
Street Main Serv Contractual Services	\$ 15,000	\$ 10,000	\$ 5,000
Water Quality Enhancement Contractual	\$ 65,000	\$ 35,000	\$ 30,000
Transportation Eng Contractual	\$ 2,800	\$ 5,000	(\$ 2,200)
TOTAL			\$ 491,067

There are no position reductions for the Public Works Department. The Public Works staffing is as follows:

	General Fund	Other Funds	Total
Assistant Transportation Planner	1.41	0.00	1.41
Associate Civil Engineer	1.00	0.00	1.00
Deputy Public Works Director	1.00	0.00	1.00
Engineering Assistant	0.41	0.00	0.41
Environmental Services Supervisor	1.00	0.00	1.00
Executive Assistant I	0.00	0.41	0.41
Executive Assistant II	1.00	0.00	1.00
Intern	0.41	0.00	0.41
Landscape District Maintenance Manager	0.00	1.00	1.00
Landscape Maintenance Inspector	0.00	0.41	0.41
Public Works Director/City Engineer	1.00	0.00	1.00
Public Works Maintenance Technician	2.00	0.00	2.00
Senior Civil Engineer	1.00	0.00	1.00
Senior Public Works Inspector	1.00	0.00	1.00
	11.23	1.82	13.05

General Fund Expenses ~ Training & Miscellaneous

Staff is reducing a variety of training and miscellaneous accounts by about 50% that span various General Fund departments. A few highlights are noted:

- Eliminate the tuition reimbursement program for one year, savings of \$15,000. The City reimburses staff for tuition costs when they are pursuing higher education.

- Reduction in kitchen supplies: paper towels, tea, coffee, etc. Savings of \$11,000
- Increase in Humanitarian Aid back to original amount of \$25,000 to go towards the Neighbors in Need program.
- Eliminate the Art Rental program whereby the City rents art pieces and displays them at the Civic Center. Savings of \$9,000.
- Eliminate the Open Space purchase of \$20,000. If an available property is up for sale City staff will return to Council for an appropriation.

Item	Original Budget	Revised Budget	Variance Pos./ (Neg.)
Business Meeting & Conference : City Clerk	\$ 500	\$ 250	\$ 250
Business Meeting & Conference : Admin Services	\$ 800	\$ 400	\$ 400
Tuition Reimbursement : Administrative Services	\$ 15,000	\$ 0	\$ 15,000
Training : Administrative Services	\$ 1,500	\$ 750	\$ 750
Kitchen Supplies : Non-Departmental	\$ 22,000	\$ 11,000	\$ 11,000
Humanitarian Aid : Non-Departmental	\$ 10,000	\$ 25,000	(\$ 15,000)
Art Rental : Non-Departmental	\$ 9,000	\$ 0	\$ 9,000
Open Space : Non-Departmental	\$ 20,000	\$ 0	\$ 20,000
Business Meeting & Conference : Finance	\$ 800	\$ 400	\$ 400
Training : Financial Management	\$ 800	\$ 400	\$ 400
Business Meeting & Conference : Payroll	\$ 2,000	\$ 1,000	\$ 1,000
Training : Payroll & Revenue	\$ 800	\$ 400	\$ 400
Business Meeting & Conference : Public Inform	\$ 7,000	\$ 3,500	\$ 3,500
Training : Public Information	\$ 500	\$ 250	\$ 250
Business Meeting & Conference : Inform Tech	\$ 2,500	\$ 1,250	\$ 1,250
Training : Information Technology	\$ 7,200	\$ 3,600	\$ 3,600
Business Meeting & Conference : Telecom Reg.	\$ 200	\$ 100	\$ 100
Business Meeting & Conference : Planning	\$ 1,000	\$ 500	\$ 500
Training : Planning Projects & Studies	\$ 100	\$ 50	\$ 50
Training : Building Inspection	\$ 500	\$ 250	\$ 250
Training : Code Enforcement	\$ 200	\$ 100	\$ 100
Training : De Anza Park/Recreation Program	\$ 600	\$ 300	\$ 300
TOTAL			\$ 53,500

General Fund Expenses ~ School Funding

Staff is reducing by 50% the School Grants program from \$250,000 down to \$125,000. All other funding that supports schools remains.

General Fund Expenses ~ City Council

There are proposed reductions in funding for City Council expenses of \$4,000 in total.

Item	Original Budget	Revised Budget	Variance Pos./ (Neg.)
Special Dept. Supplies : Legislation & Policy	\$ 5,000	\$ 4,500	\$ 500
Special Dept Sup- J Bozajian	\$ 5,000	\$ 5,000	\$ 0
Special Dept Sup- MS Maurer	\$ 5,000	\$ 4,500	\$ 500
Special Dept Sup- F Gaines	\$ 5,000	\$ 4,500	\$ 500
Special Dept Sup- D Shapiro	\$ 5,000	\$ 4,500	\$ 500
Special Dept Sup- A Weintraub	\$ 5,000	\$ 4,000	\$ 1,000
Special Events : Legislation & Policy	\$ 5,000	\$ 4,500	\$ 500
Mayor's Youth Council	\$ 5,000	\$ 4,500	\$ 500
TOTAL			\$ 4,000

The staffing for the City Council is the five City Council members, with no changes.

	General Fund	Other Funds	Total
City Council Members	5.00	0.00	5.00
	5.00	0.00	5.00

General Fund Expenses ~ City Manager

There are no proposed reductions in funding for the City Manager department. The staffing remains the same as this current fiscal year

	General Fund	Other Funds	Total
City Manager	1.00	0.00	1.00
Executive Assistant I	1.00	0.00	1.00
Management Analyst	1.00	0.00	1.00
	3.00	0.00	3.00

Calabasas OPEN Small Business Grant Program

City Council directed staff to implement a small business grant program in the dollar amount of \$1 million for FY 2020-21. This grant program is being funded by the Woolsey Fire Settlement. The City received about \$4 million from the settlement. A new fund was created to account for these monies, Disaster Recovery Fund, fund 46 in the financial system. These monies are completely unrestricted and can be used for any purpose by the City Council. This \$1 million grant program is being paid from the Disaster Recover Fund.

The “**Detailed Budget FY 2020-21 & 2021-22**” (Attachment 1) includes all of the City’s revenue and expenditures accounts for each of the City’s funds, and it represents the entire two-year budget for the City of Calabasas at the most detailed level.

Following adoption of Resolution No. 2020-1687 (Attachment 2), the Biennial Budget and Capital Improvement Plan for FY 2020-21 and 2021-22 will be distributed and used for management and reporting purposes.

GANN APPROPRIATIONS LIMIT

In November 1979, the California voters passed Proposition 4 (Article XIII B – “Gann Limit”), which places a ceiling on the amount a local government can spend from "the proceeds of taxation." This limit is known as "the Gann Limit" and for Calabasas, is based on 1992-93 tax expenditures and was adjusted annually for inflation and population growth. According to the Revenue and Taxation Code, Section 7910, local governments must establish its appropriations limit by resolution each year at a regularly scheduled meeting or a noticed special meeting.

Because of Proposition 111, the City is required to choose between two annual inflation factors and two population growth factors for the establishment of the Limit. The choice offered for the annual inflation factor is the greater of (1) the growth in California per capita income, or (2) the growth in non-residential assessed valuation due to new construction within the City. This year, the calculation was based on the growth in California per capita income of 3.73%.

The choice offered for the annual population growth factor is the greater of the growth in City or County population. Based on growth rates for both the City of Calabasas and the County of Los Angeles provided by the California Department of Finance, the appropriation limit was calculated using the City of Calabasas population growth factor of 0.03%.

The application of the annual growth factors to the FY 2019-20 limit resulted in a FY 2020-21 limit of \$33,825,695.

CITY of CALABASAS
GANN APPROPRIATIONS LIMIT CALCULATION
 FY 2020-2021

(A)	PRIOR YEAR'S GANN LIMIT 2019-20	\$ 32,599,937
(B)	PRICE FACTOR	1.0373
(C)	POPULATION FACTOR	1.0003
(D) = (B) X (C)	ANNUAL COMBINED FACTOR	1.0376
(E)	ANNUAL ADJUSTMENT	\$ 1,225,758
(F) = (A) X (E)	CURRENT YEAR GANN LIMIT 2020-21	\$ 33,825,695

The amount in the City's 2020-21 budget subject to the Limit (net proceeds of taxes, including interest earnings) totals \$26,160,562. This amount is well within the required limit:

2020-21 Appropriation Limit	\$ 33,825,695
2020-21 Appropriations Subject to Limit	\$ 26,160,562
Amount Under Limit:	\$ 7,665,133

Resolution No. 2020-1688 (Attachment 3) sets forth the Gann Appropriations Limit for the City of Calabasas for FY 2020-21.

FISCAL IMPACT/SOURCE OF FUNDING:

The Detailed Budget FY 2020-21 & 2021-22 as presented.

REQUESTED ACTION:

Adopt Resolution No. 2020-1687 approving the Operating and Capital Improvement Budget from July 1, 2020 through June 30, 2022, providing for the appropriations and expenditures for all sums set forth in said budget and repealing all resolutions in conflict herewith; and Adopt Resolution No. 2020-1688 establishing the appropriations limit for FY 2020-21.

ATTACHMENTS:

1. Detailed Budget FY 2020-21 & 2021-22
2. Resolution No. 2020-1687
3. Resolution No. 2020-1688
4. Budget Presentation dated June 24, 2020

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	Budget	Budget	
Fund: 10 - General Fund			
Revenue			
<u>Division: 000 - Revenue</u>			
10 - 000 - 401000	Property Tax	4,000,000.00	4,116,000.00
10 - 000 - 402000	Sales and Use Tax	5,200,000.00	5,500,000.00
10 - 000 - 403000	Franchise Fee - Cable TV	310,000.00	310,000.00
10 - 000 - 403010	Franchise Fee - Edison	380,000.00	390,000.00
10 - 000 - 403020	Franchise Fee - Gas	92,000.00	95,000.00
10 - 000 - 404000	Transfer Tax	250,000.00	275,000.00
10 - 000 - 405000	Transient Occupancy Tax	1,100,000.00	1,900,000.00
10 - 000 - 406001	Utility Tax - Electric	1,650,000.00	1,700,000.00
10 - 000 - 406002	Utility Tax - Gas	430,000.00	440,000.00
10 - 000 - 406003	Utility Tax-Telecommunications	800,000.00	825,000.00
10 - 000 - 411000	Building Fees	1,200,000.00	1,200,000.00
10 - 000 - 411001	Building Fees - Electrical	200,000.00	200,000.00
10 - 000 - 411002	Building Fees - Mechanical	95,000.00	95,000.00
10 - 000 - 411003	Building Fees - Plumbing	125,000.00	125,000.00
10 - 000 - 411010	Planning Fees	80,000.00	80,000.00
10 - 000 - 411020	Engineering Fees	76,200.00	76,200.00
10 - 000 - 411030	Investigative Fines	50,000.00	50,000.00
10 - 000 - 411050	Recoverable Admin Fee	32,800.00	32,800.00
10 - 000 - 414000	Misc Permits & Fees	35,800.00	35,800.00
10 - 000 - 414001	Film Permits	30,000.00	30,000.00
10 - 000 - 414100	Bid & Plan	7,700.00	7,700.00
10 - 000 - 416100	Sale/Disposal of Asset	0.00	0.00
10 - 000 - 416300	Property Damage/Loss Reimburse	92,800.00	92,800.00
10 - 000 - 416310	Damage Reimb Woolsey Fire	0.00	0.00
10 - 000 - 421000	Traffic Fines	25,800.00	25,800.00
10 - 000 - 422000	False Alarm Fines	5,000.00	5,000.00
10 - 000 - 431000	Vehicle License Fee	2,720,000.00	2,799,000.00
10 - 000 - 431100	Las Virgenes Parking Admin	133,200.00	133,200.00
10 - 000 - 432500	Consolidated Election	0.00	0.00
10 - 000 - 440001	De Anza Court Rental	5,000.00	5,000.00
10 - 000 - 440002	De Anza Picnic Rental	4,000.00	5,000.00
10 - 000 - 440003	Facility Rental - De Anza	10,000.00	16,500.00
10 - 000 - 440005	De Anza Vending Machine	900.00	1,500.00
10 - 000 - 440010	Facility Rental - Lupin Hill	96,000.00	96,000.00
10 - 000 - 440900	Loan Receipt	4,900.00	4,900.00
10 - 000 - 441000	Interest Income	84,100.00	122,900.00
10 - 000 - 441503	Facility Rental - AC Stelle	28,000.00	42,000.00
10 - 000 - 441506	AC Stelle Sports Leagues	25,000.00	50,000.00
10 - 000 - 442000	Miscellaneous	13,000.00	13,000.00
10 - 000 - 442002	Misc-IT Staff Reimbursement	0.00	0.00
10 - 000 - 442003	Misc - Cash Recon & Adj	0.00	0.00
10 - 000 - 442004	Misc - CFD Admin Fees	69,600.00	69,600.00
10 - 000 - 442006	Misc - Reimburse Retiree Medical	91,000.00	91,000.00
10 - 000 - 442100	Reimbursement for Sheriff Svc	67,500.00	67,500.00
10 - 000 - 442102	Rebates & Refunds	6,100.00	6,100.00
10 - 000 - 442103	Copy Fees	4,900.00	4,900.00
10 - 000 - 442104	Charging Station Fees	11,800.00	11,800.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
10 - 000 - 442110 De Anza Event Insurance	20,000.00	20,000.00
10 - 000 - 445001 Creekside PreSchool Registrati	0.00	0.00
10 - 000 - 445002 Creekside Reimbursement	0.00	0.00
10 - 000 - 445004 Creekside Classes	0.00	0.00
10 - 000 - 445005 Facility Rental - Creekside	93,600.00	93,600.00
10 - 000 - 445006 Creekside PR Reimbursement	400,000.00	400,000.00
10 - 000 - 445100 Facility Rental - Gates Cyn	5,000.00	10,000.00
10 - 000 - 445200 Facility Rental - Grape Arbor	2,500.00	5,000.00
10 - 000 - 445300 Facility Rental - Civic Center	10,000.00	14,300.00
10 - 000 - 445400 Facility Rental Deposits	0.00	0.00
10 - 000 - 445700 Candidate/Election Fees	0.00	0.00
10 - 000 - 446000 De Anza Recreation ProgramFees	63,000.00	83,500.00
10 - 000 - 446001 De Anza Youth Sport Leagues	100,000.00	100,000.00
10 - 000 - 446005 4th of July Revenue	0.00	28,500.00
10 - 000 - 446006 Facility Rental - AE Wright	3,500.00	7,500.00
10 - 000 - 446007 AE Wright Sport Leagues	33,000.00	53,000.00
10 - 000 - 446009 Pumpkin Festival	0.00	85,000.00
10 - 000 - 446011 Recreation Processing Fees	1,900.00	1,900.00
10 - 000 - 446025 Special Events	8,800.00	8,800.00
10 - 000 - 446030 Calabasas Fine Arts Festival	40,300.00	40,300.00
10 - 000 - 446200 Senior Center Membership	50,000.00	67,000.00
10 - 000 - 446201 Senior Center Rentals	2,500.00	2,500.00
10 - 000 - 446202 Senior Center Daily Fees	18,000.00	22,700.00
10 - 000 - 446203 Senior Center Program Fees	210,000.00	302,800.00
10 - 000 - 446400 Lease Income	166,400.00	166,400.00
10 - 000 - 446600 Donations	0.00	0.00
10 - 000 - 446702 Scanning Fees	23,200.00	23,200.00
10 - 000 - 449100 Code Enforcement Reimbursement	0.00	0.00
10 - 000 - 449600 EG Access Fee	136,100.00	136,100.00
10 - 000 - 484003 Refunds - De Anza Park	(100.00)	(100.00)
10 - 000 - 484007 Refunds - Youth Sports Leagues	(100.00)	(100.00)
10 - 000 - 484009 Refunds - Senior Center	(700.00)	(700.00)
10 - 000 - 490000 Indirect Cost Plan	900,000.00	900,000.00
10 - 000 - 490014 Transfer in AB 939	109,600.00	111,200.00
10 - 000 - 490029 Transfer in Transit	80,600.00	80,600.00
10 - 000 - 490036 Transfer in Grant Fund	310,000.00	314,700.00
10 - 000 - 490039 Transfer in Measure R Trans	350,000.00	350,000.00
	22,780,200.00	24,574,700.00
Total Fund 10 Revenue	22,780,200.00	24,574,700.00

Expenditures

Division: 111 - Legislation & Policy

10 - 111 - 522100 Special Dept. Supplies	4,500.00	4,500.00
10 - 111 - 522113 Special Dept Sup- J Bozajian	4,500.00	4,500.00
10 - 111 - 522114 Special Dept Sup- MS Maurer	4,500.00	4,500.00
10 - 111 - 522116 Special Dept Sup- F Gaines	4,500.00	4,500.00
10 - 111 - 522118 Special Dept Sup- D Shapiro	4,500.00	4,500.00
10 - 111 - 522119 Special Dept Sup- A Weintraub	4,500.00	4,500.00
10 - 111 - 522600 Dues and Memberships	43,000.00	43,600.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		Budget	Budget
10 - 111 - 527000	Business Meeting & Conference	18,000.00	18,300.00
		88,000.00	88,900.00
<u>Division: 112 - Boards & Commissions</u>			
10 - 112 - 522100	Special Dept. Supplies	500.00	500.00
10 - 112 - 522200	Printing	1,500.00	1,500.00
10 - 112 - 525200	Contractual Services	5,000.00	5,100.00
10 - 112 - 526201	Mayor's Youth Council	5,000.00	5,000.00
10 - 112 - 527000	Business Meeting & Conference	2,000.00	2,000.00
		14,000.00	14,100.00
<u>Division: 121 - Legal</u>			
10 - 121 - 525010	Contractual Svcs-Gen'l Matter	300,000.00	300,000.00
10 - 121 - 525011	Contractual Svcs-HR Matters	11,200.00	11,400.00
10 - 121 - 525020	Contractual Svcs-Litigation	3,400.00	3,500.00
		314,600.00	314,900.00
<u>Division: 131 - City Clerk</u>			
10 - 131 - 522000	Office Supplies	1,400.00	1,400.00
10 - 131 - 522100	Special Dept. Supplies	500.00	700.00
10 - 131 - 522200	Printing	1,500.00	2,900.00
10 - 131 - 522600	Dues and Memberships	1,000.00	2,000.00
10 - 131 - 522800	Publications	3,500.00	4,400.00
10 - 131 - 525200	Contractual Services	10,000.00	20,000.00
10 - 131 - 525700	Elections	100,000.00	10,000.00
10 - 131 - 526500	Advertising	2,300.00	2,300.00
10 - 131 - 527000	Business Meeting & Conference	250.00	250.00
10 - 131 - 528000	Tuition Reimbursement	0.00	0.00
10 - 131 - 528500	Training	1,000.00	5,000.00
10 - 131 - 541600	Miscellaneous Expenditure	100.00	100.00
10 - 131 - 543000	Mileage Reimbursement	400.00	400.00
		121,950.00	49,450.00
<u>Division: 132 - Administrative Services</u>			
10 - 132 - 522000	Office Supplies	1,100.00	1,100.00
10 - 132 - 522100	Special Dept. Supplies	0.00	0.00
10 - 132 - 522200	Printing	0.00	0.00
10 - 132 - 522600	Dues and Memberships	1,100.00	1,100.00
10 - 132 - 522800	Publications	0.00	0.00
10 - 132 - 525200	Contractual Services	2,000.00	2,000.00
10 - 132 - 525700	Elections	0.00	0.00
10 - 132 - 526500	Advertising	2,000.00	2,000.00
10 - 132 - 527000	Business Meeting & Conference	400.00	400.00
10 - 132 - 528000	Tuition Reimbursement	0.00	0.00
10 - 132 - 528500	Training	750.00	750.00
10 - 132 - 541600	Miscellaneous Expenditure	300.00	300.00
10 - 132 - 543000	Mileage Reimbursement	300.00	300.00
		7,950.00	7,950.00
<u>Division: 134 - Non-Departmental</u>			
10 - 134 - 520000	Insurance	1,218,507.40	1,218,507.40

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	Budget	Budget	
10 - 134 - 520001	Unemployment Insurance	900.00	900.00
10 - 134 - 522000	Office Supplies	7,200.00	7,200.00
10 - 134 - 522100	Special Dept. Supplies	5,800.00	5,800.00
10 - 134 - 522109	Emergency Facility Repairs	5,000.00	5,000.00
10 - 134 - 522200	Printing	5,500.00	5,500.00
10 - 134 - 522300	Kitchen Supplies	11,000.00	11,000.00
10 - 134 - 522400	Furniture & Fixtures	400.00	400.00
10 - 134 - 522600	Dues and Memberships	1,400.00	1,400.00
10 - 134 - 522700	Storage Rental	50,400.00	50,400.00
10 - 134 - 523000	Postage / Courier Service	17,900.00	17,900.00
10 - 134 - 523100	Bank & Merchant Fees	144,700.00	144,700.00
10 - 134 - 523300	Contribution to Others	130,000.00	130,000.00
10 - 134 - 523301	Contribution to Chamber of Com	40,000.00	40,000.00
10 - 134 - 523303	Humanitarian Aid	25,000.00	25,000.00
10 - 134 - 523306	Relay for Life	5,000.00	5,000.00
10 - 134 - 523401	Art Rental	0.00	0.00
10 - 134 - 523900	Equipment Maintenance	10,000.00	10,000.00
10 - 134 - 525200	Contractual Services	20,000.00	20,000.00
10 - 134 - 525224	Property Damage & Repairs	0.00	0.00
10 - 134 - 525257	Mass Notification System	30,000.00	30,000.00
10 - 134 - 525284	Parking Enforcement	36,900.00	36,900.00
10 - 134 - 541600	Miscellaneous Expenditure	1,300.00	1,300.00
10 - 134 - 541901	Reimbursable Expense	0.00	0.00
10 - 134 - 550001	Security	125,000.00	125,000.00
10 - 134 - 650000	Capital Outlay	14,700.00	14,700.00
10 - 134 - 655000	Open Space & Environmental Prg	0.00	0.00
10 - 134 - 990028	Transfer to Library Fund	4,300.00	4,300.00
10 - 134 - 990040	Transfer to Capital	25,000.00	25,000.00
10 - 134 - 990085	Transfer to 2006 COP	0.00	0.00
10 - 134 - 990087	Transfer to 2015 COP	1,846,100.00	1,838,600.00
		3,782,007.40	3,774,507.40
<u>Division: 135 - Payroll</u>			
10 - 135 - 510000	Full Time Salaries	5,272,248.00	5,351,300.00
10 - 135 - 510002	Full Time Employee Overtime	30,000.00	30,000.00
10 - 135 - 510301	PERS City Paid Employee Cost	331,819.00	333,500.00
10 - 135 - 510302	PERS Employee Cost	561,152.00	564,000.00
10 - 135 - 510303	Unfunded Liability	411,112.00	413,200.00
10 - 135 - 510304	PERS Survivor Benefit	1,728.00	1,700.00
10 - 135 - 510400	Benefits	276,320.00	277,700.00
10 - 135 - 510401	Retiree Medical Benefits	91,309.00	91,300.00
10 - 135 - 510402	Medical Insurance	879,478.00	879,500.00
10 - 135 - 510403	Dental Insurance	64,466.00	64,500.00
10 - 135 - 510404	Vision Insurance	13,306.00	13,300.00
10 - 135 - 510405	Short Term Disability	29,163.00	29,200.00
10 - 135 - 510406	Long Term Disability	10,037.00	10,000.00
10 - 135 - 510407	Life Insurance	14,442.00	14,400.00
10 - 135 - 510408	Accidental Death/Dismemberment	3,657.00	3,700.00
10 - 135 - 510409	Employee Assistance Program	3,102.00	3,100.00
10 - 135 - 510600	Employer Taxes	0.00	0.00
10 - 135 - 510601	Medicare Tax	92,885.00	92,900.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
10 - 135 - 510602 Social Security Tax	0.00	0.00
10 - 135 - 510900 Hourly Employees	745,000.00	745,000.00
10 - 135 - 510902 Hourly Employee Overtime	0.00	0.00
10 - 135 - 511000 Auto Allowance	45,750.00	45,800.00
10 - 135 - 511001 457 Match	0.00	0.00
	8,876,974.00	8,964,100.00
<u>Division: 136 - Civic Center O&M</u>		
10 - 136 - 522100 Special Dept. Supplies	67,600.00	17,600.00
10 - 136 - 522103 Facility Maintenance	64,700.00	64,700.00
10 - 136 - 523800 Rent Equipment	1,000.00	1,000.00
10 - 136 - 523900 Equipment Maintenance	26,700.00	26,700.00
10 - 136 - 524000 Utilities - Electric	85,000.00	85,000.00
10 - 136 - 524001 Utilities - Water	6,000.00	6,000.00
10 - 136 - 524002 Utilities - Gas	8,000.00	8,000.00
10 - 136 - 525200 Contractual Services	0.00	0.00
10 - 136 - 541600 Miscellaneous Expenditure	8,900.00	8,900.00
10 - 136 - 550001 Building Security	3,800.00	3,800.00
10 - 136 - 650000 Capital Outlay	200.00	200.00
	271,900.00	221,900.00
<u>Division: 141 - City Management</u>		
10 - 141 - 522000 Office Supplies	1,100.00	1,100.00
10 - 141 - 522100 Special Dept. Supplies	1,300.00	1,300.00
10 - 141 - 522600 Dues and Memberships	900.00	900.00
10 - 141 - 527000 Business Meeting & Conference	20,000.00	20,000.00
	23,300.00	23,300.00
<u>Division: 151 - Financial Management</u>		
10 - 151 - 522000 Office Supplies	2,000.00	2,000.00
10 - 151 - 522100 Special Dept. Supplies	2,500.00	2,500.00
10 - 151 - 522200 Printing	900.00	1,000.00
10 - 151 - 522600 Dues and Memberships	200.00	200.00
10 - 151 - 522800 Publications	0.00	0.00
10 - 151 - 523500 Computer Hardware	0.00	0.00
10 - 151 - 523501 Computer Software	0.00	0.00
10 - 151 - 525200 Contractual Services	68,000.00	68,000.00
10 - 151 - 527000 Business Meeting & Conference	400.00	400.00
10 - 151 - 528500 Training	400.00	400.00
	74,400.00	74,500.00
<u>Division: 152 - Payroll & Revenue</u>		
10 - 152 - 522000 Office Supplies	100.00	100.00
10 - 152 - 522100 Special Dept. Supplies	200.00	200.00
10 - 152 - 522200 Printing	100.00	100.00
10 - 152 - 522600 Dues and Memberships	700.00	700.00
10 - 152 - 522800 Publications	0.00	0.00
10 - 152 - 523500 Computer Hardware	0.00	0.00
10 - 152 - 523501 Computer Software	400.00	400.00
10 - 152 - 525200 Contractual Services	73,400.00	73,400.00
10 - 152 - 527000 Business Meeting & Conference	1,000.00	1,000.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
10 - 152 - 528500 Training	400.00	400.00
	76,300.00	76,300.00
<u>Division: 161 - Public Information</u>		
10 - 161 - 520800 Telephone	57,500.00	57,500.00
10 - 161 - 522000 Office Supplies	1,400.00	1,400.00
10 - 161 - 522100 Special Dept. Supplies	5,800.00	5,800.00
10 - 161 - 522200 Printing	4,300.00	4,300.00
10 - 161 - 522600 Dues and Memberships	1,200.00	1,200.00
10 - 161 - 522800 Publications	500.00	500.00
10 - 161 - 523500 Computer Hardware	5,300.00	5,300.00
10 - 161 - 523800 Rent Equipment	1,500.00	1,500.00
10 - 161 - 525200 Contractual Services	24,000.00	24,000.00
10 - 161 - 525217 Film Permit Services	0.00	0.00
10 - 161 - 526000 City Newsletter\Promotions	10,600.00	10,600.00
10 - 161 - 527000 Business Meeting & Conference	3,500.00	3,500.00
10 - 161 - 528500 Training	250.00	250.00
10 - 161 - 543000 Mileage Reimbursement	100.00	100.00
10 - 161 - 650000 Capital Outlay	35,000.00	35,000.00
	150,950.00	150,950.00
<u>Division: 162 - Information Technology</u>		
10 - 162 - 522000 Office Supplies	1,100.00	1,100.00
10 - 162 - 522100 Special Dept. Supplies	11,900.00	11,900.00
10 - 162 - 522600 Dues and Memberships	300.00	300.00
10 - 162 - 523500 Computer Hardware	94,900.00	94,900.00
10 - 162 - 523501 Computer Software	80,000.00	85,000.00
10 - 162 - 525200 Contractual Services	22,000.00	22,000.00
10 - 162 - 527000 Business Meeting & Conference	1,250.00	1,250.00
10 - 162 - 528500 Training	3,600.00	3,600.00
10 - 162 - 650000 Capital Outlay	20,000.00	20,000.00
	235,050.00	240,050.00
<u>Division: 163 - Telecom Regulation</u>		
10 - 163 - 522100 Special Dept. Supplies	200.00	200.00
10 - 163 - 522600 Dues and Memberships	200.00	200.00
10 - 163 - 525200 Contractual Services	35,000.00	35,000.00
10 - 163 - 527000 Business Meeting & Conference	100.00	100.00
	35,500.00	35,500.00
<u>Division: 211 - LA Co. Sheriff's Department</u>		
10 - 211 - 522100 Special Dept. Supplies	7,100.00	7,100.00
10 - 211 - 525200 Contractual Services	4,650,000.00	4,719,800.00
10 - 211 - 525263 LA Co. Sheriff Reimbursable	67,500.00	67,500.00
	4,724,600.00	4,794,400.00
<u>Division: 221 - LA Co. Fire District</u>		
10 - 221 - 525200 Contractual Services	20,800.00	20,800.00
	20,800.00	20,800.00
<u>Division: 222 - Public Safety and Emergency Preparedness</u>		

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
10 - 222 - 522000 Office Supplies	300.00	300.00
10 - 222 - 522100 Special Dept. Supplies	6,000.00	6,000.00
10 - 222 - 522200 Printing	3,500.00	3,500.00
10 - 222 - 522600 Dues and Memberships	500.00	500.00
10 - 222 - 523500 Computer Hardware	0.00	0.00
10 - 222 - 523501 Computer Software	0.00	0.00
10 - 222 - 525200 Contractual Services	17,500.00	17,500.00
10 - 222 - 525206 Special Events	21,900.00	21,900.00
	49,700.00	49,700.00
<u>Division: 231 - LA Co. Animal Services</u>		
10 - 231 - 525200 Contractual Services	55,200.00	56,000.00
	55,200.00	56,000.00
<u>Division: 311 - Administration & Engineering</u>		
10 - 311 - 522000 Office Supplies	500.00	500.00
10 - 311 - 522100 Special Dept. Supplies	400.00	400.00
10 - 311 - 522200 Printing	2,000.00	2,000.00
10 - 311 - 522600 Dues and Memberships	1,500.00	1,500.00
10 - 311 - 522800 Publications	200.00	200.00
10 - 311 - 523500 Computer Hardware	0.00	0.00
10 - 311 - 523501 Computer Software	5,800.00	5,800.00
10 - 311 - 525200 Contractual Services	150,000.00	150,000.00
10 - 311 - 525206 Special Events	12,000.00	12,000.00
10 - 311 - 527000 Business Meeting & Conference	2,900.00	2,900.00
	175,300.00	175,300.00
<u>Division: 312 - Street Maintenance Services</u>		
10 - 312 - 522000 Office Supplies	1,000.00	1,000.00
10 - 312 - 522100 Special Dept. Supplies	5,000.00	5,000.00
10 - 312 - 522600 Dues and Memberships	1,600.00	1,600.00
10 - 312 - 524000 Utilities - Electric	5,500.00	5,500.00
10 - 312 - 524001 Utilities - Water	126,900.00	126,900.00
10 - 312 - 525200 Contractual Services	10,000.00	10,000.00
10 - 312 - 525210 Road safety/Shoulder/Pky maint	45,000.00	45,000.00
10 - 312 - 525212 Drain Maint & Catch Basin Clen	2,000.00	2,000.00
10 - 312 - 525215 Street/Sidewalk Repair	58,500.00	58,500.00
10 - 312 - 525220 Street Sweeping	93,900.00	93,900.00
10 - 312 - 525280 Tree Trimming	300.00	300.00
10 - 312 - 525281 Graffiti Removal	200.00	200.00
10 - 312 - 525283 General Landscape Maintenance	180,000.00	180,000.00
	529,900.00	529,900.00
<u>Division: 313 - Water Quality Enhancement</u>		
10 - 313 - 522100 Special Dept. Supplies	200.00	200.00
10 - 313 - 522600 Dues and Memberships	300.00	300.00
10 - 313 - 525200 Contractual Services	35,000.00	35,000.00
10 - 313 - 525227 Compliance Monitoring Program	172,100.00	172,100.00
10 - 313 - 525228 Sewer Infrastructure Managemnt	35,000.00	35,000.00
10 - 313 - 527000 Business Meeting & Conference	400.00	400.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
	243,000.00	243,000.00
<u>Division: 321 - General Landscape Maintenance</u>		
10 - 321 - 522000 Office Supplies	200.00	200.00
10 - 321 - 522600 Dues and Memberships	0.00	0.00
10 - 321 - 524000 Utilities - Electric	100.00	100.00
10 - 321 - 524001 Utilities - Water	95,800.00	95,800.00
10 - 321 - 525250 Annual Fuel Reduction	163,000.00	163,000.00
10 - 321 - 525280 Tree Trimming	44,600.00	44,600.00
10 - 321 - 525283 General Landscape Maintenance	265,400.00	265,400.00
10 - 321 - 527000 Business Meeting & Conference	200.00	200.00
10 - 321 - 572200 Tree Removal	22,800.00	22,800.00
10 - 321 - 650236 Tree Planting	4,600.00	4,600.00
	596,700.00	596,700.00
<u>Division: 331 - Transportation Planning</u>		
10 - 331 - 522000 Office Supplies	2,000.00	2,000.00
10 - 331 - 522100 Special Dept. Supplies	400.00	400.00
10 - 331 - 523501 Computer Software	100.00	100.00
10 - 331 - 525200 Contractual Services	2,000.00	2,000.00
	4,500.00	4,500.00
<u>Division: 332 - Transportation Eng/Operations</u>		
10 - 332 - 522000 Office Supplies	1,000.00	1,000.00
10 - 332 - 522100 Special Dept. Supplies	1,400.00	1,400.00
10 - 332 - 522600 Dues and Memberships	2,500.00	2,500.00
10 - 332 - 522800 Publications	300.00	300.00
10 - 332 - 523700 Vehicle Maintenance	7,500.00	7,500.00
10 - 332 - 523701 Vehicle Gasoline / Oil	11,800.00	11,800.00
10 - 332 - 524000 Utilities - Electric	71,100.00	71,100.00
10 - 332 - 525200 Contractual Services	5,000.00	5,000.00
10 - 332 - 525210 Road safety/Shoulder/Pky maint	34,000.00	34,000.00
10 - 332 - 525224 Property Damage & Repairs	80,000.00	80,000.00
10 - 332 - 525240 Striping, Signing & Marking	68,000.00	68,000.00
10 - 332 - 525254 Bridges - Inspection & Repair	0.00	0.00
10 - 332 - 525260 Traffic Signal/Lighting	80,000.00	80,000.00
10 - 332 - 527000 Business Meeting & Conference	700.00	700.00
	363,300.00	363,300.00
<u>Division: 333 - Transit Services</u>		
<u>Division: 334 - Intergovernmental Relations</u>		
10 - 334 - 522000 Office Supplies	100.00	100.00
10 - 334 - 522503 School Safety	12,000.00	12,000.00
10 - 334 - 525270 Crossing Guard	95,000.00	95,000.00
10 - 334 - 525275 School Programs	5,800.00	5,800.00
	112,900.00	112,900.00
<u>Division: 411 - Community Development Admin</u>		
10 - 411 - 522000 Office Supplies	4,000.00	4,000.00
10 - 411 - 522100 Special Dept. Supplies	1,300.00	1,300.00
10 - 411 - 522200 Printing	10,000.00	1,000.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
10 - 411 - 522600 Dues and Memberships	4,600.00	4,600.00
10 - 411 - 522800 Publications	225.00	225.00
10 - 411 - 523500 Computer Hardware	0.00	0.00
10 - 411 - 523501 Computer Software	75,000.00	75,000.00
10 - 411 - 525200 Contractual Services	3,000.00	3,000.00
10 - 411 - 526500 Advertising	2,000.00	2,000.00
10 - 411 - 527000 Business Meeting & Conference	4,200.00	4,200.00
	104,825.00	95,825.00
<u>Division: 412 - Planning Projects & Studies</u>		
10 - 412 - 522100 Special Dept. Supplies	0.00	0.00
10 - 412 - 522200 Printing	8,000.00	8,000.00
10 - 412 - 523203 Senior Rental Voucher	97,700.00	97,700.00
10 - 412 - 525069 Affordable Housing Exp	0.00	0.00
10 - 412 - 525200 Contractual Services	234,821.00	33,000.00
10 - 412 - 5252XX Historic Site Markers	0.00	0.00
10 - 412 - 527000 Business Meeting & Conference	500.00	500.00
10 - 412 - 528500 Training	50.00	50.00
10 - 412 - 543000 Mileage Reimbursement	0.00	0.00
	341,071.00	139,250.00
<u>Division: 415 - Building Inspection</u>		
10 - 415 - 522000 Office Supplies	300.00	300.00
10 - 415 - 522100 Special Dept. Supplies	8,200.00	8,200.00
10 - 415 - 525200 Contractual Services	715,000.00	715,000.00
10 - 415 - 528500 Training	250.00	250.00
10 - 415 - 543000 Mileage Reimbursement	0.00	0.00
	723,750.00	723,750.00
<u>Division: 416 - Code Enforcement</u>		
10 - 416 - 522000 Office Supplies	0.00	0.00
10 - 416 - 525200 Contractual Services	0.00	0.00
10 - 416 - 525216 Code Enforcement Prosecutor	50,000.00	50,000.00
10 - 416 - 528500 Training	100.00	100.00
	50,100.00	50,100.00
<u>Division: 511 - Community Services Management</u>		
10 - 511 - 522000 Office Supplies	2,200.00	2,200.00
10 - 511 - 522100 Special Dept. Supplies	1,000.00	1,000.00
10 - 511 - 522600 Dues and Memberships	400.00	400.00
10 - 511 - 526500 Advertising	100.00	100.00
10 - 511 - 541600 Miscellaneous Expenditure	0.00	0.00
10 - 511 - 543000 Mileage Reimbursement	0.00	0.00
	3,700.00	3,700.00
<u>Division: 512 - Creekside Park</u>		
10 - 512 - 520800 Telephone	200.00	200.00
10 - 512 - 522100 Special Dept. Supplies	400.00	400.00
10 - 512 - 525150 Contract Instructors	200.00	200.00
10 - 512 - 525200 Contractual Services	10,000.00	10,000.00
10 - 512 - 541800 Custodial Supplies	1,000.00	1,000.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	Budget	Budget	
	11,800.00	11,800.00	
<u>Division: 513 - De Anza Park/Recreation Progrm</u>			
10 - 513 - 520020	Event Insurance	16,500.00	20,000.00
10 - 513 - 520800	Telephone	5,000.00	5,000.00
10 - 513 - 522000	Office Supplies	1,200.00	1,200.00
10 - 513 - 522100	Special Dept. Supplies	30,000.00	61,200.00
10 - 513 - 522200	Printing	48,000.00	58,000.00
10 - 513 - 522600	Dues and Memberships	500.00	500.00
10 - 513 - 522900	State Required Fingerprinting	2,000.00	2,000.00
10 - 513 - 523000	Postage / Courier Service	5,500.00	9,000.00
10 - 513 - 523800	Rent Equipment	0.00	0.00
10 - 513 - 525150	Contract Instructors	75,000.00	85,000.00
10 - 513 - 525200	Contractual Services	10,000.00	14,000.00
10 - 513 - 525207	Tickets / Pre-sale	2,500.00	2,500.00
10 - 513 - 525208	Facility Rental	20,000.00	26,000.00
10 - 513 - 525276	Senior Programs	0.00	0.00
10 - 513 - 526300	Special Community Services	200.00	200.00
10 - 513 - 528500	Training	300.00	300.00
10 - 513 - 541800	Custodial Supplies	7,000.00	7,000.00
10 - 513 - 543000	Mileage Reimbursement	1,100.00	1,100.00
10 - 513 - 650000	Capital Outlay	15,000.00	15,000.00
	239,800.00	308,000.00	
<u>Division: 514 - Parks Maintenance</u>			
10 - 514 - 522000	Office Supplies	2,000.00	2,000.00
10 - 514 - 523700	Vehicle Maintenance	3,500.00	3,500.00
10 - 514 - 524000	Utilities - Electric	37,000.00	37,000.00
10 - 514 - 524002	Utilities - Gas	2,700.00	2,700.00
10 - 514 - 525200	Contractual Services	20,000.00	20,000.00
10 - 514 - 541800	Custodial Supplies	12,400.00	12,400.00
10 - 514 - 543000	Mileage Reimbursement	0.00	0.00
10 - 514 - 553500	Cal/Agoura Jt Community Center	65,000.00	65,000.00
10 - 514 - 650000	Capital Outlay	15,000.00	15,000.00
	157,600.00	157,600.00	
<u>Division: 515 - School Joint Use</u>			
10 - 515 - 522100	Special Dept. Supplies	100.00	100.00
10 - 515 - 525200	Contractual Services	12,000.00	12,000.00
10 - 515 - 525305	School Facility Maintenance	65,000.00	65,000.00
10 - 515 - 553600	School Joint Use Contract	85,000.00	85,000.00
	162,100.00	162,100.00	
<u>Division: 516 - Special Events</u>			
10 - 516 - 522100	Special Dept. Supplies	1,400.00	1,400.00
10 - 516 - 522700	Storage Rental	8,500.00	8,500.00
10 - 516 - 525200	Contractual Services	0.00	0.00
10 - 516 - 525205	July 4th	25,000.00	106,000.00
10 - 516 - 525311	Egg Stravaganza	6,000.00	6,000.00
10 - 516 - 525315	Teen Events	7,500.00	7,500.00
10 - 516 - 525316	Holiday Gala Event	15,000.00	15,000.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		Budget	Budget
10 - 516 - 525317	Film Festival	15,000.00	15,000.00
10 - 516 - 525318	Pumpkin Festival	0.00	135,000.00
10 - 516 - 525319	Calabasas Musical Programs	10,000.00	45,000.00
10 - 516 - 525323	Civic Center Art Programs	800.00	800.00
10 - 516 - 525324	Calabasas Fine Arts Festival	40,300.00	40,300.00
10 - 516 - 525325	NEW EVENTS	50,000.00	0.00
		179,500.00	380,500.00
<u>Division: 517 - Klubhouse Preschool</u>			
10 - 517 - 520800	Telephone	0.00	0.00
10 - 517 - 522000	Office Supplies	0.00	0.00
10 - 517 - 522100	Special Dept. Supplies	0.00	0.00
10 - 517 - 522200	Printing	0.00	0.00
10 - 517 - 525200	Contractual Services	5,000.00	5,000.00
10 - 517 - 525275	School Programs	0.00	0.00
10 - 517 - 526400	State Mandates	0.00	0.00
10 - 517 - 526500	Advertising	0.00	0.00
10 - 517 - 541700	Copier Supplies	0.00	0.00
10 - 517 - 541800	Custodial Supplies	0.00	0.00
10 - 517 - 541900	Refunds - Deposits & Overpays	0.00	0.00
10 - 517 - 650000	Capital Outlay	0.00	0.00
		5,000.00	5,000.00
<u>Division: 518 - Senior Center</u>			
10 - 518 - 520020	Event Insurance	6,500.00	6,500.00
10 - 518 - 520800	Telephone	2,000.00	2,000.00
10 - 518 - 522000	Office Supplies	3,800.00	3,800.00
10 - 518 - 522100	Special Dept. Supplies	22,500.00	22,500.00
10 - 518 - 522103	Facility Maintenance	1,200.00	1,200.00
10 - 518 - 522200	Printing	1,000.00	1,000.00
10 - 518 - 522600	Dues and Memberships	500.00	500.00
10 - 518 - 522900	State Required Fingerprinting	200.00	200.00
10 - 518 - 523000	Postage / Courier Service	300.00	300.00
10 - 518 - 523900	Equipment Maintenance	700.00	700.00
10 - 518 - 524000	Utilities - Electric	23,300.00	23,300.00
10 - 518 - 524001	Utilities - Water	3,400.00	3,400.00
10 - 518 - 524002	Utilities - Gas	2,300.00	2,300.00
10 - 518 - 524003	Utilities - Cable	2,200.00	2,200.00
10 - 518 - 525150	Contract Instructors	150,000.00	150,000.00
10 - 518 - 525200	Contractual Services	27,000.00	27,000.00
10 - 518 - 525276	Senior Programs	21,000.00	21,000.00
10 - 518 - 541800	Custodial Supplies	6,900.00	6,900.00
10 - 518 - 543000	Mileage Reimbursement	0.00	0.00
10 - 518 - 550001	Building Security	2,500.00	2,500.00
10 - 518 - 650000	Capital Outlay	7,500.00	7,500.00
		284,800.00	284,800.00
Total Fund 10 Expenditures		23,212,827.40	23,305,332.40
ESTIMATED BEGINNING FUND BALANCE		11,700,000.00	11,267,372.60

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
CHANGE IN FUND 10 BALANCE	(432,627.40)	1,269,367.60
FUND 10 BALANCE	11,267,372.60	12,536,740.20
 Fund: 11 - Recoverable Deposits		
Revenue		
<u>Division: 000 - Revenue</u>		
11 - 000 - 411060 Recoverable Project	529,200.00	537,100.00
11 - 000 - 484000 Refunds - Overpayments	0.00	0.00
	529,200.00	537,100.00
Total Fund 11 Revenue	529,200.00	537,100.00
 Expenditures		
<u>Division: 163 - Cable Regulation</u>		
11 - 163 - 522200 Printing	0.00	0.00
11 - 163 - 525200 Contractual Services	28,100.00	28,500.00
	28,100.00	28,500.00
 <u>Division: 311 - Administration & Engineering</u>		
11 - 311 - 522200 Printing	1,600.00	1,600.00
11 - 311 - 525200 Contractual Services	157,100.00	159,500.00
	158,700.00	161,100.00
 <u>Division: 331 - Transportation Planning</u>		
11 - 331 - 522200 Printing	0.00	0.00
11 - 331 - 525200 Contractual Services	0.00	0.00
	0.00	0.00
 <u>Division: 412 - Planning Projects & Studies</u>		
11 - 412 - 522200 Printing	0.00	0.00
11 - 412 - 525200 Contractual Services	328,300.00	333,200.00
	328,300.00	333,200.00
 <u>Division: 413 - Development Review</u>		
11 - 413 - 522200 Printing	0.00	0.00
11 - 413 - 525000 Consulting Services	0.00	0.00
11 - 413 - 525200 Contractual Services	0.00	0.00
	0.00	0.00
 <u>Division: 415 - Building Inspection</u>		
11 - 415 - 522200 Printing	0.00	0.00
11 - 415 - 525200 Contractual Services	14,100.00	14,300.00
	14,100.00	14,300.00
Total Fund 11 Expenditures	529,200.00	537,100.00
 ESTIMATED BEGINNING FUND BALANCE	 0.00	 0.00
CHANGE IN FUND 11 BALANCE	0.00	0.00
FUND 11 BALANCE	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	<u>Budget</u>	<u>Budget</u>	
;			
Fund: 12 - South Coast Air Quality Management District			
Revenue			
<u>Division: 000 - Revenue</u>			
12 - 000 - 441000	Interest Income	900.00	1,000.00
12 - 000 - 447000	South Coast Air Quality Mgmt	36,000.00	36,000.00
		36,900.00	37,000.00
Total Fund 12 Revenue		36,900.00	37,000.00
Expenditures			
<u>Division: 331 - Transportation Planning</u>			
12 - 331 - 650000	Capital Outlay	19,800.00	19,800.00
		19,800.00	19,800.00
Total Fund 12 Expenditures		19,800.00	19,800.00
ESTIMATED BEGINNING FUND BALANCE		70,000.00	87,100.00
CHANGE IN FUND 12 BALANCE		17,100.00	17,200.00
FUND 12 BALANCE		87,100.00	104,300.00

Fund: 13 - Park & Recreation Improvements			
Revenue			
<u>Division: 000 - Revenue</u>			
13 - 000 - 441000	Interest Income	0.00	0.00
13 - 000 - 446600	Donations	0.00	0.00
13 - 000 - 447100	Comm Center Cont.-Agoura Hills	0.00	0.00
13 - 000 - 447600	Grant L.A. Co. Measure A-M & S	40,000.00	40,000.00
13 - 000 - 447700	Grant Proposition 12 Park Bond	0.00	0.00
13 - 000 - 447800	Proposition 40	0.00	0.00
13 - 000 - 462000	Prop A - Per Parcel	0.00	0.00
13 - 000 - 494000	Transfer in General Fund	0.00	0.00
13 - 000 - 494500	Transfer in Water Res Grant	0.00	0.00
13 - 000 - 498600	Transfer in Enterprise Fund	0.00	0.00
13 - 000 - 499800	Transfer in Other Funds	0.00	0.00
		40,000.00	40,000.00
Total Fund 13 Revenue		40,000.00	40,000.00

Expenditures			
<u>Division: 519 - Capital Improvements-Parks</u>			
13 - 519 - 553000	De Anza Park Improvements	0.00	0.00
13 - 519 - 553100	Creekside Park Improvements	0.00	0.00
13 - 519 - 554500	Grape Arbor Rehab	0.00	0.00
13 - 519 - 554700	Gates Canyon Park	0.00	0.00
13 - 519 - 554800	Measure A- M & S Projects	29,000.00	40,000.00
13 - 519 - 554900	Park & Rec Master Plan	0.00	0.00
13 - 519 - 555000	Dog Park	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79% 2020-21 Budget	1.50% 2021-22 Budget
13 - 519 - 555100 LV/LH 1.8 Acre Plans	0.00	0.00
13 - 519 - 555200 Headwaters Corner	0.00	0.00
13 - 519 - 990000 Transfer to General Fund	0.00	0.00
13 - 519 - 994000 Transfer to Capital	0.00	0.00
	29,000.00	40,000.00
Total Fund 13 Expenditures	29,000.00	40,000.00
ESTIMATED BEGINNING FUND BALANCE	(11,000.00)	0.00
CHANGE IN FUND 13 BALANCE	11,000.00	0.00
FUND 13 BALANCE	0.00	0.00
 Fund: 14 - AB 939		
Revenue		
<u>Division: 000 - Revenue</u>		
14 - 000 - 441000 Interest Income	14,600.00	13,600.00
14 - 000 - 480000 AB 939 Franchise Fees	220,000.00	225,000.00
14 - 000 - 480200 Grant - CRV Recycling Program	0.00	0.00
	234,600.00	238,600.00
Total Fund 14 Revenue	234,600.00	238,600.00
 Expenditures		
<u>Division: 134 - Non-Departmental</u>		
14 - 134 - 990010 Transfer to General Fund	109,600.00	111,200.00
14 - 134 - 990040 Transfer to Capital	0.00	0.00
	109,600.00	111,200.00
 <u>Division: 313 - Water Quality Enhancement</u>		
14 - 313 - 510000 Full Time Salaries	60,481.00	61,400.00
14 - 313 - 510002 Full Time Employee Overtime	0.00	0.00
14 - 313 - 510301 PERS City Paid Employee Cost	4,233.00	4,300.00
14 - 313 - 510302 PERS Employee Cost	6,341.00	6,400.00
14 - 313 - 510303 Unfunded Liability	5,034.00	5,100.00
14 - 313 - 510304 PERS Survivor Benefit	48.00	0.00
14 - 313 - 510400 Benefits	1,464.00	1,500.00
14 - 313 - 510401 Retiree Medical Benefits	0.00	0.00
14 - 313 - 510402 Medical Insurance	10,059.00	10,100.00
14 - 313 - 510403 Dental Insurance	754.00	800.00
14 - 313 - 510404 Vision Insurance	159.00	200.00
14 - 313 - 510405 Short Term Disability	347.00	300.00
14 - 313 - 510406 Long Term Disability	111.00	100.00
14 - 313 - 510407 Life Insurance	172.00	200.00
14 - 313 - 510408 Accidental Death/Dismemberment	44.00	0.00
14 - 313 - 510409 Employee Assistance Program	86.00	100.00
14 - 313 - 510600 Employer Taxes	0.00	0.00
14 - 313 - 510601 Medicare Tax	877.00	900.00
14 - 313 - 510602 Social Security Tax	0.00	0.00
14 - 313 - 510900 Hourly Employees	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
14 - 313 - 510902 Hourly Employee Overtime	0.00	0.00
14 - 313 - 511000 Auto Allowance	60.00	100.00
14 - 313 - 511001 457 Match	0.00	0.00
14 - 313 - 522100 Special Dept. Supplies	0.00	0.00
14 - 313 - 525021 Consulting Service-Franchise	0.00	0.00
14 - 313 - 525030 Consulting Service-AB 939	0.00	0.00
14 - 313 - 525031 Public Education - AB 939	20,300.00	20,300.00
14 - 313 - 525200 Contractual Services	114,500.00	114,500.00
	225,070.00	226,300.00
<u>Division: 414 - Natural Resource Protection</u>		
14 - 414 - 522100 Special Dept. Supplies	0.00	0.00
14 - 414 - 525021 Consulting Service-Franchise	0.00	0.00
14 - 414 - 525030 Consulting Service-AB 939	0.00	0.00
14 - 414 - 525031 Public Education - AB 939	0.00	0.00
14 - 414 - 525048 CRV Recycling - Plastics	0.00	0.00
14 - 414 - 990000 Transfer to General Fund	0.00	0.00
	0.00	0.00
Total Fund 14 Expenditures	334,670.00	337,500.00
ESTIMATED BEGINNING FUND BALANCE	1,575,000.00	1,474,930.00
CHANGE IN FUND 14 BALANCE	(100,070.00)	(98,900.00)
FUND 14 BALANCE	1,474,930.00	1,376,030.00
Fund: 15 - Gas Tax		
Revenue		
<u>Division: 000 - Revenue</u>		
15 - 000 - 441000 Interest Income	4,800.00	3,600.00
15 - 000 - 461000 Gas Tax Fund - 2105	111,500.00	113,200.00
15 - 000 - 461010 Gas Tax Fund - 2106	66,400.00	67,400.00
15 - 000 - 461020 Gas Tax Fund - 2107	133,100.00	135,100.00
15 - 000 - 461030 Gas Tax Fund - 2107.5	4,000.00	4,100.00
15 - 000 - 461040 Gas Tax Fund - 2103	171,900.00	174,500.00
15 - 000 - 461101 Road Maintenance - 2032	0.00	0.00
15 - 000 - 461102 Loan Repayment	22,200.00	22,500.00
	513,900.00	520,400.00
Total Fund 15 Revenue	513,900.00	520,400.00
Expenditures		
<u>Division: 311 - Administration & Engineering</u>		
15 - 311 - 510000 Full Time Salaries	23,847.00	24,200.00
15 - 311 - 510002 Full Time Employee Overtime	0.00	0.00
15 - 311 - 510301 PERS City Paid Employee Cost	433.00	400.00
15 - 311 - 510302 PERS Employee Cost	2,015.00	2,000.00
15 - 311 - 510303 Unfunded Liability	865.00	900.00
15 - 311 - 510304 PERS Survivor Benefit	144.00	100.00
15 - 311 - 510400 Benefits	1,449.00	1,500.00

Detailed Budget FY 2020-21 & 2021-22

	2.79% 2020-21 <u>Budget</u>	1.50% 2021-22 <u>Budget</u>
15 - 311 - 510401 Retiree Medical Benefits	0.00	0.00
15 - 311 - 510402 Medical Insurance	3,722.00	3,700.00
15 - 311 - 510403 Dental Insurance	221.00	200.00
15 - 311 - 510404 Vision Insurance	44.00	0.00
15 - 311 - 510405 Short Term Disability	136.00	100.00
15 - 311 - 510406 Long Term Disability	44.00	0.00
15 - 311 - 510407 Life Insurance	71.00	100.00
15 - 311 - 510408 Accidental Death/Dismemberment	17.00	0.00
15 - 311 - 510409 Employee Assistance Program	258.00	300.00
15 - 311 - 510600 Employer Taxes	0.00	0.00
15 - 311 - 510601 Medicare Tax	704.00	700.00
15 - 311 - 510602 Social Security Tax	0.00	0.00
15 - 311 - 510900 Hourly Employees	0.00	0.00
15 - 311 - 510902 Hourly Employee Overtime	0.00	0.00
15 - 311 - 511000 Auto Allowance	120.00	100.00
15 - 311 - 511001 457 Match	0.00	0.00
	34,090.00	34,300.00
<u>Division: 134 - Non-Departmental</u>		
15 - 134 - 990000 Transfer to General Fund	0.00	0.00
15 - 134 - 990040 Transfer to Capital	760,000.00	600,000.00
15 - 134 - 994000 Transfer to Capital	0.00	0.00
	760,000.00	600,000.00
Total Fund 15 Expenditures	794,090.00	634,300.00
ESTIMATED BEGINNING FUND BALANCE	760,000.00	479,810.00
CHANGE IN FUND 15 BALANCE	(280,190.00)	(113,900.00)
FUND 15 BALANCE	479,810.00	365,910.00
 Fund: 16 - Developer Impact Fees		
Revenue		
<u>Division: 000 - Revenue</u>		
16 - 000 - 441000 Interest Income	14,800.00	19,400.00
16 - 000 - 481500 Traffic Mitigation Fees	0.00	453,900.00
16 - 000 - 481501 Traffic Signals	0.00	0.00
16 - 000 - 481502 Road Improvements	0.00	0.00
16 - 000 - 481503 Offramps	0.00	0.00
16 - 000 - 481504 Street Lights	0.00	0.00
16 - 000 - 481505 Regional Transportation Fees	0.00	0.00
16 - 000 - 481506 General Benefit Contribution	0.00	0.00
16 - 000 - 481510 Oak Tree Mitigation Fees	0.00	0.00
16 - 000 - 481520 Corridor Master Plan	0.00	0.00
16 - 000 - 481525 Art in Public Places	0.00	0.00
16 - 000 - 481526 Drain Mitigation	0.00	0.00
16 - 000 - 481530 Park Land Dedication Fees	0.00	0.00
16 - 000 - 481540 LV Streambed Restoration	0.00	0.00
	14,800.00	473,300.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
Total Fund 16 Revenue	14,800.00	473,300.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
16 - 134 - 990000 Transfer to General Fund	0.00	0.00
16 - 134 - 990040 Transfer to Capital	0.00	0.00
16 - 134 - 997500 Transfer to Other Fund	0.00	0.00
	0.00	0.00
<u>Division: 332 - Transportation Eng/Operations</u>		
16 - 332 - 525200 Contractual Services	0.00	0.00
	0.00	0.00
Total Fund 16 Expenditures	0.00	0.00
ESTIMATED BEGINNING FUND BALANCE	1,475,000.00	1,489,800.00
CHANGE IN FUND 16 BALANCE	14,800.00	473,300.00
FUND 16 BALANCE	1,489,800.00	1,963,100.00
Fund: 18 - Affordable Housing		
Revenue		
<u>Division: 000 - Revenue</u>		
18 - 000 - 441000 Interest Income	16,400.00	16,600.00
18 - 000 - 464500 Affordable Housing Study	0.00	0.00
18 - 000 - 464510 Affording Housing Trust	0.00	0.00
	16,400.00	16,600.00
Total Fund 18 Revenue	16,400.00	16,600.00
Expenditures		
<u>Division: 412 - Planning Projects & Studies</u>		
18 - 412 - 52XXXX Financing Program	0.00	0.00
	0.00	0.00
Total Fund 18 Expenditures	0.00	0.00
ESTIMATED BEGINNING FUND BALANCE	1,640,000.00	1,656,400.00
CHANGE IN FUND 18 BALANCE	16,400.00	16,600.00
FUND 18 BALANCE	1,656,400.00	1,673,000.00
Fund: 19 - Las Virgenes / Lost Hills B&T		
Revenue		
<u>Division: 000 - Revenue</u>		
19 - 000 - 441000 Interest Income	17,800.00	17,900.00
	17,800.00	17,900.00
Total Fund 19 Revenue	17,800.00	17,900.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
ESTIMATED BEGINNING FUND BALANCE	1,775,000.00	1,792,800.00
CHANGE IN FUND 19 BALANCE	17,800.00	17,900.00
FUND 19 BALANCE	1,792,800.00	1,810,700.00
Fund: 20 - Prop A		
Revenue		
<u>Division: 000 - Revenue</u>		
20 - 000 - 441000 Interest Income	8,300.00	9,100.00
20 - 000 - 462000 Prop A - Per Parcel	459,800.00	466,700.00
	468,100.00	475,800.00
Total Fund 20 Revenue	468,100.00	475,800.00
Expenditures		
<u>Division: 311 - Administration & Engineering</u>		
20 - 311 - 510000 Full Time Salaries	42,305.00	42,900.00
20 - 311 - 510002 Full Time Employee Overtime	0.00	0.00
20 - 311 - 510301 PERS City Paid Employee Cost	300.00	300.00
20 - 311 - 510302 PERS Employee Cost	3,389.00	3,400.00
20 - 311 - 510303 Unfunded Liability	1,113.00	1,100.00
20 - 311 - 510304 PERS Survivor Benefit	48.00	0.00
20 - 311 - 510400 Benefits	1,772.00	1,800.00
20 - 311 - 510401 Retiree Medical Benefits	0.00	0.00
20 - 311 - 510402 Medical Insurance	2,933.00	2,900.00
20 - 311 - 510403 Dental Insurance	286.00	300.00
20 - 311 - 510404 Vision Insurance	67.00	100.00
20 - 311 - 510405 Short Term Disability	243.00	200.00
20 - 311 - 510406 Long Term Disability	78.00	100.00
20 - 311 - 510407 Life Insurance	121.00	100.00
20 - 311 - 510408 Accidental Death/Dismemberment	31.00	0.00
20 - 311 - 510409 Employee Assistance Program	86.00	100.00
20 - 311 - 510600 Employer Taxes	0.00	0.00
20 - 311 - 510601 Medicare Tax	613.00	600.00
20 - 311 - 510602 Social Security Tax	0.00	0.00
20 - 311 - 510900 Hourly Employees	0.00	0.00
20 - 311 - 510902 Hourly Employee Overtime	0.00	0.00
20 - 311 - 511000 Auto Allowance	60.00	100.00
20 - 311 - 511001 457 Match	0.00	0.00
	53,445.00	54,000.00
<u>Division: 134 - Non-Departmental</u>		
20 - 134 - 990029 Transfer to Transportation Programs	330,500.00	335,000.00
20 - 134 - 990040 Transfer to Capital	0.00	0.00
	330,500.00	335,000.00
<u>Division: 333 - Transit Services</u>		
20 - 333 - 525231 Camp Calabasas-Rec #140-25	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
20 - 333 - 525233 Dial-a-Ride #130-01	0.00	0.00
20 - 333 - 525234 Pumpkin Fest Shuttle #140-07	0.00	0.00
20 - 333 - 525235 Summer Beach Bus #140-01	0.00	0.00
20 - 333 - 525241 Youth Excursion Trip #140-03	0.00	0.00
20 - 333 - 525248 Senior Trips #140-24	0.00	0.00
20 - 333 - 525251 Transit Maintenance #200-03	0.00	0.00
	0.00	0.00
Total Fund 20 Expenditures	383,945.00	389,000.00
ESTIMATED BEGINNING FUND BALANCE	750,000.00	834,155.00
CHANGE IN FUND 20 BALANCE	84,155.00	86,800.00
FUND 20 BALANCE	834,155.00	920,955.00
 Fund: 21 - LMD 22 - Common Benefit Areas		
Revenue		
<u>Division: 000 - Revenue</u>		
21 - 000 - 401022 Prop Tax - Dist 22 Ad Valorem	2,148,000.00	2,148,000.00
21 - 000 - 441022 Interest Landscape Dist. #22	54,000.00	54,400.00
	2,202,000.00	2,202,400.00
Total Fund 21 Revenue	2,202,000.00	2,202,400.00
 Expenditures		
<u>Division: 326 - LMD #22 Ad Valorum/CBA</u>		
21 - 326 - 510000 Full Time Salaries	84,442.00	85,700.00
21 - 326 - 510002 Full Time Employee Overtime	0.00	0.00
21 - 326 - 510301 PERS City Paid Employee Cost	1,139.00	1,100.00
21 - 326 - 510302 PERS Employee Cost	6,977.00	7,000.00
21 - 326 - 510303 Unfunded Liability	2,710.00	2,700.00
21 - 326 - 510304 PERS Survivor Benefit	168.00	200.00
21 - 326 - 510400 Benefits	3,127.00	3,100.00
21 - 326 - 510401 Retiree Medical Benefits	0.00	0.00
21 - 326 - 510402 Medical Insurance	8,199.00	8,200.00
21 - 326 - 510403 Dental Insurance	536.00	500.00
21 - 326 - 510404 Vision Insurance	102.00	100.00
21 - 326 - 510405 Short Term Disability	483.00	500.00
21 - 326 - 510406 Long Term Disability	155.00	200.00
21 - 326 - 510407 Life Insurance	245.00	200.00
21 - 326 - 510408 Accidental Death/Dismemberment	62.00	100.00
21 - 326 - 510409 Employee Assistance Program	302.00	300.00
21 - 326 - 510600 Employer Taxes	0.00	0.00
21 - 326 - 510601 Medicare Tax	1,535.00	1,500.00
21 - 326 - 510602 Social Security Tax	0.00	0.00
21 - 326 - 510900 Hourly Employees	18,300.00	18,300.00
21 - 326 - 510902 Hourly Employee Overtime	0.00	0.00
21 - 326 - 511000 Auto Allowance	1,590.00	1,600.00
21 - 326 - 511001 457 Match	0.00	0.00
21 - 326 - 522000 Office Supplies	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	<u>Budget</u>	<u>Budget</u>	
21 - 326 - 525283	General Landscape Maintenance	0.00	0.00
21 - 326 - 570100	Consultant	0.00	0.00
21 - 326 - 570121	Consultant	0.00	0.00
21 - 326 - 570221	Electric Svc - IrrigationMeter	24,000.00	24,400.00
21 - 326 - 570224	Electric Svc - IrrigationMeter	5,800.00	5,900.00
21 - 326 - 570225	Electric Svc - IrrigationMeter	3,000.00	3,000.00
21 - 326 - 570226	Electric Svc - IrrigationMeter	4,800.00	4,900.00
21 - 326 - 570321	Electric Svc - Street Lights	0.00	0.00
21 - 326 - 570621	Insect & Disease Control	10,000.00	10,200.00
21 - 326 - 570625	Insect & Disease Control	9,000.00	9,100.00
21 - 326 - 570626	Insect & Disease Control	1,500.00	1,500.00
21 - 326 - 570721	Irrigation Repairs	5,000.00	5,100.00
21 - 326 - 570722	Irrigation Repairs	0.00	0.00
21 - 326 - 570724	Irrigation Repairs	3,500.00	3,600.00
21 - 326 - 570725	Irrigation Repairs	9,000.00	9,100.00
21 - 326 - 570726	Irrigation Repairs	5,500.00	5,600.00
21 - 326 - 570821	Lake Insurance	12,000.00	12,200.00
21 - 326 - 570921	Lake Maintenance-Aeration	10,000.00	10,200.00
21 - 326 - 571021	Lake Maintenance-Lighting	0.00	0.00
21 - 326 - 571121	Lake Maintenance-Svc Contract	120,000.00	121,800.00
21 - 326 - 571221	Landscape Maint-Svc Contract	135,600.00	137,600.00
21 - 326 - 571222	Landscape Maint-Svc Contract	0.00	0.00
21 - 326 - 571224	Landscape Maint-Svc Contract	38,400.00	39,000.00
21 - 326 - 571225	Landscape Maint-Svc Contract	71,000.00	72,100.00
21 - 326 - 571226	Landscape Maint-Svc Contract	61,000.00	61,900.00
21 - 326 - 571321	Landscape Refurbishment	30,000.00	30,500.00
21 - 326 - 571324	Landscape Refurbishment	7,400.00	7,500.00
21 - 326 - 571325	Landscape Refurbishment	8,500.00	8,600.00
21 - 326 - 571326	Landscape Refurbishment	5,500.00	5,600.00
21 - 326 - 571421	Office Supplies	0.00	0.00
21 - 326 - 571425	Office Supplies	0.00	0.00
21 - 326 - 571621	Pest Abatement	15,000.00	15,200.00
21 - 326 - 571624	Pest Abatement	0.00	0.00
21 - 326 - 571625	Pest Abatement	1,500.00	1,500.00
21 - 326 - 571626	Pest Abatement	1,000.00	1,000.00
21 - 326 - 571721	Planting - Color Change	0.00	0.00
21 - 326 - 571724	Planting - Color Change	0.00	0.00
21 - 326 - 571725	Planting - Color Change	0.00	0.00
21 - 326 - 571821	Planting - Shrubs & Turf Grass	0.00	0.00
21 - 326 - 571824	Planting - Shrubs & Turf Grass	0.00	0.00
21 - 326 - 571825	Planting - Shrubs & Turf Grass	0.00	0.00
21 - 326 - 571921	Planting - Trees	2,500.00	2,500.00
21 - 326 - 571924	Planting - Trees	0.00	0.00
21 - 326 - 571925	Planting - Trees	1,500.00	1,500.00
21 - 326 - 571926	Planting - Trees	0.00	0.00
21 - 326 - 572121	Testing & Analysis	0.00	0.00
21 - 326 - 572221	Tree Removal	15,000.00	15,200.00
21 - 326 - 572222	Tree Removal	0.00	0.00
21 - 326 - 572224	Tree Removal	4,000.00	4,100.00
21 - 326 - 572225	Tree Removal	15,000.00	15,200.00
21 - 326 - 572226	Tree Removal	500.00	500.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
21 - 326 - 572321 Tree Trimming	30,000.00	30,500.00
21 - 326 - 572322 Tree Trimming	0.00	0.00
21 - 326 - 572324 Tree Trimming	5,000.00	5,100.00
21 - 326 - 572325 Tree Trimming	10,000.00	10,200.00
21 - 326 - 572326 Tree Trimming	12,000.00	12,200.00
21 - 326 - 572425 V-Ditch Irrigated Common Area	0.00	0.00
21 - 326 - 572600 Water	0.00	0.00
21 - 326 - 572621 Water	140,000.00	142,100.00
21 - 326 - 572624 Water	25,000.00	25,400.00
21 - 326 - 572625 Water	115,000.00	116,700.00
21 - 326 - 572626 Water	9,000.00	9,100.00
21 - 326 - 572721 Brush Clearance	5,000.00	5,100.00
21 - 326 - 572725 Brush Clearance	10,000.00	10,200.00
21 - 326 - 572726 Brush Clearance	2,500.00	2,500.00
21 - 326 - 579900 Miscellaneous	0.00	0.00
21 - 326 - 579921 Miscellaneous	0.00	0.00
21 - 326 - 579925 Miscellaneous	0.00	0.00
21 - 326 - 579926 Miscellaneous	16,000.00	16,200.00
21 - 326 - 990040 Transfer to Capital	1,000,000.00	1,000,000.00
21 - 326 - 997500 Transfer to Other Fund	0.00	0.00
	2,146,072.00	2,162,700.00
Total Fund 21 Expenditures	2,146,072.00	2,162,700.00
ESTIMATED BEGINNING FUND BALANCE	5,400,000.00	5,455,928.00
CHANGE IN FUND 21 BALANCE	55,928.00	39,700.00
FUND 21 BALANCE	5,455,928.00	5,495,628.00
Fund: 22 - Landscape Maintenance District 22		
Revenue		
<u>Division: 000 - Revenue</u>		
22 - 000 - 441022 Interest Landscape Dist. #22	25,000.00	14,100.00
22 - 000 - 471022 Prop Tax - Dist 22 Assessments	3,208,822.00	3,208,800.00
	3,233,822.00	3,222,900.00
Total Fund 22 Revenue	3,233,822.00	3,222,900.00
Expenditures		
<u>Division: 322 - LMD #22</u>		
22 - 322 - 510000 Full Time Salaries	100,230.00	101,700.00
22 - 322 - 510002 Full Time Employee Overtime	0.00	0.00
22 - 322 - 510301 PERS City Paid Employee Cost	150.00	200.00
22 - 322 - 510302 PERS Employeer Cost	7,809.00	7,800.00
22 - 322 - 510303 Unfunded Liability	2,128.00	2,100.00
22 - 322 - 510304 PERS Survivor Benefit	72.00	100.00
22 - 322 - 510400 Benefits	4,750.00	4,800.00
22 - 322 - 510401 Retiree Medical Benefits	0.00	0.00
22 - 322 - 510402 Medical Insurance	8,915.00	8,900.00
22 - 322 - 510403 Dental Insurance	591.00	600.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	<u>Budget</u>	<u>Budget</u>	
22 - 322 - 510404	Vision Insurance	104.00	100.00
22 - 322 - 510405	Short Term Disability	574.00	600.00
22 - 322 - 510406	Long Term Disability	185.00	200.00
22 - 322 - 510407	Life Insurance	287.00	300.00
22 - 322 - 510408	Accidental Death/Dismemberment	73.00	100.00
22 - 322 - 510409	Employee Assistance Program	129.00	100.00
22 - 322 - 510600	Employer Taxes	0.00	0.00
22 - 322 - 510601	Medicare Tax	1,764.00	1,800.00
22 - 322 - 510602	Social Security Tax	0.00	0.00
22 - 322 - 510900	Hourly Employees	0.00	0.00
22 - 322 - 510902	Hourly Employee Overtime	0.00	0.00
22 - 322 - 511000	Auto Allowance	2,130.00	2,100.00
22 - 322 - 511001	457 Match	0.00	0.00
22 - 322 - 570104	Contractual Services	2,000.00	2,000.00
22 - 322 - 570105	Contractual Services	200.00	200.00
22 - 322 - 570106	Contractual Services	2,900.00	2,900.00
22 - 322 - 570107	Contractual Services	2,800.00	2,800.00
22 - 322 - 570108	Contractual Services	1,400.00	1,400.00
22 - 322 - 570109	Contractual Services	500.00	500.00
22 - 322 - 570110	Contractual Services	500.00	500.00
22 - 322 - 570111	Contractual Services	500.00	500.00
22 - 322 - 570112	Contractual Services	100.00	100.00
22 - 322 - 570113	Contractual Services	850.00	900.00
22 - 322 - 570114	Contractual Services	390.00	400.00
22 - 322 - 570116	Contractual Services	1,600.00	1,600.00
22 - 322 - 570119	Contractual Services	5,100.00	5,200.00
22 - 322 - 570120	Contractual Services	800.00	800.00
22 - 322 - 570206	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570207	Electric Svc - IrrigationMeter	5,000.00	5,100.00
22 - 322 - 570208	Electric Svc - IrrigationMeter	5,800.00	5,900.00
22 - 322 - 570209	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570210	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570211	Electric Svc - IrrigationMeter	250.00	300.00
22 - 322 - 570214	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570216	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570218	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570219	Electric Svc - IrrigationMeter	0.00	0.00
22 - 322 - 570220	Electric Svc - IrrigationMeter	825.00	800.00
22 - 322 - 570319	Electric Svc - Street Lights	0.00	0.00
22 - 322 - 570407	Fertilization	1,500.00	1,500.00
22 - 322 - 570409	Fertilization	0.00	0.00
22 - 322 - 570519	Fountain Maintenance	5,000.00	5,100.00
22 - 322 - 570607	Insect & Disease Control	6,500.00	6,600.00
22 - 322 - 570609	Insect & Disease Control	350.00	400.00
22 - 322 - 570611	Insect & Disease Control	1,500.00	1,500.00
22 - 322 - 570613	Insect & Disease Control	2,000.00	2,000.00
22 - 322 - 570614	Insect & Disease Control	650.00	700.00
22 - 322 - 570704	Irrigation Repairs	6,000.00	6,100.00
22 - 322 - 570705	Irrigation Repairs	3,000.00	3,000.00
22 - 322 - 570706	Irrigation Repairs	15,000.00	15,200.00
22 - 322 - 570707	Irrigation Repairs	12,500.00	12,700.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		<u>Budget</u>	<u>Budget</u>
22 - 322 - 570708	Irrigation Repairs	20,000.00	20,300.00
22 - 322 - 570709	Irrigation Repairs	250.00	300.00
22 - 322 - 570710	Irrigation Repairs	3,500.00	3,600.00
22 - 322 - 570711	Irrigation Repairs	2,500.00	2,500.00
22 - 322 - 570713	Irrigation Repairs	5,500.00	5,600.00
22 - 322 - 570714	Irrigation Repairs	5,500.00	5,600.00
22 - 322 - 570715	Irrigation Repairs	0.00	0.00
22 - 322 - 570718	Irrigation Repairs	0.00	0.00
22 - 322 - 570719	Irrigation Repairs	25,000.00	25,400.00
22 - 322 - 570720	Irrigation Repairs	8,500.00	8,600.00
22 - 322 - 571204	Landscape Maint-Svc Contract	61,200.00	62,100.00
22 - 322 - 571205	Landscape Maint-Svc Contract	28,500.00	28,900.00
22 - 322 - 571206	Landscape Maint-Svc Contract	156,500.00	158,800.00
22 - 322 - 571207	Landscape Maint-Svc Contract	79,000.00	80,200.00
22 - 322 - 571208	Landscape Maint-Svc Contract	149,000.00	151,200.00
22 - 322 - 571209	Landscape Maint-Svc Contract	38,970.00	39,600.00
22 - 322 - 571210	Landscape Maint-Svc Contract	49,800.00	50,500.00
22 - 322 - 571211	Landscape Maint-Svc Contract	39,659.00	40,300.00
22 - 322 - 571213	Landscape Maint-Svc Contract	70,000.00	71,100.00
22 - 322 - 571214	Landscape Maint-Svc Contract	47,550.00	48,300.00
22 - 322 - 571215	Landscape Maint-Svc Contract	0.00	0.00
22 - 322 - 571218	Landscape Maint-Svc Contract	0.00	0.00
22 - 322 - 571219	Landscape Maint-Svc Contract	105,000.00	106,600.00
22 - 322 - 571220	Landscape Maint-Svc Contract	52,500.00	53,300.00
22 - 322 - 571304	Landscape Refurbishment	8,500.00	8,600.00
22 - 322 - 571305	Landscape Refurbishment	500.00	500.00
22 - 322 - 571306	Landscape Refurbishment	40,000.00	40,600.00
22 - 322 - 571307	Landscape Refurbishment	40,000.00	40,600.00
22 - 322 - 571308	Landscape Refurbishment	10,500.00	10,700.00
22 - 322 - 571309	Landscape Refurbishment	500.00	500.00
22 - 322 - 571310	Landscape Refurbishment	0.00	0.00
22 - 322 - 571311	Landscape Refurbishment	3,500.00	3,600.00
22 - 322 - 571313	Landscape Refurbishment	20,000.00	20,300.00
22 - 322 - 571314	Landscape Refurbishment	1,000.00	1,000.00
22 - 322 - 571315	Landscape Refurbishment	0.00	0.00
22 - 322 - 571316	Landscape Refurbishment	75,000.00	76,100.00
22 - 322 - 571318	Landscape Refurbishment	0.00	0.00
22 - 322 - 571319	Landscape Refurbishment	30,000.00	30,500.00
22 - 322 - 571320	Landscape Refurbishment	1,600.00	1,600.00
22 - 322 - 571519	Park Maintenance	1,500.00	1,500.00
22 - 322 - 571604	Pest Abatement	3,000.00	3,000.00
22 - 322 - 571606	Pest Abatement	475.00	500.00
22 - 322 - 571607	Pest Abatement	10,500.00	10,700.00
22 - 322 - 571610	Pest Abatement	6,600.00	6,700.00
22 - 322 - 571613	Pest Abatement	0.00	0.00
22 - 322 - 571619	Pest Abatement	4,000.00	4,100.00
22 - 322 - 571709	Planting - Color Change	0.00	0.00
22 - 322 - 571712	Planting - Color Change	0.00	0.00
22 - 322 - 571713	Planting - Color Change	0.00	0.00
22 - 322 - 571718	Planting - Color Change	0.00	0.00
22 - 322 - 571720	Planting - Color Change	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		<u>Budget</u>	<u>Budget</u>
22 - 322 - 571806	Planting - Shrubs & Turf Grass	0.00	0.00
22 - 322 - 571809	Planting - Shrubs & Turf Grass	0.00	0.00
22 - 322 - 571811	Planting - Shrubs & Turf Grass	0.00	0.00
22 - 322 - 571818	Planting - Shrubs & Turf Grass	0.00	0.00
22 - 322 - 571906	Planting - Trees	2,500.00	2,500.00
22 - 322 - 571907	Planting - Trees	1,200.00	1,200.00
22 - 322 - 571911	Planting - Trees	0.00	0.00
22 - 322 - 571912	Planting - Trees	0.00	0.00
22 - 322 - 571913	Planting - Trees	0.00	0.00
22 - 322 - 571920	Planting - Trees	0.00	0.00
22 - 322 - 572204	Tree Removal	3,500.00	3,600.00
22 - 322 - 572205	Tree Removal	1,000.00	1,000.00
22 - 322 - 572206	Tree Removal	25,000.00	25,400.00
22 - 322 - 572207	Tree Removal	20,000.00	20,300.00
22 - 322 - 572208	Tree Removal	20,000.00	20,300.00
22 - 322 - 572209	Tree Removal	350.00	400.00
22 - 322 - 572210	Tree Removal	5,500.00	5,600.00
22 - 322 - 572211	Tree Removal	7,500.00	7,600.00
22 - 322 - 572212	Tree Removal	0.00	0.00
22 - 322 - 572213	Tree Removal	8,500.00	8,600.00
22 - 322 - 572214	Tree Removal	1,500.00	1,500.00
22 - 322 - 572215	Tree Removal	0.00	0.00
22 - 322 - 572218	Tree Removal	0.00	0.00
22 - 322 - 572219	Tree Removal	15,000.00	15,200.00
22 - 322 - 572220	Tree Removal	13,500.00	13,700.00
22 - 322 - 572304	Tree Trimming	7,000.00	7,100.00
22 - 322 - 572305	Tree Trimming	10,000.00	10,200.00
22 - 322 - 572306	Tree Trimming	50,000.00	50,800.00
22 - 322 - 572307	Tree Trimming	75,000.00	76,100.00
22 - 322 - 572308	Tree Trimming	35,000.00	35,500.00
22 - 322 - 572309	Tree Trimming	3,500.00	3,600.00
22 - 322 - 572310	Tree Trimming	10,000.00	10,200.00
22 - 322 - 572311	Tree Trimming	28,000.00	28,400.00
22 - 322 - 572312	Tree Trimming	5,300.00	5,400.00
22 - 322 - 572313	Tree Trimming	42,000.00	42,600.00
22 - 322 - 572314	Tree Trimming	10,000.00	10,200.00
22 - 322 - 572315	Tree Trimming	0.00	0.00
22 - 322 - 572316	Tree Trimming	24,642.00	25,000.00
22 - 322 - 572319	Tree Trimming	30,000.00	30,500.00
22 - 322 - 572320	Tree Trimming	46,000.00	46,700.00
22 - 322 - 572506	V-Ditch Non-Irrigated Common	3,400.00	3,500.00
22 - 322 - 572507	V-Ditch Non-Irrigated Common	0.00	0.00
22 - 322 - 572604	Water	50,000.00	50,800.00
22 - 322 - 572605	Water	19,500.00	19,800.00
22 - 322 - 572607	Water	120,000.00	121,800.00
22 - 322 - 572608	Water	115,500.00	117,200.00
22 - 322 - 572609	Water	6,800.00	6,900.00
22 - 322 - 572610	Water	42,000.00	42,600.00
22 - 322 - 572611	Water	36,000.00	36,500.00
22 - 322 - 572612	Water	2,450.00	2,500.00
22 - 322 - 572613	Water	24,000.00	24,400.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	<u>Budget</u>	<u>Budget</u>	
22 - 322 - 572614	Water	25,000.00	25,400.00
22 - 322 - 572616	Water	210,000.00	213,200.00
22 - 322 - 572618	Water	0.00	0.00
22 - 322 - 572619	Water	90,000.00	91,400.00
22 - 322 - 572620	Water	40,000.00	40,600.00
22 - 322 - 572704	Brush Clearance	20,000.00	20,300.00
22 - 322 - 572705	Brush Clearance	3,500.00	3,600.00
22 - 322 - 572706	Brush Clearance	75,000.00	76,100.00
22 - 322 - 572707	Brush Clearance	62,500.00	63,400.00
22 - 322 - 572708	Brush Clearance	92,500.00	93,900.00
22 - 322 - 572710	Brush Clearance	21,500.00	21,800.00
22 - 322 - 572714	Brush Clearance	5,000.00	5,100.00
22 - 322 - 572716	Brush Clearance	145,000.00	147,200.00
22 - 322 - 572718	Brush Clearance	0.00	0.00
22 - 322 - 572719	Brush Clearance	0.00	0.00
22 - 322 - 572720	Brush Clearance	5,800.00	5,900.00
22 - 322 - 579905	Miscellaneous	0.00	0.00
22 - 322 - 579907	Miscellaneous	0.00	0.00
22 - 322 - 579908	Miscellaneous	0.00	0.00
22 - 322 - 579909	Miscellaneous	0.00	0.00
22 - 322 - 579910	Miscellaneous	0.00	0.00
22 - 322 - 579911	Miscellaneous	1,308.00	1,300.00
22 - 322 - 579912	Miscellaneous	0.00	0.00
22 - 322 - 579913	Miscellaneous	0.00	0.00
22 - 322 - 579914	Miscellaneous	0.00	0.00
22 - 322 - 579915	Miscellaneous	0.00	0.00
22 - 322 - 579916	Miscellaneous	0.00	0.00
22 - 322 - 579918	Miscellaneous	0.00	0.00
22 - 322 - 579919	Miscellaneous	0.00	0.00
		3,139,260.00	3,186,500.00
Total Fund 22 Expenditures		3,139,260.00	3,186,500.00
ESTIMATED BEGINNING FUND BALANCE		825,000.00	919,562.00
CHANGE IN FUND 22 BALANCE		94,562.00	36,400.00
FUND 22 BALANCE		919,562.00	955,962.00
Fund: 24 - Landscape Maintenance District #24			
Revenue			
<u>Division: 000 - Revenue</u>			
24 - 000 - 441024	Interest Landscape Dist. #24	(100.00)	(400.00)
24 - 000 - 471024	Property Tax - District 24	214,196.00	214,200.00
		214,096.00	213,800.00
Total Fund 24 Revenue		214,096.00	213,800.00
Expenditures			
<u>Division: 323 - LMD #24</u>			
24 - 323 - 510000	Full Time Salaries	31,571.00	32,000.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		<u>Budget</u>	<u>Budget</u>
24 - 323 - 510002	Full Time Employee Overtime	0.00	0.00
24 - 323 - 510301	PERS City Paid Employee Cost	150.00	200.00
24 - 323 - 510302	PERS Employee Cost	2,500.00	2,500.00
24 - 323 - 510303	Unfunded Liability	763.00	800.00
24 - 323 - 510304	PERS Survivor Benefit	72.00	100.00
24 - 323 - 510400	Benefits	1,438.00	1,400.00
24 - 323 - 510401	Retiree Medical Benefits	0.00	0.00
24 - 323 - 510402	Medical Insurance	2,817.00	2,800.00
24 - 323 - 510403	Dental Insurance	187.00	200.00
24 - 323 - 510404	Vision Insurance	33.00	0.00
24 - 323 - 510405	Short Term Disability	181.00	200.00
24 - 323 - 510406	Long Term Disability	58.00	100.00
24 - 323 - 510407	Life Insurance	92.00	100.00
24 - 323 - 510408	Accidental Death/Dismemberment	23.00	0.00
24 - 323 - 510409	Employee Assistance Program	129.00	100.00
24 - 323 - 510600	Employer Taxes	0.00	0.00
24 - 323 - 510601	Medicare Tax	458.00	500.00
24 - 323 - 510602	Social Security Tax	0.00	0.00
24 - 323 - 510900	Hourly Employees	0.00	0.00
24 - 323 - 510902	Hourly Employee Overtime	0.00	0.00
24 - 323 - 511000	Auto Allowance	660.00	700.00
24 - 323 - 511001	457 Match	0.00	0.00
24 - 323 - 522000	Office Supplies	0.00	0.00
24 - 323 - 570100	Consultant	0.00	0.00
24 - 323 - 570130	Consultant	500.00	500.00
24 - 323 - 570131	Consultant	200.00	200.00
24 - 323 - 570132	Consultant	200.00	200.00
24 - 323 - 570133	Consultant	200.00	200.00
24 - 323 - 570134	Consultant	200.00	200.00
24 - 323 - 570135	Consultant	200.00	200.00
24 - 323 - 570136	Consultant	200.00	200.00
24 - 323 - 570137	Consultant	200.00	200.00
24 - 323 - 570230	Electric Svc - IrrigationMeter	2,100.00	2,100.00
24 - 323 - 570430	Fertilization	0.00	0.00
24 - 323 - 570630	Insect & Disease Control	500.00	500.00
24 - 323 - 570730	Irrigation Repairs	3,500.00	3,600.00
24 - 323 - 570731	Irrigation Repairs	0.00	0.00
24 - 323 - 571230	Landscape Maint-Svc Contract	66,500.00	67,500.00
24 - 323 - 571231	Landscape Maint-Svc Contract	4,000.00	4,100.00
24 - 323 - 571232	Landscape Maint-Svc Contract	8,000.00	8,100.00
24 - 323 - 571233	Landscape Maint-Svc Contract	4,000.00	4,100.00
24 - 323 - 571234	Landscape Maint-Svc Contract	1,000.00	1,000.00
24 - 323 - 571235	Landscape Maint-Svc Contract	1,000.00	1,000.00
24 - 323 - 571236	Landscape Maint-Svc Contract	1,000.00	1,000.00
24 - 323 - 571237	Landscape Maint-Svc Contract	3,000.00	3,000.00
24 - 323 - 571330	Landscape Refurbishment	2,000.00	2,000.00
24 - 323 - 571331	Landscape Refurbishment	500.00	500.00
24 - 323 - 571332	Landscape Refurbishment	500.00	500.00
24 - 323 - 571333	Landscape Refurbishment	500.00	500.00
24 - 323 - 571334	Landscape Refurbishment	500.00	500.00
24 - 323 - 571335	Landscape Refurbishment	500.00	500.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
24 - 323 - 571336 Landscape Refurbishment	500.00	500.00
24 - 323 - 571337 Landscape Refurbishment	500.00	500.00
24 - 323 - 571430 Office Supplies	0.00	0.00
24 - 323 - 571640 Pest Abatement	0.00	0.00
24 - 323 - 571730 Planting - Color Change	0.00	0.00
24 - 323 - 571830 Planting - Shrubs & Turf Grass	0.00	0.00
24 - 323 - 571831 Planting - Shrubs & Turf Grass	0.00	0.00
24 - 323 - 571930 Planting - Trees	0.00	0.00
24 - 323 - 572230 Tree Removal	25,000.00	25,400.00
24 - 323 - 572330 Tree Trimming	25,000.00	25,400.00
24 - 323 - 572630 Water	31,000.00	31,500.00
24 - 323 - 572631 Water	1,000.00	1,000.00
24 - 323 - 572632 Water	1,000.00	1,000.00
24 - 323 - 572633 Water	1,000.00	1,000.00
24 - 323 - 572634 Water	1,000.00	1,000.00
24 - 323 - 572635 Water	1,000.00	1,000.00
24 - 323 - 572636 Water	1,000.00	1,000.00
24 - 323 - 572637 Water	1,000.00	1,000.00
24 - 323 - 572730 Brush Clearance	10,000.00	10,200.00
24 - 323 - 579930 Miscellaneous	0.00	0.00
	241,132.00	244,600.00
Total Fund 24 Expenditures	241,132.00	244,600.00
ESTIMATED BEGINNING FUND BALANCE	20,000.00	(7,036.00)
CHANGE IN FUND 24 BALANCE	(27,036.00)	(30,800.00)
FUND 24 BALANCE	(7,036.00)	(37,836.00)
Fund: 25 - Prop C		
Revenue		
<u>Division: 000 - Revenue</u>		
25 - 000 - 441000 Interest Income	5,000.00	5,700.00
25 - 000 - 463000 Prop C	381,400.00	389,000.00
	386,400.00	394,700.00
Total Fund 25 Revenue	386,400.00	394,700.00
Expenditures		
<u>Division: 311 - Administration & Engineering</u>		
25 - 311 - 510000 Full Time Salaries	38,014.00	38,600.00
25 - 311 - 510002 Full Time Employee Overtime	0.00	0.00
25 - 311 - 510301 PERS City Paid Employee Cost	0.00	0.00
25 - 311 - 510302 PERS Employer Cost	2,939.00	3,000.00
25 - 311 - 510303 Unfunded Liability	756.00	800.00
25 - 311 - 510304 PERS Survivor Benefit	24.00	0.00
25 - 311 - 510400 Benefits	1,737.00	1,700.00
25 - 311 - 510401 Retiree Medical Benefits	0.00	0.00
25 - 311 - 510402 Medical Insurance	2,525.00	2,500.00
25 - 311 - 510403 Dental Insurance	257.00	300.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
25 - 311 - 510404 Vision Insurance	61.00	100.00
25 - 311 - 510405 Short Term Disability	218.00	200.00
25 - 311 - 510406 Long Term Disability	70.00	100.00
25 - 311 - 510407 Life Insurance	109.00	100.00
25 - 311 - 510408 Accidental Death/Dismemberment	28.00	0.00
25 - 311 - 510409 Employee Assistance Program	43.00	0.00
25 - 311 - 510600 Employer Taxes	0.00	0.00
25 - 311 - 510601 Medicare Tax	551.00	600.00
25 - 311 - 510602 Social Security Tax	0.00	0.00
25 - 311 - 510900 Hourly Employees	0.00	0.00
25 - 311 - 510902 Hourly Employee Overtime	0.00	0.00
25 - 311 - 511000 Auto Allowance	0.00	0.00
25 - 311 - 511001 457 Match	0.00	0.00
	47,332.00	48,000.00
<u>Division: 134 - Non-Departmental</u>		
25 - 134 - 990000 Transfer to General Fund	0.00	0.00
25 - 134 - 990029 Transfer to Transit	264,200.00	267,700.00
25 - 134 - 990040 Transfer to Capital	0.00	0.00
	264,200.00	267,700.00
<u>Division: 333 - Transit Services</u>		
25 - 333 - 525229 Public Transit Fueling #110-04	0.00	0.00
25 - 333 - 525232 Transit Administration #480-09	0.00	0.00
25 - 333 - 525239 Flexible Route Shuttle #110-01	0.00	0.00
25 - 333 - 525249 Trolley #110-02	0.00	0.00
25 - 333 - 525251 Transit Maintenance #200-3	0.00	0.00
25 - 333 - 525252 Transit Marketing #280-01	0.00	0.00
25 - 333 - 525253 Line 1 Fixed Rt #110-05	0.00	0.00
	0.00	0.00
Total Fund 25 Expenditures	311,532.00	315,700.00
ESTIMATED BEGINNING FUND BALANCE	500,000.00	574,868.00
CHANGE IN FUND 25 BALANCE	74,868.00	79,000.00
FUND 25 BALANCE	574,868.00	653,868.00
Fund: 26 - Transportation Development Act (TDA)		
Revenue		
<u>Division: 000 - Revenue</u>		
26 - 000 - 441000 Interest Income	(200.00)	(200.00)
26 - 000 - 463500 TDA	3,300.00	3,300.00
26 - 000 - 494000 Transfer in General Fund	0.00	0.00
	3,100.00	3,100.00
Total Fund 26 Revenue	3,100.00	3,100.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
26 - 134 - 990040 Transfer to Capital	0.00	0.00
	0.00	0.00
<u>Division: 331 - Transportation Planning</u>		
26 - 331 - 525200 Contractual Services	0.00	0.00
	0.00	0.00
Total Fund 26 Expenditures	0.00	0.00
ESTIMATED BEGINNING FUND BALANCE	(25,000.00)	(21,900.00)
CHANGE IN FUND 26 BALANCE	3,100.00	3,100.00
FUND 26 BALANCE	(21,900.00)	(18,800.00)
 Fund: 27 - Landscape Maintenance District #27		
Revenue		
<u>Division: 000 - Revenue</u>		
27 - 000 - 441027 Interest Landscape Dist. #27	3,700.00	3,700.00
27 - 000 - 471027 Property Tax - District 27	374,917.00	374,900.00
	378,617.00	378,600.00
Total Fund 27 Revenue	378,617.00	378,600.00
 Expenditures		
<u>Division: 324 - LMD #27</u>		
27 - 324 - 510000 Full Time Salaries	9,808.00	10,000.00
27 - 324 - 510002 Full Time Employee Overtime	0.00	0.00
27 - 324 - 510301 PERS City Paid Employee Cost	0.00	0.00
27 - 324 - 510302 PERS Employee Cost	758.00	800.00
27 - 324 - 510303 Unfunded Liability	195.00	200.00
27 - 324 - 510304 PERS Survivor Benefit	48.00	0.00
27 - 324 - 510400 Benefits	473.00	500.00
27 - 324 - 510401 Retiree Medical Benefits	0.00	0.00
27 - 324 - 510402 Medical Insurance	871.00	900.00
27 - 324 - 510403 Dental Insurance	58.00	100.00
27 - 324 - 510404 Vision Insurance	10.00	0.00
27 - 324 - 510405 Short Term Disability	56.00	100.00
27 - 324 - 510406 Long Term Disability	18.00	0.00
27 - 324 - 510407 Life Insurance	29.00	0.00
27 - 324 - 510408 Accidental Death/Dismemberment	8.00	0.00
27 - 324 - 510409 Employee Assistance Program	86.00	100.00
27 - 324 - 510600 Employer Taxes	0.00	0.00
27 - 324 - 510601 Medicare Tax	143.00	100.00
27 - 324 - 510602 Social Security Tax	0.00	0.00
27 - 324 - 510900 Hourly Employees	0.00	0.00
27 - 324 - 510902 Hourly Employee Overtime	0.00	0.00
27 - 324 - 511000 Auto Allowance	210.00	200.00
27 - 324 - 511001 457 Match	0.00	0.00
27 - 324 - 522000 Office Supplies	0.00	0.00
27 - 324 - 570100 Consultant	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79% 2020-21 Budget	1.50% 2021-22 Budget
27 - 324 - 570140 Consultant	0.00	0.00
27 - 324 - 570240 Electric Svc - IrrigationMeter	500.00	500.00
27 - 324 - 570440 Fertilization	0.00	0.00
27 - 324 - 570740 Irrigation Repairs	4,000.00	4,100.00
27 - 324 - 571240 Landscape Maint-Svc Contract	18,000.00	18,300.00
27 - 324 - 571340 Landscape Refurbishment	1,500.00	1,500.00
27 - 324 - 571440 Office Supplies	400.00	400.00
27 - 324 - 571640 Pest Abatement	0.00	0.00
27 - 324 - 571740 Planting - Color Change	0.00	0.00
27 - 324 - 570141 Consultant	500.00	500.00
27 - 324 - 570741 Irrigation Repairs	24,000.00	24,400.00
27 - 324 - 571241 Landscape Maint-Svc Contract	188,000.00	190,800.00
27 - 324 - 571341 Landscape Refurbishment	75,000.00	76,100.00
27 - 324 - 572741 Brush Clearance	35,000.00	35,500.00
27 - 324 - 571840 Planting - Shrubs & Turf Grass	0.00	0.00
27 - 324 - 571940 Planting - Trees	500.00	500.00
27 - 324 - 572240 Tree Removal	6,000.00	6,100.00
27 - 324 - 572340 Tree Trimming	9,000.00	9,100.00
27 - 324 - 572640 Water	5,500.00	5,600.00
	380,671.00	386,400.00
Total Fund 27 Expenditures	380,671.00	386,400.00
ESTIMATED BEGINNING FUND BALANCE	60,000.00	57,946.00
CHANGE IN FUND 27 BALANCE	(2,054.00)	(7,800.00)
FUND 27 BALANCE	57,946.00	50,146.00
 Fund: 28 - Library		
Revenue		
<u>Division: 000 - Revenue</u>		
28 - 000 - 401000 Property Tax	2,190,000.00	2,245,000.00
28 - 000 - 425000 Library Fines and Recovery	19,000.00	19,000.00
28 - 000 - 432000 State Library Grant	7,000.00	7,000.00
28 - 000 - 432100 Hidden Hills Library Funds	390,000.00	410,000.00
28 - 000 - 441000 Interest Income	23,100.00	23,900.00
28 - 000 - 446701 Copy Machine	0.00	0.00
28 - 000 - 490010 Transfer in General Fund	4,300.00	4,300.00
	2,633,400.00	2,709,200.00
Total Fund 28 Revenue	2,633,400.00	2,709,200.00
 Expenditures		
<u>Division: 134 - Non-Departmental</u>		
28 - 134 - 990085 Transfer to 2006 COP	0.00	0.00
28 - 134 - 990087 Transfer to 2015 COP	780,000.00	776,800.00
	780,000.00	776,800.00
 <u>Division: 136 - Civic Center O&M</u>		
28 - 136 - 522100 Special Dept. Supplies	10,000.00	10,000.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		Budget	Budget
28 - 136 - 522103	Facility Maintenance	43,100.00	43,100.00
28 - 136 - 523900	Equipment Maintenance	13,100.00	13,100.00
28 - 136 - 524000	Utilities - Electric	65,500.00	65,500.00
28 - 136 - 524001	Utilities - Water	6,200.00	6,200.00
28 - 136 - 524002	Utilities - Gas	4,600.00	4,600.00
28 - 136 - 541600	Miscellaneous Expenditure	200.00	200.00
28 - 136 - 550001	Building Security	3,400.00	3,400.00
28 - 136 - 650000	Capital Outlay	0.00	0.00
		146,100.00	146,100.00
<u>Division: 533 - Library</u>			
28 - 533 - 510000	Full Time Salaries	568,936.00	577,000.00
28 - 533 - 510002	Full Time Employee Overtime	0.00	0.00
28 - 533 - 510301	PERS City Paid Employee Cost	35,260.00	36,000.00
28 - 533 - 510302	PERS Employeeer Cost	57,852.00	59,000.00
28 - 533 - 510303	Unfunded Liability	43,228.00	44,000.00
28 - 533 - 510304	PERS Survivor Benefit	240.00	0.00
28 - 533 - 510400	Benefits	17,692.00	18,000.00
28 - 533 - 510401	Retiree Medical Benefits	0.00	0.00
28 - 533 - 510402	Medical Insurance	105,729.00	107,000.00
28 - 533 - 510403	Dental Insurance	7,402.00	8,000.00
28 - 533 - 510404	Vision Insurance	1,513.00	2,000.00
28 - 533 - 510405	Short Term Disability	3,250.00	3,000.00
28 - 533 - 510406	Long Term Disability	1,047.00	1,000.00
28 - 533 - 510407	Life Insurance	1,612.00	2,000.00
28 - 533 - 510408	Accidental Death/Dismemberment	407.00	0.00
28 - 533 - 510409	Employee Assistance Program	431.00	0.00
28 - 533 - 510600	Employer Taxes	0.00	0.00
28 - 533 - 510601	Medicare Tax	12,311.00	12,000.00
28 - 533 - 510602	Social Security Tax	0.00	0.00
28 - 533 - 510900	Hourly Employees	255,000.00	259,000.00
28 - 533 - 510902	Hourly Employee Overtime	0.00	0.00
28 - 533 - 511000	Auto Allowance	0.00	0.00
28 - 533 - 511001	457 Match	0.00	0.00
28 - 533 - 520800	Telephone	2,000.00	2,000.00
28 - 533 - 522000	Office Supplies	4,000.00	4,000.00
28 - 533 - 522100	Special Dept. Supplies	12,000.00	12,000.00
28 - 533 - 522300	Kitchen Supplies	1,500.00	1,500.00
28 - 533 - 522600	Dues and Memberships	6,500.00	6,500.00
28 - 533 - 523000	Postage / Courier Service	200.00	200.00
28 - 533 - 523500	Computer Hardware	9,000.00	9,000.00
28 - 533 - 523501	Computer Software	5,000.00	5,000.00
28 - 533 - 523900	Equipment Maintenance	10,000.00	10,000.00
28 - 533 - 524003	Utilities - Cable	3,400.00	3,400.00
28 - 533 - 524005	Utilities - Broadband	20,000.00	20,000.00
28 - 533 - 525200	Contractual Services	2,000.00	2,000.00
28 - 533 - 526800	Magazines Newspprs Periodicals	8,000.00	8,000.00
28 - 533 - 526802	eBooks-Hidden Hills-LVUSD	390,000.00	410,000.00
28 - 533 - 527000	Business Meeting & Conference	1,000.00	1,000.00
28 - 533 - 528500	Training	600.00	600.00
28 - 533 - 650000	Capital Outlay	3,900.00	3,900.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
28 - 533 - 652800 Library Collection Development	54,300.00	54,300.00
28 - 533 - 994048 Transfer to Library Capital Replacement	25,000.00	25,000.00
	1,670,310.00	1,706,400.00
Total Fund 28 Expenditures	2,596,410.00	2,629,300.00
ESTIMATED BEGINNING FUND BALANCE	2,300,000.00	2,336,990.00
CHANGE IN FUND 28 BALANCE	36,990.00	79,900.00
FUND 28 BALANCE	2,336,990.00	2,416,890.00
Fund: 29 - Transportation Programs		
Revenue		
<u>Division: 000 - Revenue</u>		
29 - 000 - 441000 Interest Income	(600.00)	(600.00)
29 - 000 - 442000 Miscellaneous	0.00	0.00
29 - 000 - 462011 Transit Fares	22,300.00	22,700.00
29 - 000 - 490010 Transfer in General Fund	0.00	0.00
29 - 000 - 490016 Transfer in Developr ImpactFee	0.00	0.00
29 - 000 - 490020 Transfer in Prop A	330,500.00	335,000.00
29 - 000 - 490025 Transfer in Prop C	264,200.00	267,700.00
29 - 000 - 490034 Transfer in Measure R Local	91,300.00	92,600.00
	707,700.00	717,400.00
Total Fund 29 Revenue	707,700.00	717,400.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
29 - 134 - 990010 Transfer to General Fund	80,600.00	80,600.00
29 - 134 - 990040 Transfer to Capital	0.00	0.00
	80,600.00	80,600.00
<u>Division: 333 - Transit Services</u>		
29 - 333 - 525231 Camp Calabasas-Rec #140-25	31,400.00	31,900.00
29 - 333 - 525233 Dial-a-Ride #130-01	100,000.00	101,500.00
29 - 333 - 525234 Pumpkin Fest Shuttle #140-07	6,500.00	6,600.00
29 - 333 - 525235 Summer Beach Bus #140-01	18,200.00	18,500.00
29 - 333 - 525241 Youth Excursion Trip #140-03	5,800.00	5,900.00
29 - 333 - 525248 Senior Trips #140-24	8,500.00	8,600.00
29 - 333 - 525251 Transit Maintenance #200-03	0.00	0.00
29 - 333 - 525229 Public Transit Fueling #110-04	67,300.00	68,300.00
29 - 333 - 525239 Flexible Route Shuttle #110-01	201,300.00	204,300.00
29 - 333 - 525249 Trolley #110-02	27,800.00	28,200.00
29 - 333 - 525251 Vehicle Maintenance #180-01	31,100.00	31,600.00
29 - 333 - 525252 Transit Marketing #280-01	200.00	200.00
29 - 333 - 525253 Line 1 Fixed Rt (JARC) #110-05	129,100.00	131,000.00
	627,200.00	636,600.00
Total Fund 29 Expenditures	707,800.00	717,200.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
ESTIMATED BEGINNING FUND BALANCE	(60,000.00)	(60,100.00)
CHANGE IN FUND 29 BALANCE	(100.00)	200.00
FUND 29 BALANCE	(60,100.00)	(59,900.00)
 Fund: 32 - Landscape Maintenance District #32		
Revenue		
<u>Division: 000 - Revenue</u>		
32 - 000 - 441032 Interest Landscape Dist. #32	(100.00)	(400.00)
32 - 000 - 471032 Property Tax - District 32	35,453.00	36,000.00
	35,353.00	35,600.00
Total Fund 32 Revenue	35,353.00	35,600.00
 Expenditures		
<u>Division: 325 - LMD #32</u>		
32 - 325 - 510000 Full Time Salaries	2,146.00	2,000.00
32 - 325 - 510002 Full Time Employee Overtime	0.00	0.00
32 - 325 - 510301 PERS City Paid Employee Cost	150.00	0.00
32 - 325 - 510302 PERS Employer Cost	225.00	0.00
32 - 325 - 510303 Unfunded Liability	178.00	0.00
32 - 325 - 510304 PERS Survivor Benefit	48.00	0.00
32 - 325 - 510400 Benefits	18.00	0.00
32 - 325 - 510401 Retiree Medical Benefits	0.00	0.00
32 - 325 - 510402 Medical Insurance	204.00	0.00
32 - 325 - 510403 Dental Insurance	14.00	0.00
32 - 325 - 510404 Vision Insurance	3.00	0.00
32 - 325 - 510405 Short Term Disability	12.00	0.00
32 - 325 - 510406 Long Term Disability	4.00	0.00
32 - 325 - 510407 Life Insurance	7.00	0.00
32 - 325 - 510408 Accidental Death/Dismemberment	2.00	0.00
32 - 325 - 510409 Employee Assistance Program	86.00	0.00
32 - 325 - 510600 Employer Taxes	0.00	0.00
32 - 325 - 510601 Medicare Tax	31.00	0.00
32 - 325 - 510602 Social Security Tax	0.00	0.00
32 - 325 - 510900 Hourly Employees	0.00	0.00
32 - 325 - 510902 Hourly Employee Overtime	0.00	0.00
32 - 325 - 511000 Auto Allowance	30.00	0.00
32 - 325 - 511001 457 Match	0.00	0.00
32 - 325 - 570100 Consultant	0.00	0.00
32 - 325 - 570250 Electric Svc - IrrigationMeter	300.00	300.00
32 - 325 - 571250 Landscape Maint-Svc Contract	24,700.00	25,100.00
32 - 325 - 571850 Planting - Shrubs & Turf	0.00	0.00
32 - 325 - 572350 Tree Trimming	0.00	0.00
32 - 325 - 572650 Water	4,500.00	4,600.00
	32,658.00	32,000.00
Total Fund 32 Expenditures	32,658.00	32,000.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
ESTIMATED BEGINNING FUND BALANCE	(50,000.00)	(47,305.00)
CHANGE IN FUND 32 BALANCE	2,695.00	3,600.00
FUND 32 BALANCE	(47,305.00)	(43,705.00)
 Fund: 33 - Used Oil Grants		
Revenue		
<u>Division: 000 - Revenue</u>		
33 - 000 - 441000 Interest Income	(100.00)	(100.00)
33 - 000 - 480100 STATE - Recycling Block Grant	14,000.00	7,000.00
	13,900.00	6,900.00
Total Fund 33 Revenue	13,900.00	6,900.00
 Expenditures		
<u>Division: 315 - Natural Resource Protection</u>		
33 - 315 - 525200 Contractual Services	7,400.00	7,600.00
	7,400.00	7,600.00
Total Fund 33 Expenditures	7,400.00	7,600.00
 ESTIMATED BEGINNING FUND BALANCE	 (18,000.00)	 (11,500.00)
CHANGE IN FUND 33 BALANCE	6,500.00	(700.00)
FUND 33 BALANCE	(11,500.00)	(12,200.00)
 Fund: 34 - Measure R - Local Return		
Revenue		
<u>Division: 000 - Revenue</u>		
34 - 000 - 441000 Interest Income	10,200.00	11,900.00
34 - 000 - 463900 Measure R - Local Return	286,100.00	290,400.00
	296,300.00	302,300.00
Total Fund 34 Revenue	296,300.00	302,300.00
 Expenditures		
<u>Division: 311 - Administration & Engineering</u>		
34 - 311 - 510000 Full Time Salaries	20,485.00	20,800.00
34 - 311 - 510002 Full Time Employee Overtime	0.00	0.00
34 - 311 - 510301 PERS City Paid Employee Cost	1,434.00	1,400.00
34 - 311 - 510302 PERS Employee Cost	2,147.00	2,200.00
34 - 311 - 510303 Unfunded Liability	1,706.00	1,700.00
34 - 311 - 510304 PERS Survivor Benefit	96.00	100.00
34 - 311 - 510400 Benefits	302.00	300.00
34 - 311 - 510401 Retiree Medical Benefits	0.00	0.00
34 - 311 - 510402 Medical Insurance	2,437.00	2,400.00
34 - 311 - 510403 Dental Insurance	124.00	100.00
34 - 311 - 510404 Vision Insurance	27.00	0.00
34 - 311 - 510405 Short Term Disability	117.00	100.00
34 - 311 - 510406 Long Term Disability	37.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
34 - 311 - 510407 Life Insurance	60.00	100.00
34 - 311 - 510408 Accidental Death/Dismemberment	15.00	0.00
34 - 311 - 510409 Employee Assistance Program	172.00	200.00
34 - 311 - 510600 Employer Taxes	0.00	0.00
34 - 311 - 510601 Medicare Tax	297.00	300.00
34 - 311 - 510602 Social Security Tax	0.00	0.00
34 - 311 - 510900 Hourly Employees	0.00	0.00
34 - 311 - 510902 Hourly Employee Overtime	0.00	0.00
34 - 311 - 511000 Auto Allowance	150.00	200.00
34 - 311 - 511001 457 Match	0.00	0.00
	29,606.00	29,900.00
<u>Division: 134 - Non-Departmental</u>		
34 - 134 - 525200 Contractual Services	0.00	0.00
34 - 134 - 990000 Transfer to General Fund	0.00	0.00
34 - 134 - 990029 Transfer to Transportation Programs	91,300.00	92,600.00
	91,300.00	92,600.00
Total Fund 34 Expenditures	120,906.00	122,500.00
ESTIMATED BEGINNING FUND BALANCE	850,000.00	1,025,394.00
CHANGE IN FUND 34 BALANCE	175,394.00	179,800.00
FUND 34 BALANCE	1,025,394.00	1,205,194.00
Fund: 35 - CDBG		
Revenue		
<u>Division: 000 - Revenue</u>		
35 - 000 - 441000 Interest Income	(300.00)	(200.00)
35 - 000 - 465001 FED - CDBG Admin	18,600.00	18,900.00
35 - 000 - 465002 FED - CDBG Res Rehab	75,900.00	77,000.00
	94,200.00	95,700.00
Total Fund 35 Revenue	94,200.00	95,700.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
35 - 134 - 523201 Residential Rehab Program	82,800.00	84,000.00
	82,800.00	84,000.00
Total Fund 35 Expenditures	82,800.00	84,000.00
ESTIMATED BEGINNING FUND BALANCE	(45,000.00)	(33,600.00)
CHANGE IN FUND 35 BALANCE	11,400.00	11,700.00
FUND 35 BALANCE	(33,600.00)	(21,900.00)
Fund: 36 - Grants		
Revenue		
<u>Division: 000 - Revenue</u>		

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
36 - 000 - 441000 Interest Income	(15,500.00)	(13,500.00)
36 - 000 - 466400 FED - Federal Transit Admin	164,500.00	0.00
36 - 000 - 466600 FED - Bike Lane (MTA Grant)	125,100.00	300,000.00
36 - 000 - 467100 STATE -Water Resources	925,310.30	700,000.00
36 - 000 - 480400 Signal Sync (MTA Grant)	(330,749.56)	530,400.00
36 - 000 - 469000 FED - STPL	74,700.00	0.00
	943,360.74	1,516,900.00
Total Fund 36 Revenue	943,360.74	1,516,900.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
36 - 134 - 554601 Dry Canyon Creek (P40-16)State	0.00	0.00
36 - 134 - 555201 Headwaters Corners- Land Purch	0.00	0.00
36 - 134 - 555202 Headwaters Corners - Planning	0.00	0.00
36 - 134 - 990000 Transfer to General Fund	310,000.00	314,700.00
36 - 134 - 990040 Transfer to Capital	1,000,000.00	1,000,000.00
	1,310,000.00	1,314,700.00
<u>Division: 152 - Risk Management</u>		
36 - 152 - 522100 Special Dept. Supplies	0.00	0.00
36 - 152 - 522107 CLEEP Expenditures	0.00	0.00
36 - 152 - 545201 Homeland Security Expenditures	0.00	0.00
	0.00	0.00
<u>Division: 222 - Emergency Preparedness/CERP</u>		
36 - 222 - 522100 Special Dept. Supplies	0.00	0.00
	0.00	0.00
<u>Division: 331 - Transportation Planning</u>		
36 - 331 - 522504 STTOP Traffic Safety	0.00	0.00
	0.00	0.00
<u>Division: 333 - Transit Services</u>		
36 - 333 - 522505 JARC Shuttle - Fed	0.00	0.00
	0.00	0.00
<u>Division: 339 - Capital Improvements-Trnsption</u>		
36 - 339 - 650242 AE Wright Footbridge	0.00	0.00
	0.00	0.00
<u>Division: 414 - Natural Resource Protection</u>		
36 - 414 - 525200 Contractual Services	0.00	0.00
	0.00	0.00
<u>Division: 514 - Parks Maintenance</u>		
36 - 514 - 555400 Grant - LA River Pkwy (Prop12)	0.00	0.00
	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
Total Fund 36 Expenditures	1,310,000.00	1,314,700.00
ESTIMATED BEGINNING FUND BALANCE	(1,200,000.00)	(1,566,639.26)
CHANGE IN FUND 36 BALANCE	(366,639.26)	202,200.00
FUND 36 BALANCE	(1,566,639.26)	(1,364,439.26)
 Fund: 38 - COPS - AB 3229 Grant		
Revenue		
<u>Division: 000 - Revenue</u>		
38 - 000 - 441000 Interest Income	800.00	800.00
38 - 000 - 468000 COPS AB3229 Grant Revenue	100,000.00	100,000.00
	100,800.00	100,800.00
Total Fund 38 Revenue	100,800.00	100,800.00
 Expenditures		
<u>Division: 213 - Cops Grant</u>		
38 - 213 - 525200 Contractual Services	100,000.00	100,000.00
	100,000.00	100,000.00
Total Fund 38 Expenditures	100,000.00	100,000.00
ESTIMATED BEGINNING FUND BALANCE	75,000.00	75,800.00
CHANGE IN FUND 38 BALANCE	800.00	800.00
FUND 38 BALANCE	75,800.00	76,600.00
 Fund: 39 - Mearure R - Trans		
Revenue		
<u>Division: 000 - Revenue</u>		
39 - 000 - 441000 Interest Income	0.00	0.00
39 - 000 - 463800 Lost Hills Overpass & Interchg	(670,000.00)	350,000.00
	(670,000.00)	350,000.00
Total Fund 39 Revenue	(670,000.00)	350,000.00
 Expenditures		
<u>Division: 134 - Non-Departmental</u>		
39 - 134 - 990010 Transfer to General Fund	350,000.00	350,000.00
39 - 134 - 990040 Transfer to Capital	0.00	0.00
	350,000.00	350,000.00
Total Fund 39 Expenditures	350,000.00	350,000.00
ESTIMATED BEGINNING FUND BALANCE	1,020,000.00	0.00
CHANGE IN FUND 39 BALANCE	(1,020,000.00)	0.00
FUND 39 BALANCE	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
Fund: 40 - Capital Improvement Projects		
Revenue		
<u>Division: 000 - Revenue</u>		
40 - 000 - 490010	Transfer in General Fund	25,000.00
40 - 000 - 490014	Transfer in AB 939	0.00
40 - 000 - 490015	Transfer in Gas Tax	760,000.00
40 - 000 - 490016	Transfer in Developr ImpactFee	0.00
40 - 000 - 490019	Transfer in B & T	0.00
40 - 000 - 490020	Transfer in Prop A	0.00
40 - 000 - 490021	Transfer in LMD Ad Valorum	1,000,000.00
40 - 000 - 490024	Transfer in LMD 24	0.00
40 - 000 - 490025	Transfer in Prop C	0.00
40 - 000 - 490026	Transfer in TDA	0.00
40 - 000 - 490027	Transfer in LMD 27	0.00
40 - 000 - 490030	Transfer in Storm Damage	0.00
40 - 000 - 490034	Transfer in Measure R Local	500,000.00
40 - 000 - 490035	Transfer in CDBG	0.00
40 - 000 - 490036	Transfer in Grant Fund	1,000,000.00
40 - 000 - 490039	Transfer in Measure R Trans	0.00
40 - 000 - 490047	Transfer in Measure M Local	600,000.00
40 - 000 - 490049	Transfer in Measure M	2,900,000.00
40 - 000 - 490050	Transfer in T&SC	0.00
40 - 000 - 490060	Transfer in Management Reserve	0.00
40 - 000 - 490061	Transfer in Calabasas Park Improvements	0.00
40 - 000 - 490063	Transfer in RMRA SB1	600,000.00
40 - 000 - 490065	Transfer in Oak Tree Mitigation	0.00
	7,385,000.00	7,966,000.00
Total Fund 40 Revenue	7,385,000.00	7,966,000.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
40 - 134 - 990000	Transfer to General Fund	0.00
	0.00	0.00
<u>Division: 319 - Capital Improvements-Pub Wks</u>		
40 - 319 - 650001	Handicapped Ramps Various Loc	0.00
40 - 319 - 650XXX	Calabasas Klubhouse Resurfacing	0.00
40 - 319 - 650161	Street-Rubberized Overly Desgn	0.00
40 - 319 - 650133	City wide GIS Program	0.00
40 - 319 - 650201	Annual City Wide Slurry Seal	0.00
40 - 319 - 650212	Street - Rubberized Overlay	1,010,000.00
40 - 319 - 650213	City Wide Bridge Repair	0.00
40 - 319 - 650216	Parkway Cala Landscaping	0.00
40 - 319 - 650222	Agoura Rd Brdg-Las Virgenes Cr	0.00
40 - 319 - 650231	Annual Concrete Rehabilitation	0.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		<u>Budget</u>	<u>Budget</u>
40 - 319 - 650233	Citywide Sewer Expansion	0.00	0.00
40 - 319 - 650234	Continuous Deflector System	0.00	0.00
40 - 319 - 650235	Creek Restoration Project	0.00	0.00
40 - 319 - 650236	Tree Planting	25,000.00	25,000.00
40 - 319 - 650238	STATE - LV Creek RestoreDesign	0.00	0.00
40 - 319 - 650239	Driver Avenue Improvements	0.00	0.00
40 - 319 - 650243	Las Virgenes Crk Urban Runoff	0.00	0.00
40 - 319 - 650244	Highlands Master Drainage	0.00	0.00
40 - 319 - 650245	McCoy Creek Restoration	0.00	0.00
40 - 319 - 650246	Median Irrigation Improvement	0.00	0.00
40 - 319 - 650247	City Entryway Monument Sgns P3	0.00	0.00
40 - 319 - 650248	Storm Drain Transfers	0.00	0.00
40 - 319 - 650249	Linden Terrace	0.00	0.00
40 - 319 - 650250	Las Virgenes Creek Biofiltrat	0.00	0.00
40 - 319 - 650254	Mulholland Hwy Sidewalk	0.00	0.00
40 - 319 - 650258	Malibu Creek Watershed Monitor	0.00	0.00
40 - 319 - 650259	ADA Playground - Design	0.00	0.00
40 - 319 - 650260	Topanga Corridor MP	0.00	0.00
40 - 319 - 650261	Headwaters Corner Project	0.00	0.00
40 - 319 - 650262	Project MP & Imp for 3 Parks	0.00	0.00
40 - 319 - 650267	MalibuHills Rd Streetscape Rep	0.00	0.00
40 - 319 - 650268	Wild Walnut Park - Phase II	0.00	0.00
40 - 319 - 650270	Mulholland Hwy PM27.47-27.53	0.00	0.00
40 - 319 - 650271	Mulwood Slurry Seal	0.00	0.00
40 - 319 - 650272	ADA Playground - Development	0.00	0.00
40 - 319 - 650275	Citywide Sewer Expansion	0.00	0.00
40 - 319 - 650276	Malibu Hills Median Landscaping	0.00	0.00
40 - 319 - 650277	Winter Storm Damage #1577	0.00	0.00
40 - 319 - 650278	Parkway Calabasas Rd Repair	0.00	0.00
40 - 319 - 650279	Creekside Park Improvements - Ph 1	0.00	0.00
40 - 319 - 650280	DeAnza Park Improvements	0.00	0.00
40 - 319 - 650281	Freedom Park Improvements	0.00	0.00
40 - 319 - 650282	Gates Canyon Park Improvements	0.00	0.00
40 - 319 - 650283	Grape Arbor Park Improvements	0.00	0.00
40 - 319 - 650284	Mulholland Hwy Landscaping Declaration P	0.00	0.00
40 - 319 - 650285	Winter Storm Damage #1585	0.00	0.00
40 - 319 - 650286	Reclaim Water Extension on Mulholland Hv	0.00	0.00
40 - 319 - 650287	Thousand Oaks Blvd Landscaping	0.00	0.00
40 - 319 - 650289	Lilac Trail Improvements	0.00	0.00
40 - 319 - 650293	Bark Park Improvements	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

		2.79%	1.50%
		2020-21	2021-22
		Budget	Budget
40 - 319 - 650294	West Calabasas Road Enhancements	0.00	0.00
40 - 319 - 650296	Health Center Improvements	0.00	0.00
40 - 319 - 650297	Tennis Center Improvements	0.00	0.00
40 - 319 - 650298	Tennis & Swim Center - Ph 2 Improvements	0.00	0.00
40 - 319 - 650290	AE Wright Joint Proposal/Gym Renovation	0.00	0.00
40 - 319 - 650306	Clover Trail Improvements	0.00	0.00
40 - 319 - 650329	Placard Replacement Program	0.00	0.00
40 - 319 - 6503XX	Old Town Calabasas Sidewalk	0.00	0.00
40 - 319 - 6503XX	Old Town Calabasas	0.00	0.00
40 - 319 - 650337	STATE - Green Street Project	1,800,000.00	2,841,000.00
40 - 319 - 650324	STATE - Smart Irrigation	0.00	0.00
40 - 319 - 650345	Mulholland Shoulder Safety	150,000.00	2,000,000.00
		2,985,000.00	5,766,000.00
 <u>Division: 339 - Capital Improvements-Trnsption</u>			
40 - 339 - 650037	U.S. 101 Corridor Bike Lane Pr	0.00	0.00
40 - 339 - 650XXX	Cala Rd/US 101 I/S Improvements	0.00	0.00
40 - 339 - 650045	Mulh Hwy Wide Design MeasR	0.00	0.00
40 - 339 - 650XXX	Safe Route to School - Cycle 3	0.00	0.00
40 - 339 - 650XXX	Las Virgenes Rd from Calabasas - Lost Hil	0.00	0.00
40 - 339 - 65XXXX	Highland Drainage Improvements - Ph II	0.00	0.00
40 - 339 - 650335	Citywide Guardrails	50,000.00	50,000.00
40 - 339 - 650205	Lost Hills/Malibu Rd. Signal	0.00	0.00
40 - 339 - 650206	Lost Hills O/P & Intchg MeasR	0.00	0.00
40 - 339 - 650207	Visual Signal Surveillance	0.00	0.00
40 - 339 - 650209	Calabasas Bicycle Master Plan	0.00	0.00
40 - 339 - 650210	Rondell Parking Lot	1,000,000.00	500,000.00
40 - 339 - 650216	Parkway Calabasas Improvements	0.00	0.00
40 - 339 - 650291	Old Topanga/Mulholland Signal	0.00	0.00
40 - 339 - 650227	Bus Shelter Installation	0.00	0.00
40 - 339 - 650228	Calabasas Connecting Trail	0.00	0.00
40 - 339 - 650229	Pepperdine Univ Traffic Miti	0.00	0.00
40 - 339 - 650240	Trfc Sig-Mulholland Hwy @ CHS	0.00	0.00
40 - 339 - 650241	Traf Sig-Old Topanga/Bluebird	0.00	0.00
40 - 339 - 650242	AE Wright Footbridge	0.00	0.00
40 - 339 - 650251	Traffic Signal Interconnect	0.00	0.00
40 - 339 - 650252	Traffic Signal Installation	0.00	0.00
40 - 339 - 650255	Park & Ride - Old Town MeasR	0.00	0.00
40 - 339 - 650257	Bus Acquisition	0.00	0.00
40 - 339 - 650263	Signal Las Virgenes/TO Blvd	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
40 - 339 - 650264 Transit Facility Acq & Cont	0.00	0.00
40 - 339 - 650265 Citywide Transit Program	0.00	0.00
40 - 339 - 650266 Pedestrian Safety MP	0.00	0.00
40 - 339 - 650267 MalibuHills Rd Streetscape Rep	0.00	0.00
40 - 339 - 650269 Traffic Sig-PkwyCal/P Primario	0.00	0.00
40 - 339 - 650274 Camino Portal Pedestrian Improvements	0.00	0.00
40 - 339 - 650288 W Calabasas Rd Enhancements	0.00	0.00
40 - 339 - 650305 Civic Center Open Space Restoration	0.00	0.00
40 - 339 - 650307 Mulholland Highway Landslide Repair	0.00	0.00
40 - 339 - 650308 Calabasas Rd/Civic Center Way Median	0.00	0.00
40 - 339 - 650311 CalabRd/US101 Interchg MeasR	0.00	0.00
40 - 339 - 650317 Las Virg Scenic MeasR	0.00	0.00
40 - 339 - 6503XX Rondell Parking Lot	0.00	0.00
40 - 339 - 6503XX Malibu Hills Reconstruction	0.00	0.00
40 - 339 - 6503XX Mulholland Highway Safety Program	0.00	0.00
40 - 339 - 650340 Signal Synchronization	0.00	0.00
40 - 339 - 650325 CPHA Signal PkCapri&PkGranada	0.00	0.00
40 - 339 - 650336 MulHwy Bicycle Gap Closure	2,250,000.00	0.00
40 - 339 - 650343 Battery Back-up 9 Signals	100,000.00	0.00
40 - 339 - 650344 Old Town Sidewalk & StreetLights	1,000,000.00	1,000,000.00
40 - 339 - 6503XX Signal Hardware Replacements	0.00	150,000.00
40 - 339 - 6503YY Calabasas Road Improvements	0.00	500,000.00
	4,400,000.00	2,200,000.00
Total Fund 40 Expenditures	7,385,000.00	7,966,000.00
ESTIMATED BEGINNING FUND BALANCE	0.00	0.00
CHANGE IN FUND 40 BALANCE	0.00	0.00
FUND 40 BALANCE	0.00	0.00
Fund: 42 - Civic Center Capital Replacement		
Revenue		
<u>Division: 000 - Revenue</u>		
42 - 000 - 441000 Interest Income	10,600.00	10,700.00
	10,600.00	10,700.00
Total Fund 42 Revenue	10,600.00	10,700.00
Expenditures		
<u>Division: 136 - Civic Center O&M</u>		
42 - 136 - 650000 Capital Outlay	2,700.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
	2,700.00	0.00
Total Fund 42 Expenditures	2,700.00	0.00
ESTIMATED BEGINNING FUND BALANCE	1,065,000.00	1,072,900.00
CHANGE IN FUND 42 BALANCE	7,900.00	10,700.00
FUND 42 BALANCE	1,072,900.00	1,083,600.00
Fund: 46 - Disaster Recovery (Woolsey Fire Settlement)		
Revenue		
<u>Division: 000 - Revenue</u>		
46 - 000 - 441000 Interest Income	50,000.00	40,000.00
	50,000.00	40,000.00
Total Fund 46 Revenue	50,000.00	40,000.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
46 - 134 - 554210 Calabasas OPEN Small Business Grants	1,000,000.00	0.00
	1,000,000.00	0.00
Total Fund 46 Expenditures	1,000,000.00	0.00
ESTIMATED BEGINNING FUND BALANCE	4,050,000.00	3,100,000.00
CHANGE IN FUND 46 BALANCE	(950,000.00)	40,000.00
FUND 46 BALANCE	3,100,000.00	3,140,000.00
Fund: 47 - Measure M - MTA Local Return		
Revenue		
<u>Division: 000 - Revenue</u>		
47 - 000 - 441000 Interest Income	5,100.00	5,000.00
47 - 000 - 464700 Measure M - Local Return	324,200.00	329,100.00
	329,300.00	334,100.00
Total Fund 47 Revenue	329,300.00	334,100.00
Expenditures		
<u>Division: 311 - Administration & Engineering</u>		
47 - 311 - 510000 Full Time Salaries	33,819.00	34,300.00
47 - 311 - 510002 Full Time Employee Overtime	0.00	0.00
47 - 311 - 510301 PERS City Paid Employee Cost	1,548.00	1,600.00
47 - 311 - 510302 PERS Employeeer Cost	3,222.00	3,200.00
47 - 311 - 510303 Unfunded Liability	2,073.00	2,100.00
47 - 311 - 510304 PERS Survivor Benefit	120.00	100.00
47 - 311 - 510400 Benefits	494.00	500.00
47 - 311 - 510401 Retiree Medical Benefits	0.00	0.00
47 - 311 - 510402 Medical Insurance	3,861.00	3,900.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
47 - 311 - 510403 Dental Insurance	219.00	200.00
47 - 311 - 510404 Vision Insurance	49.00	0.00
47 - 311 - 510405 Short Term Disability	193.00	200.00
47 - 311 - 510406 Long Term Disability	62.00	100.00
47 - 311 - 510407 Life Insurance	98.00	100.00
47 - 311 - 510408 Accidental Death/Dismemberment	25.00	0.00
47 - 311 - 510409 Employee Assistance Program	215.00	200.00
47 - 311 - 510600 Employer Taxes	0.00	0.00
47 - 311 - 510601 Medicare Tax	848.00	800.00
47 - 311 - 510602 Social Security Tax	0.00	0.00
47 - 311 - 510900 Hourly Employees	0.00	0.00
47 - 311 - 510902 Hourly Employee Overtime	0.00	0.00
47 - 311 - 511000 Auto Allowance	210.00	200.00
47 - 311 - 511001 457 Match	0.00	0.00
	47,056.00	47,500.00
<u>Division: 134 - Non-Departmental</u>		
47 - 134 - 541600 Miscellaneous Expenditure	0.00	0.00
47 - 134 - 650000 Capital Outlay	600,000.00	300,000.00
	600,000.00	300,000.00
Total Fund 47 Expenditures	647,056.00	347,500.00
ESTIMATED BEGINNING FUND BALANCE	835,000.00	517,244.00
CHANGE IN FUND 47 BALANCE	(317,756.00)	(13,400.00)
FUND 47 BALANCE	517,244.00	503,844.00
Fund: 48 - Library Capital Replacement		
Revenue		
<u>Division: 000 - Revenue</u>		
48 - 000 - 441000 Interest Income	5,400.00	5,700.00
48 - 000 - 492800 Transfer in Library Fund	0.00	0.00
48 - 000 - 490028 Transfer in Library Fund	25,000.00	25,000.00
	30,400.00	30,700.00
Total Fund 48 Revenue	30,400.00	30,700.00
Expenditures		
<u>Division: 136 - Civic Center O&M</u>		
48 - 136 - 541600 Miscellaneous Expenditure	0.00	0.00
48 - 136 - 650000 Capital Outlay	0.00	0.00
48 - 136 - 990000 Transfer to General Fund	0.00	0.00
	0.00	0.00
Total Fund 48 Expenditures	0.00	0.00
ESTIMATED BEGINNING FUND BALANCE	538,000.00	568,400.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
CHANGE IN FUND 48 BALANCE	30,400.00	30,700.00
FUND 48 BALANCE	568,400.00	599,100.00
 Fund: 49 - Measure M - Traffic Improvement		
Revenue		
<u>Division: 000 - Revenue</u>		
49 - 000 - 441000 Interest Income	(10,200.00)	(13,900.00)
49 - 000 - XXXXXX Measure M - Traffic Improvement	2,175,000.00	3,980,800.00
	2,164,800.00	3,966,900.00
Total Fund 49 Revenue	2,164,800.00	3,966,900.00
 Expenditures		
<u>Division: 134 - Non-Departmental</u>		
49 - 134 - 990040 Transfer to Capital	2,900,000.00	4,341,000.00
	2,900,000.00	4,341,000.00
Total Fund 49 Expenditures	2,900,000.00	4,341,000.00
 ESTIMATED BEGINNING FUND BALANCE	 (290,000.00)	 (1,025,200.00)
CHANGE IN FUND 49 BALANCE	(735,200.00)	(374,100.00)
FUND 49 BALANCE	(1,025,200.00)	(1,399,300.00)

Fund: 50 - Tennis & Swim Center Operation

Revenue

Division: 000 - Revenue

50 - 000 - 441000 Interest Income	3,500.00	6,200.00
50 - 000 - 442000 Miscellaneous	1,500.00	1,500.00
50 - 000 - 450000 Tennis Revenue	0.00	0.00
50 - 000 - 450001 City Contribution for CIP	0.00	0.00
50 - 000 - 450002 Top Seed Contribution for CIP	51,700.00	52,000.00
50 - 000 - 450010 Aquatic-Daily	29,500.00	84,000.00
50 - 000 - 450011 Swim	33,900.00	50,500.00
50 - 000 - 450012 Miscellaneous	0.00	0.00
50 - 000 - 450020 Health/Swim	318,700.00	612,000.00
50 - 000 - 450025 Miscellaneous	10,000.00	12,600.00
50 - 000 - 450030 Coke Machine	1,300.00	2,800.00
50 - 000 - 450040 Food Revenue	5,900.00	5,000.00
50 - 000 - 450050 Facility Rental	8,200.00	20,000.00
50 - 000 - 450055 Film Permits	0.00	0.00
50 - 000 - 450056 Calabasas Resale T-Shirts	0.00	0.00
50 - 000 - 450060 General Recreation	66,300.00	108,000.00
50 - 000 - 450070 Fitness Class	13,200.00	38,600.00
50 - 000 - 450071 Personal Training	0.00	0.00
50 - 000 - 450075 Bridge Club	0.00	0.00
50 - 000 - 450080 Tot Lot-Child Care	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	Budget	Budget
50 - 000 - 450085 Pro Shop	0.00	0.00
50 - 000 - 450086 Joint Film Permits	0.00	0.00
50 - 000 - 450090 Tennis Membership	915,700.00	1,395,000.00
50 - 000 - 450095 Lessons & Clinics	950,200.00	1,581,000.00
50 - 000 - 484000 Refunds - Overpayments	0.00	(100.00)
50 - 000 - 484001 Refunds - Tennis & Swim Center	(1,500.00)	(1,200.00)
50 - 000 - 484002 Refunds - Top Seed	(2,000.00)	(1,500.00)
	2,406,100.00	3,966,400.00
Total Fund 50 Revenue	2,406,100.00	3,966,400.00
 Expenditures		
<u>Division: 521 - Health & Swim Center</u>		
50 - 521 - 510000 Full Time Salaries	316,408.00	321,200.00
50 - 521 - 510002 Full Time Employee Overtime	0.00	0.00
50 - 521 - 510301 PERS City Paid Employee Cost	17,326.00	17,400.00
50 - 521 - 510302 PERS Employee Cost	31,276.00	31,400.00
50 - 521 - 510303 Unfunded Liability	21,974.00	22,100.00
50 - 521 - 510304 PERS Survivor Benefit	120.00	100.00
50 - 521 - 510400 Benefits	14,281.00	14,400.00
50 - 521 - 510401 Retiree Medical Benefits	0.00	0.00
50 - 521 - 510402 Medical Insurance	35,930.00	35,900.00
50 - 521 - 510403 Dental Insurance	2,194.00	2,200.00
50 - 521 - 510404 Vision Insurance	477.00	500.00
50 - 521 - 510405 Short Term Disability	1,810.00	1,800.00
50 - 521 - 510406 Long Term Disability	583.00	600.00
50 - 521 - 510407 Life Insurance	902.00	900.00
50 - 521 - 510408 Accidental Death/Dismemberment	228.00	200.00
50 - 521 - 510409 Employee Assistance Program	215.00	200.00
50 - 521 - 510600 Employer Taxes	0.00	0.00
50 - 521 - 510601 Medicare Tax	4,589.00	8,600.00
50 - 521 - 510602 Social Security Tax	0.00	0.00
50 - 521 - 510900 Hourly Employees	151,500.00	425,000.00
50 - 521 - 510902 Hourly Employee Overtime	0.00	0.00
50 - 521 - 511000 Auto Allowance	750.00	800.00
50 - 521 - 511001 457 Match	0.00	0.00
50 - 521 - 520020 Event Insurance	1,000.00	2,000.00
50 - 521 - 522000 Office Supplies	0.00	2,500.00
50 - 521 - 522101 Program Supplies	26,400.00	57,100.00
50 - 521 - 522102 Pool Chemical	36,500.00	30,000.00
50 - 521 - 522103 Facility Maintenance	15,000.00	40,000.00
50 - 521 - 522106 Resale T-Shirts	0.00	0.00
50 - 521 - 522200 Printing	0.00	0.00
50 - 521 - 522600 Dues and Memberships	2,000.00	1,000.00
50 - 521 - 523000 Postage / Courier Service	0.00	0.00
50 - 521 - 523100 Bank & Merchant Fees	8,200.00	23,500.00
50 - 521 - 523500 Computer Hardware	0.00	800.00
50 - 521 - 523501 Computer Software	0.00	0.00
50 - 521 - 524000 Utilities - Electric	19,600.00	22,000.00
50 - 521 - 524001 Utilities - Water	31,900.00	35,000.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%	
	2020-21	2021-22	
	<u>Budget</u>	<u>Budget</u>	
50 - 521 - 524002	Utilities - Gas	28,400.00	28,000.00
50 - 521 - 524003	Utilities - Cable	0.00	0.00
50 - 521 - 524200	Utilities - Water	0.00	0.00
50 - 521 - 525200	Contractual Services	133,000.00	145,000.00
50 - 521 - 526500	Advertising	400.00	1,600.00
50 - 521 - 527000	Business Meeting & Conference	0.00	0.00
50 - 521 - 527500	High School Swim Program	0.00	0.00
50 - 521 - 541900	Refunds - Deposits & Overpays	0.00	0.00
50 - 521 - 543000	Mileage Reimbursement	300.00	600.00
50 - 521 - 650100	Capital Improvements	42,800.00	25,000.00
50 - 521 - 650296	Health Center Improvements	14,700.00	5,100.00
50 - 521 - 660000	Depreciation Expense	0.00	0.00
50 - 521 - 990000	Transfer to General Fund	0.00	0.00
50 - 521 - 990040	Transfer to Capital	0.00	0.00
		960,763.00	1,302,500.00
<u>Division: 522 - Top Seed Tennis Academy</u>			
50 - 522 - 510000	Full Time Salaries	29,757.00	30,200.00
50 - 522 - 510002	Full Time Employee Overtime	0.00	0.00
50 - 522 - 510301	PERS City Paid Employee Cost	2,083.00	2,100.00
50 - 522 - 510302	PERS Employer Cost	3,120.00	3,100.00
50 - 522 - 510303	Unfunded Liability	2,477.00	2,500.00
50 - 522 - 510304	PERS Survivor Benefit	24.00	0.00
50 - 522 - 510400	Benefits	589.00	600.00
50 - 522 - 510401	Retiree Medical Benefits	0.00	0.00
50 - 522 - 510402	Medical Insurance	4,712.00	4,700.00
50 - 522 - 510403	Dental Insurance	278.00	300.00
50 - 522 - 510404	Vision Insurance	52.00	100.00
50 - 522 - 510405	Short Term Disability	170.00	200.00
50 - 522 - 510406	Long Term Disability	55.00	100.00
50 - 522 - 510407	Life Insurance	85.00	100.00
50 - 522 - 510408	Accidental Death/Dismemberment	22.00	0.00
50 - 522 - 510409	Employee Assistance Program	43.00	0.00
50 - 522 - 510600	Employer Taxes	0.00	0.00
50 - 522 - 510601	Medicare Tax	431.00	400.00
50 - 522 - 510602	Social Security Tax	0.00	0.00
50 - 522 - 510900	Hourly Employees	0.00	0.00
50 - 522 - 510902	Hourly Employee Overtime	0.00	0.00
50 - 522 - 511000	Auto Allowance	0.00	0.00
50 - 522 - 511001	457 Match	0.00	0.00
50 - 522 - 520000	Insurance	124,800.00	145,000.00
50 - 522 - 520800	Telephone	4,300.00	4,700.00
50 - 522 - 522000	Office Supplies	3,100.00	4,900.00
50 - 522 - 522100	Special Dept. Supplies	0.00	0.00
50 - 522 - 522101	Program Supplies	57,900.00	62,000.00
50 - 522 - 522104	Janitorial Supplies	29,700.00	42,000.00
50 - 522 - 522105	Social Event Food	8,900.00	23,000.00
50 - 522 - 522200	Printing	12,700.00	18,000.00
50 - 522 - 522500	Pro Shop	0.00	0.00
50 - 522 - 522600	Dues and Memberships	400.00	1,500.00
50 - 522 - 523000	Postage / Courier Service	10,900.00	12,500.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
50 - 522 - 523100 Bank & Merchant Fees	43,600.00	40,000.00
50 - 522 - 524000 Utilities - Electric	60,000.00	60,100.00
50 - 522 - 524001 Utilities - Water	23,200.00	27,000.00
50 - 522 - 524002 Utilities - Gas	0.00	0.00
50 - 522 - 524003 Utilities - Cable	0.00	0.00
50 - 522 - 524200 Utilities - Water	0.00	0.00
50 - 522 - 525000 Consulting Services	0.00	0.00
50 - 522 - 525109 Top Seed Desk/Maint Staff	293,000.00	515,000.00
50 - 522 - 525110 Top Seed Tennis Staff	516,500.00	925,000.00
50 - 522 - 525111 Top Seed Tennis Director	135,000.00	180,000.00
50 - 522 - 525112 Top Seed Tennis Head Pro	0.00	0.00
50 - 522 - 525113 Top Seed 50% Profit	65,800.00	225,000.00
50 - 522 - 525114 City 50% Profit	0.00	0.00
50 - 522 - 525200 Contractual Services	22,800.00	29,200.00
50 - 522 - 526500 Advertising	0.00	2,000.00
50 - 522 - 527000 Business Meeting & Conference	0.00	0.00
50 - 522 - 541900 Refunds - Deposits & Overpays	0.00	0.00
50 - 522 - 542000 Office Equipment Maintenance	0.00	0.00
50 - 522 - 650100 Capital Improvements	6,900.00	10,000.00
50 - 522 - 650297 Tennis Center Improvements	0.00	20,000.00
50 - 522 - 994000 Transfer to Capital	0.00	0.00
	1,463,398.00	2,391,300.00
Total Fund 50 Expenditures	2,424,161.00	3,693,800.00
ESTIMATED BEGINNING FUND BALANCE	370,000.00	351,939.00
CHANGE IN FUND 50 BALANCE	(18,061.00)	272,600.00
FUND 50 BALANCE	351,939.00	624,539.00
Fund: 60 - Management Reserve		
Revenue		
<u>Division: 000 - Revenue</u>		
60 - 000 - 441000 Interest Income	53,300.00	53,800.00
	53,300.00	53,800.00
Total Fund 60 Revenue	53,300.00	53,800.00
ESTIMATED BEGINNING FUND BALANCE	5,325,000.00	5,378,300.00
CHANGE IN FUND 60 BALANCE	53,300.00	53,800.00
FUND 60 BALANCE	5,378,300.00	5,432,100.00
Fund: 63 - Road Maintenance & Rehabilitation Account (RMRA-SB1)		
Revenue		
<u>Division: 000 - Revenue</u>		
63 - 000 - 441000 Interest Income	2,200.00	1,800.00
63 - 000 - 461101 Road Maintenance - 2032	366,200.00	450,000.00
63 - 000 - 490015 Transfer in Gas Tax	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
	368,400.00	451,800.00
Total Fund 63 Revenue	368,400.00	451,800.00
Expenditures		
<u>Division: 311 - Administration & Engineering</u>		
63 - 311 - 510000 Full Time Salaries	27,944.00	28,400.00
63 - 311 - 510002 Full Time Employee Overtime	0.00	0.00
63 - 311 - 510301 PERS City Paid Employee Cost	395.00	400.00
63 - 311 - 510302 PERS Employee Cost	2,316.00	2,300.00
63 - 311 - 510303 Unfunded Liability	913.00	900.00
63 - 311 - 510304 PERS Survivor Benefit	120.00	100.00
63 - 311 - 510400 Benefits	1,586.00	1,600.00
63 - 311 - 510401 Retiree Medical Benefits	0.00	0.00
63 - 311 - 510402 Medical Insurance	4,664.00	4,700.00
63 - 311 - 510403 Dental Insurance	261.00	300.00
63 - 311 - 510404 Vision Insurance	53.00	100.00
63 - 311 - 510405 Short Term Disability	159.00	200.00
63 - 311 - 510406 Long Term Disability	51.00	100.00
63 - 311 - 510407 Life Insurance	82.00	100.00
63 - 311 - 510408 Accidental Death/Dismemberment	20.00	0.00
63 - 311 - 510409 Employee Assistance Program	215.00	200.00
63 - 311 - 510600 Employer Taxes	0.00	0.00
63 - 311 - 510601 Medicare Tax	404.00	400.00
63 - 311 - 510602 Social Security Tax	0.00	0.00
63 - 311 - 510900 Hourly Employees	0.00	0.00
63 - 311 - 510902 Hourly Employee Overtime	0.00	0.00
63 - 311 - 511000 Auto Allowance	180.00	200.00
63 - 311 - 511001 457 Match	0.00	0.00
	39,363.00	40,000.00
<u>Division: 134 - Non-Departmental</u>		
63 - 134 - 990015 Transfer to Gas Tax	0.00	0.00
63 - 134 - 990040 Transfer to Capital	600,000.00	450,000.00
	600,000.00	450,000.00
Total Fund 63 Expenditures	639,363.00	490,000.00
ESTIMATED BEGINNING FUND BALANCE	450,000.00	179,037.00
CHANGE IN FUND 63 BALANCE	(270,963.00)	(38,200.00)
FUND 63 BALANCE	179,037.00	140,837.00
Fund 64 - Quimby Act		
Revenue		
<u>Division 000 - Revenue</u>		
64 - 000 - 441000 Interest Income	0.00	0.00
64 - 000 - 481506 Quimby Funds	0.00	0.00
	0.00	0.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
Total Fund 64 Revenue	0.00	0.00
Expenditures		
<u>Division: 412 - Planning Projects & Studies</u>		
64 - 134 - 990041 Transfer to Civic Center Const	0.00	0.00
	0.00	0.00
Total Fund 64 Expenditures	0.00	0.00
ESTIMATED BEGINNING FUND BALANCE	4,500.00	4,500.00
CHANGE IN FUND 64 BALANCE	0.00	0.00
FUND 64 BALANCE	4,500.00	4,500.00
Fund 65 - Oak Tree Mitigation		
Revenue		
<u>Division 000 - Revenue</u>		
65 - 000 - 441000 Interest Income	0.00	400.00
65 - 000 - 481510 Oak Tree Mitigation Fees	37,900.00	38,500.00
	37,900.00	38,900.00
Total Fund 65 Revenue	37,900.00	38,900.00
Expenditures		
<u>Division: 412 - Planning Projects & Studies</u>		
65 - 412 - 581510 Oak Tree Mitigation Exp	0.00	0.00
65 - 412 - 990040 Transfer to Capital	0.00	0.00
	0.00	0.00
Total Fund 65 Expenditures	0.00	0.00
ESTIMATED BEGINNING FUND BALANCE	(40,000.00)	(2,100.00)
CHANGE IN FUND 65 BALANCE	37,900.00	38,900.00
FUND 65 BALANCE	(2,100.00)	36,800.00
Fund: 80 - CFD 98-1 (Commercial Mello-Roos), Series 2018		
Revenue		
<u>Division: 000 - Revenue</u>		
80 - 000 - 401015 Mello-Roos Tax	348,800.00	347,000.00
80 - 000 - 441000 Interest Income	6,100.00	6,200.00
	354,900.00	353,200.00
Total Fund 80 Revenue	354,900.00	353,200.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
80 - 134 - 534000 Payments to Escrow Agent	348,800.00	347,000.00

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
	348,800.00	347,000.00
Total Fund 80 Expenditures	348,800.00	347,000.00
ESTIMATED BEGINNING FUND BALANCE	610,000.00	616,100.00
CHANGE IN FUND 80 BALANCE	6,100.00	6,200.00
FUND 80 BALANCE	616,100.00	622,300.00
Fund: 83 - 2005 COP (Refunding 1999 COP)		
Revenue		
<u>Division: 000 - Revenue</u>		
83 - 000 - 494000 Transfer in General Fund	0.00	0.00
	0.00	0.00
Total Fund 83 Revenue	0.00	0.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
83 - 134 - 541600 Miscellaneous Expenditure	0.00	0.00
	0.00	0.00
Total Fund 83 Expenditures	0.00	0.00
Fund: 84 - CFD 2001-1 (The Oaks Mello-Roos), Series 2017		
Revenue		
<u>Division: 000 - Revenue</u>		
84 - 000 - 401015 Mello-Roos Tax	1,515,400.00	1,515,100.00
84 - 000 - 441000 Interest Income	16,900.00	17,000.00
	1,532,300.00	1,532,100.00
Total Fund 84 Revenue	1,532,300.00	1,532,100.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
84 - 134 - 534000 Payments to Escrow Agent	1,515,400.00	1,515,100.00
	1,515,400.00	1,515,100.00
Total Fund 84 Expenditures	1,515,400.00	1,515,100.00
ESTIMATED BEGINNING FUND BALANCE	1,685,000.00	1,701,900.00
CHANGE IN FUND 84 BALANCE	16,900.00	17,000.00
FUND 84 BALANCE	1,701,900.00	1,718,900.00
Fund: 85 - 2006 COP - Civic Center Financing (CLOSED)		
Revenue		

Detailed Budget FY 2020-21 & 2021-22

	2.79%	1.50%
	2020-21	2021-22
	<u>Budget</u>	<u>Budget</u>
<u>Division: 000 - Revenue</u>		
85 - 000 - 492800 Transfer in Library Fund	0.00	0.00
85 - 000 - 494000 Transfer in General Fund	0.00	0.00
	0.00	0.00
Total Fund 85 Revenue	0.00	0.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
85 - 134 - 541600 Miscellaneous Expenditure	0.00	0.00
	0.00	0.00
Total Fund 85 Expenditures	0.00	0.00
Fund: 87 - 2015 COP - Civic Center Project		
Revenue		
<u>Division: 000 - Revenue</u>		
87 - 000 - 441000 Interest Income	0.00	0.00
87 - 000 - 492800 Transfer in Library Fund	780,000.00	776,800.00
87 - 000 - 494000 Transfer in General Fund	1,846,100.00	1,838,600.00
	2,626,100.00	2,615,400.00
Total Fund 87 Revenue	2,626,100.00	2,615,400.00
Expenditures		
<u>Division: 134 - Non-Departmental</u>		
87 - 134 - 530000 Principal-Bonded Indebtedness	1,125,000.00	1,160,000.00
87 - 134 - 530100 Interest Exp-Bonded Indebtedne	1,496,100.00	1,450,300.00
87 - 134 - 541600 Miscellaneous Expenditure	5,000.00	5,100.00
	2,626,100.00	2,615,400.00
Total Fund 87 Expenditures	2,626,100.00	2,615,400.00
ESTIMATED BEGINNING FUND BALANCE	0.00	0.00
CHANGE IN FUND 87 BALANCE	0.00	0.00
FUND 87 BALANCE	0.00	0.00
Total Revenue (All Funds)	52,574,048.74	60,541,700.00
Total Expenditures (All Funds)	56,318,753.40	58,232,032.40

**ITEM 7 ATTACHMENT 2
RESOLUTION NO. 2020-1687**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING THE OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR THE CITY FOR THE FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2022, PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURES OF ALL SUMS SET FORTH IN SAID BUDGET AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH.

WHEREAS, the City Manager has submitted to the City Council of Calabasas a preliminary budget for the fiscal year July 1, 2020 through June 30, 2022; and

WHEREAS, after examination, deliberation and due consideration, the City Council has approved the same; and

WHEREAS, it is the intention of this City Council to adopt the budget submitted by the City Manager during the June 24, 2020 Council Meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Calabasas, California, as follows:

1. That certain document referred to as the "Detailed Budget FY 2020-21 & 2021-22" presented by the City Manager is hereby adopted and the appropriations for the annual budget of the City of Calabasas for the fiscal period July 1, 2020 through June 30, 2022 is hereby approved.
2. The several amounts stated in the annual budget shall become and thereafter be appropriated to the offices, departments, activities, objects and purposes stated therein and said monies are hereby authorized to be expended for the purposes and objects specified in said budget.

All revenue in excess of expenditures and encumbrances as of the close of fiscal year 2019-20 not otherwise re-appropriated above are hereby appropriated to the applicable fund operating reserve on June 30, 2020.

All resolutions in conflict herewith are hereby expressly repealed. This resolution shall become effective immediately upon adoption.

The City Clerk shall certify to the adoption and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 24th day of June 2020.

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Scott H. Howard, City Attorney
Colantuono, Highsmith & Whatley, PC
City Attorney

**ITEM 7 ATTACHMENT 3
RESOLUTION NO. 2020-1688**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, ESTABLISHING THE
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021.**

WHEREAS, the voters approved the Gann Spending-Limitation Initiative (Proposition 4) on November 6, 1979, adding Article XIII B to the Constitution of the State of California to establish and define annual appropriation limits on state and local governmental entities; and

WHEREAS, SB 1352 provides for the implementation of Article XIII B by defining various terms used in this article and prescribing procedures to be used in implementing specific provisions of the article, including the establishment by resolution each year by the governing body of each local jurisdiction of its appropriations limits; and

WHEREAS, the Fiscal Year 2020-2021 appropriations limitation has been calculated in accordance with the State Constitution and applicable sections of the Government Code by adjusting the Fiscal Year 2019-2020 appropriations limit of \$32,599,937 by the percentage change in the City of Calabasas' population of 0.03% and the percentage change of cost-of-living factor based on the per capita personal income of 3.73% as determined by the State of California, Department of Finance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Calabasas, as follows:

SECTION 1. That the Appropriations Limit for the City of Calabasas for Fiscal Year 2020-2021 is \$33,825,695.

SECTION 2. That the City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 24th day of June 2020.

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Scott H. Howard, City Attorney
Colantuono, Highsmith & Whatley, PC
City Attorney



CITY of CALABASAS

ITEM 7 ATTACHMENT 4

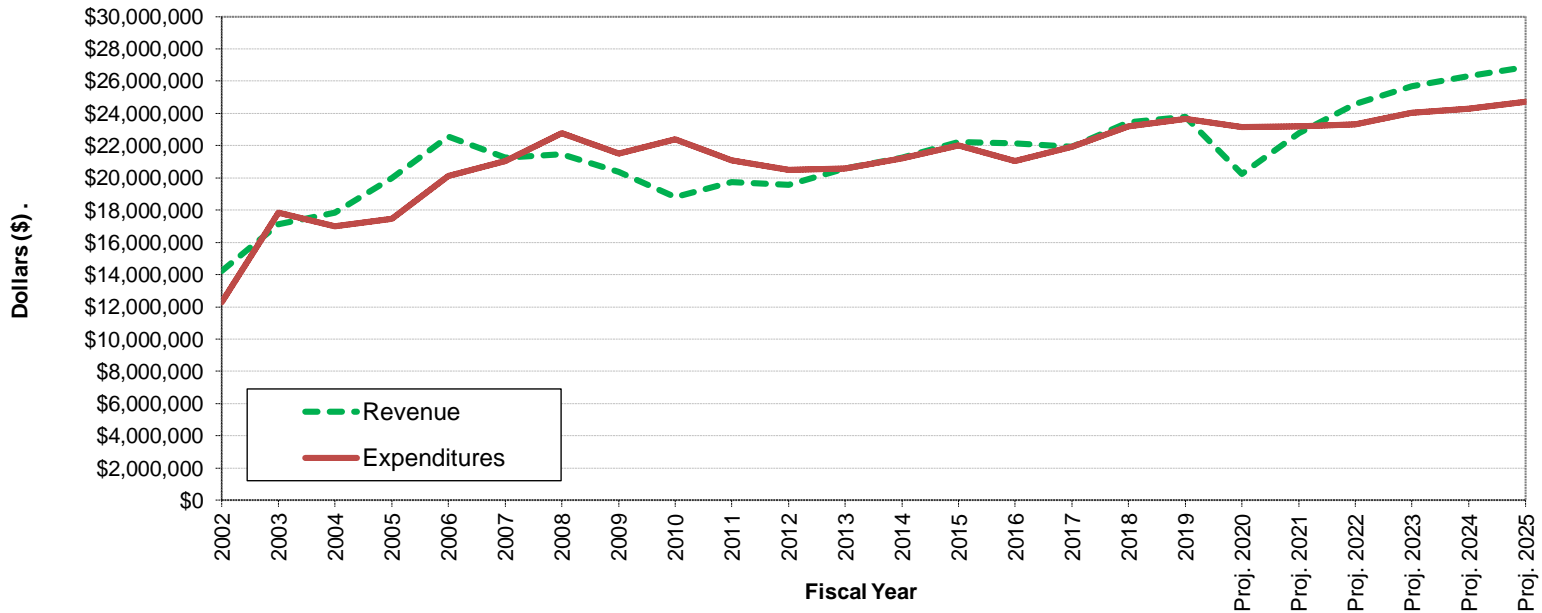
BUDGET ADOPTION

FY 2020-21 & 2021-22

June 24, 2020

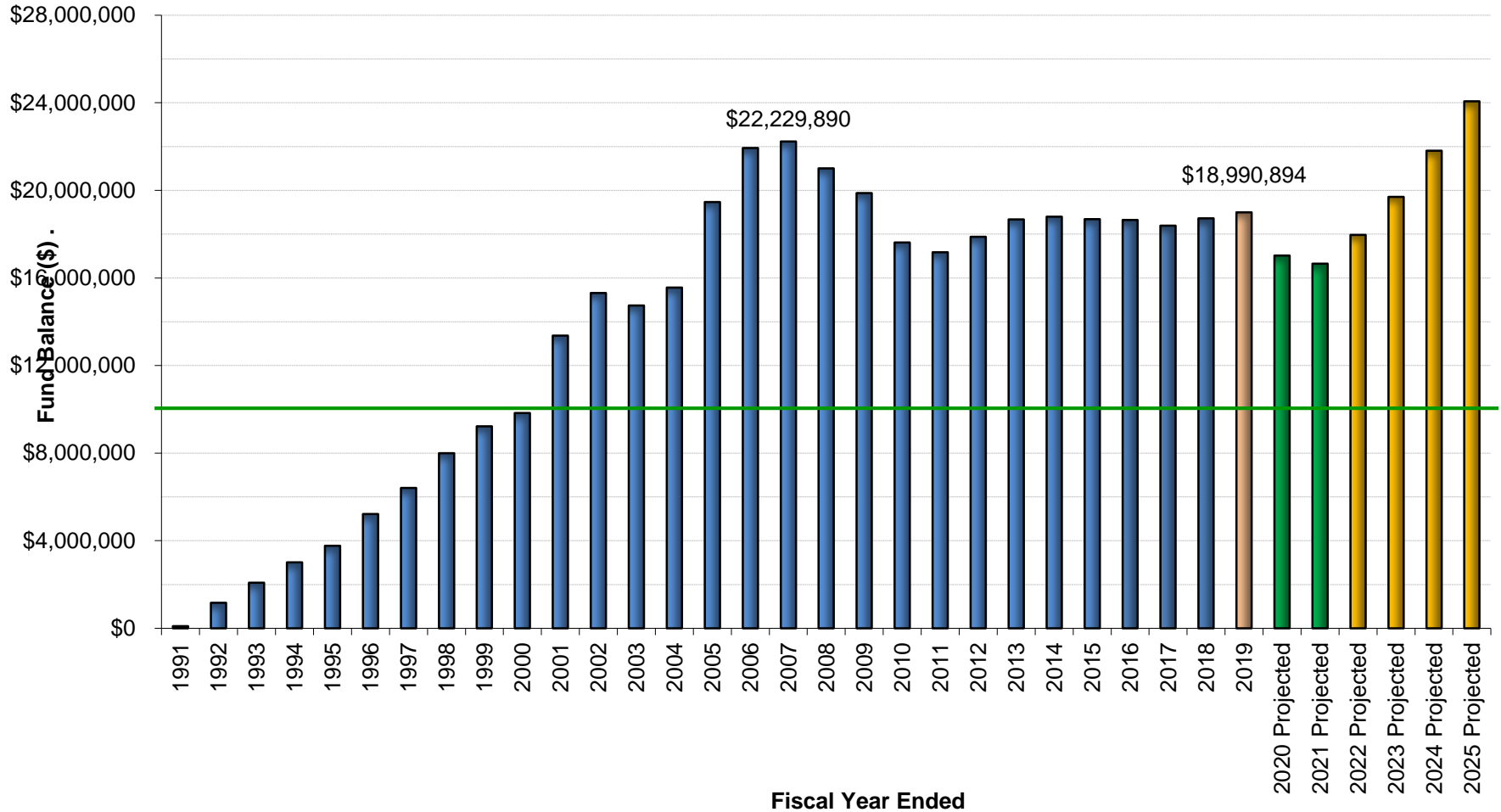


Historical & Projected Revenue & Expenditures for the General Fund





Historical & Projected Fund Balances for the General Fund & Management Reserve





Change in Fund Balance - Overview



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2019-20	Projected 2019-20	Budget 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Revenue	\$24,910,300	\$20,233,400	\$22,780,200	\$24,574,700	\$25,687,600	\$26,298,700	\$26,854,100
Expenditures							
Personnel Services	\$9,999,000	\$9,382,300	\$8,877,000	\$8,964,100	\$9,199,300	\$9,234,300	\$9,372,200
Supplies & Services	8,632,500	7,984,100	8,617,000	8,351,200	8,540,500	8,663,100	8,792,900
Sheriff Services	4,855,200	4,721,200	4,724,600	4,794,400	4,890,300	4,988,100	5,087,800
Sub-Total - Operational Costs	\$23,486,700	\$22,087,600	\$22,218,600	\$22,109,700	\$22,630,100	\$22,885,500	\$23,252,900
Capital Outlay	\$202,300	\$248,300	\$202,300	\$202,300	\$221,000	\$199,700	\$233,500
Discretionary	1,146,400	828,100	792,000	993,300	1,206,700	1,219,400	1,232,300
Total Expenditures	\$24,835,400	\$23,164,000	\$23,212,900	\$23,305,300	\$24,057,800	\$24,304,600	\$24,718,700
Change to Fund Balance	\$74,900	(\$2,930,600)	(\$432,700)	\$1,269,400	\$1,629,800	\$1,994,100	\$2,135,400

Included in the FY 2020-21 Proposed Budget:

1. COLA is zero, No 457 Match, Eliminate vacant positions
2. Interest earnings percentage = 1%
3. Sheriff contract stable



Budget Performance – FY 2019-20

The General Fund Balance for FY 2019-20 is projected to decrease by \$2.2 million due to COVID19 business closures. The majority of which:

(\$ 1.3 million) Sales Tax projected **decrease** from budget

(\$ 0.7 million) TOT projected **decrease** from budget



Budget Forecast – FYs 2020-21 & 2021-22

CITY of CALABASAS

NEXT 2 FISCAL YEARS

Revenue Assumptions:

- Sales Tax **decrease** from existing businesses per HdL Forecast
- Property Tax, VLF, UUT growth based on consultant inputs;
- TOT **decrease** revenue; assumes Hilton Garden Inn expansion (Oct 2020)
- Building, Planning & Engineering Fees based on historical averages.

Expenditure Assumptions:

- Eliminate vacant positions
- Eliminate 2% Match into 457 plan for employees
- Increase staffing costs: salaries, minimum wage, step increases, Zero COLA;
- N/C in Sheriff service level cost, continues \$125K for security and surveillance services.



Revenue Summary



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2019-20	Projected 2019-20	Budget 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Sales Tax	\$5,912,000	\$4,250,000	\$5,200,000	\$5,500,000	\$5,933,000	\$6,099,000	\$6,266,000
Utility Tax	3,150,700	2,670,400	2,880,000	2,965,000	3,024,300	3,084,800	3,146,600
Property Tax	3,741,900	3,900,000	4,000,000	4,116,000	4,198,300	4,282,300	4,367,900
Automobile Registration Fees	2,571,300	2,619,000	2,720,000	2,799,000	2,855,000	2,912,100	2,970,300
Transient Occupancy Tax	2,478,600	1,750,000	1,100,000	1,900,000	2,238,000	2,282,800	2,328,500
Fees	2,767,100	2,068,600	2,068,600	2,068,600	2,110,000	2,152,300	2,195,400
Creekside	493,600	493,600	493,600	493,600	503,500	513,600	523,800
Franchise Fees	860,700	842,000	782,000	795,000	810,900	827,100	843,700
Parks & Rec	707,400	469,500	456,000	672,900	669,600	715,800	696,600
Other	993,300	360,800	2,301,400	2,307,700	2,353,900	2,401,000	2,448,900
Interest Income	365,700	325,000	84,100	122,900	140,300	160,000	181,100
Fines & Forfeitures	164,000	164,000	164,000	164,000	167,300	170,600	174,000
Transfer Tax	309,000	250,000	250,000	275,000	280,500	286,100	291,800
Senior Center	395,000	70,500	280,500	395,000	403,000	411,200	419,500
TOTAL REVENUE	\$24,910,300	\$20,233,400	\$22,780,200	\$24,574,700	\$25,687,600	\$26,298,700	\$26,854,100

Notes:

1. Sales Tax reduced by \$1.3M due to COVID19 business closures. Assume reopenings summer '20 & gradual increases in FY20-21 & 21-22.
2. TOT reduced to COVID19 with greater impact FY20-21. Assumed Hilton expansion opens Oct 2020. No new hotel until FY 22-23
3. Property Tax not affected by COVID19 and assume assessed value increase of 2.8%
4. Automobile Registration Fees are actually Property Taxes and follow City assessed value growth of 2.8%
5. Interest Income reduced due to Federal Reserve zero based interest rate





Revenue by Category for FY 2020-21

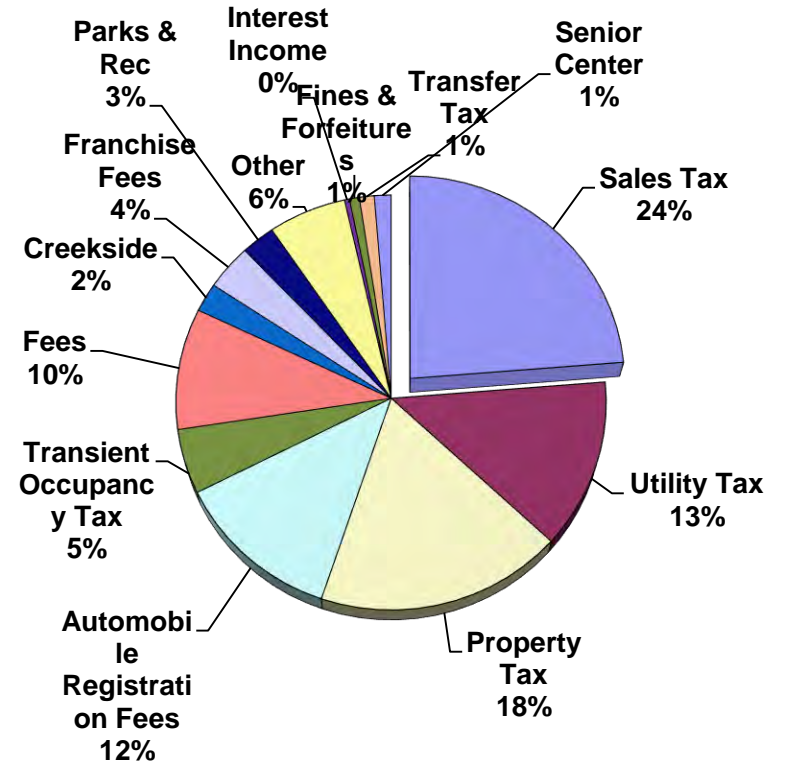
Sales Tax
 Utility Tax
 Property Tax
 Automobile Registration Fees
 Transient Occupancy Tax
 Fees
 Creekside
 Franchise Fees
 Parks & Rec
 Other
 Interest Income
 Fines & Forfeitures
 Transfer Tax
 Senior Center

TOTAL REVENUE

**Proposed
 2020-21**

\$5,200,000
 2,880,000
 4,000,000
 2,720,000
 1,100,000
 2,068,600
 493,600
 782,000
 456,000
 2,301,400
 84,100
 164,000
 250,000
 280,500

\$22,780,200





Expenditure Summary by Account Class



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2019-20	Projected 2019-20	Budget 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Personnel Services	\$9,999,000	\$9,382,300	\$8,876,974	\$8,964,100	\$9,199,300	\$9,234,300	\$9,372,200
Supplies & Services	8,632,500	7,984,100	8,616,953	8,351,232	8,540,500	8,663,100	8,792,900
Sheriff Services	4,855,200	4,721,200	4,724,600	4,794,400	4,890,300	4,988,100	5,087,800
Sub-Total	\$23,486,700	\$22,087,600	\$22,218,527	\$22,109,732	\$22,630,100	\$22,885,500	\$23,252,900
Capital Outlay	\$202,300	\$248,300	\$202,300	\$202,300	\$221,000	\$199,700	\$233,500
Discretionary	1,146,400	828,100	792,000	993,300	1,206,700	1,219,400	1,232,300
Total Expenditures	\$24,835,400	\$23,164,000	\$23,212,827	\$23,305,332	\$24,057,800	\$24,304,600	\$24,718,700

Note:

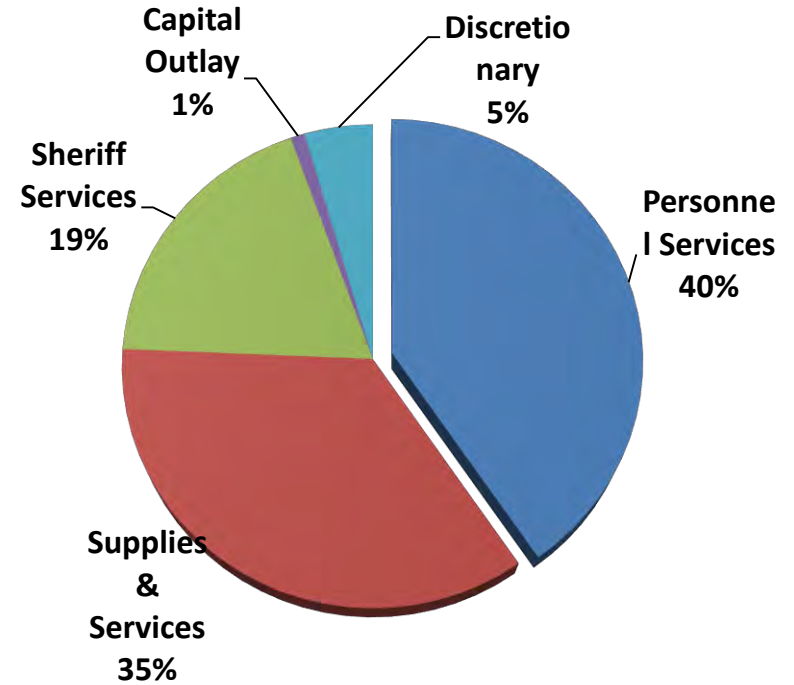
1. *FY 2019-20 Projected Expenditures are forecasted to Underrun by \$1.8 million:*
 - a. *Personnel services – projected to underrun by \$0.8 million*
2. *FY 2020-21 Proposed Budget is forecast to increase by \$1.2M:*
 - a. *Personnel services – overall increase of \$125K due to: 0% COLA, certain 2.5% step increases, PERS normal cost increase, PERS unfunded pool liability;*
 - b. *Supplies & Services – increased by \$197K*
 - c. *Sheriff Services – payments to remain unchanged.*



Expenditure Summary by Account Class



	Proposed 2020-21
Personnel Services	\$8,876,974
Supplies & Services	8,616,953
Sheriff Services	4,724,600
Capital Outlay	202,300
Discretionary	792,000
TOTAL EXPENDITURES	\$23,212,827

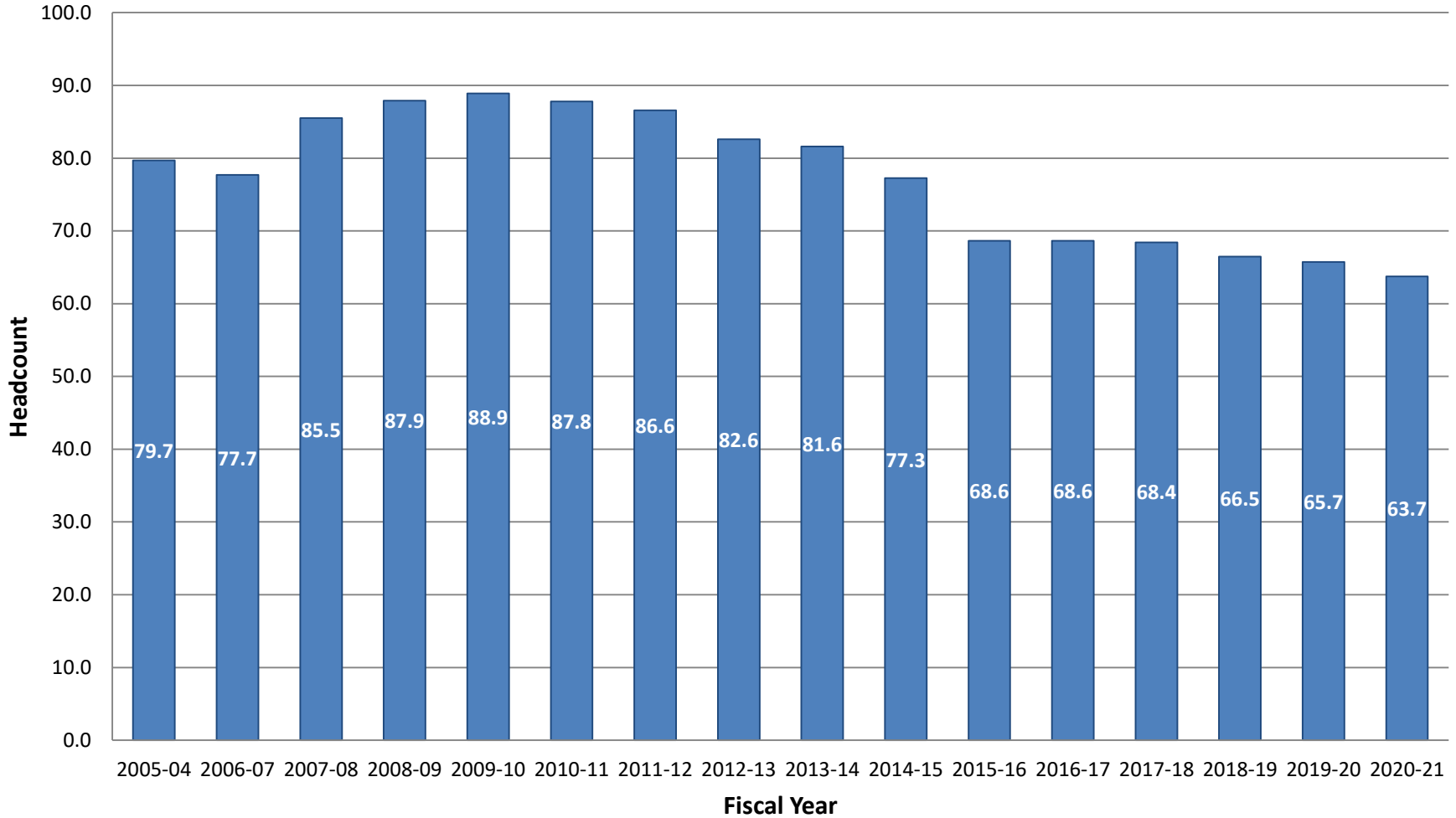




Additional Information

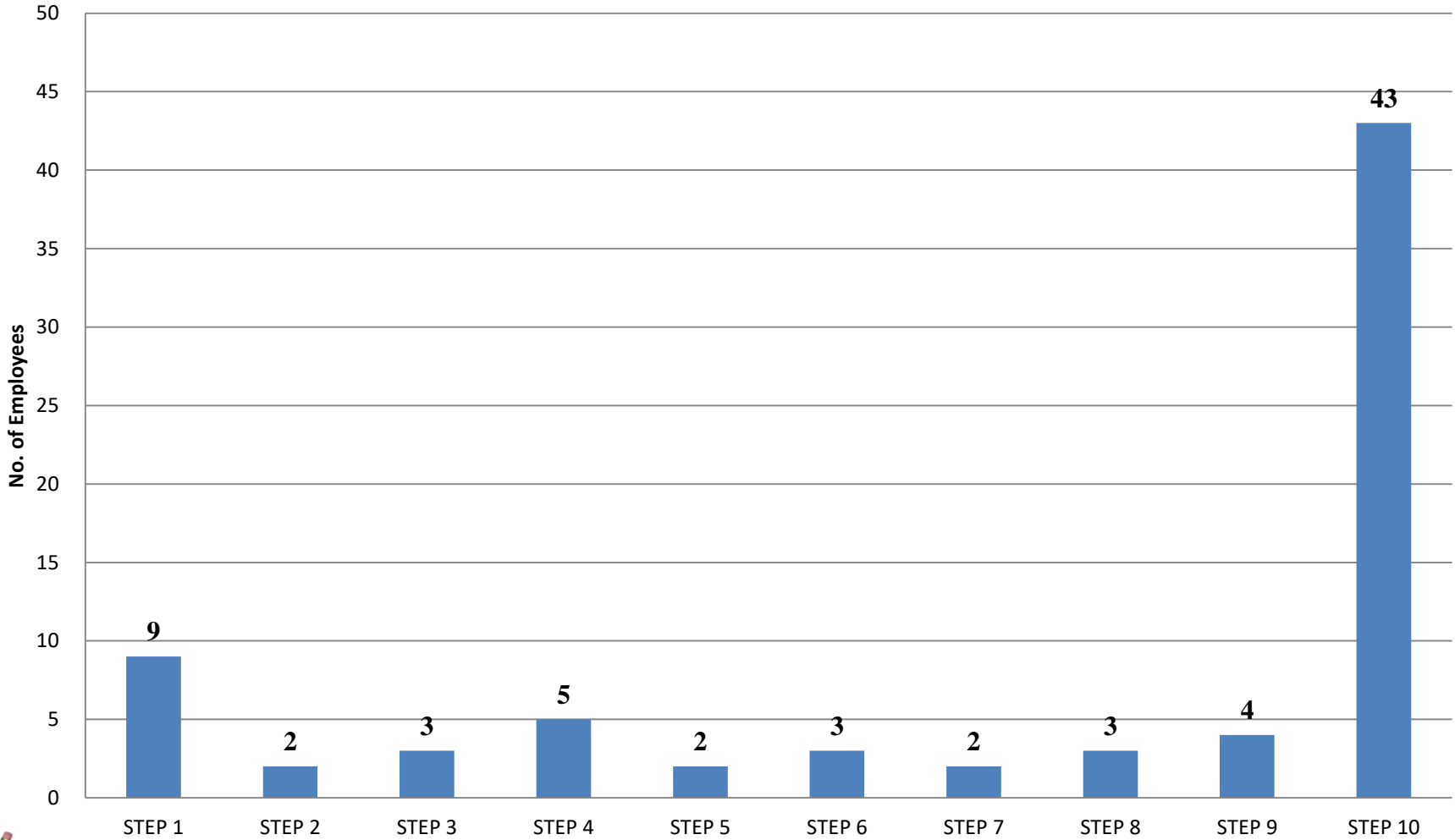


General Fund Full-time Headcount (excludes Council)





Full-time Employees by Step (excludes Council & City Manager)



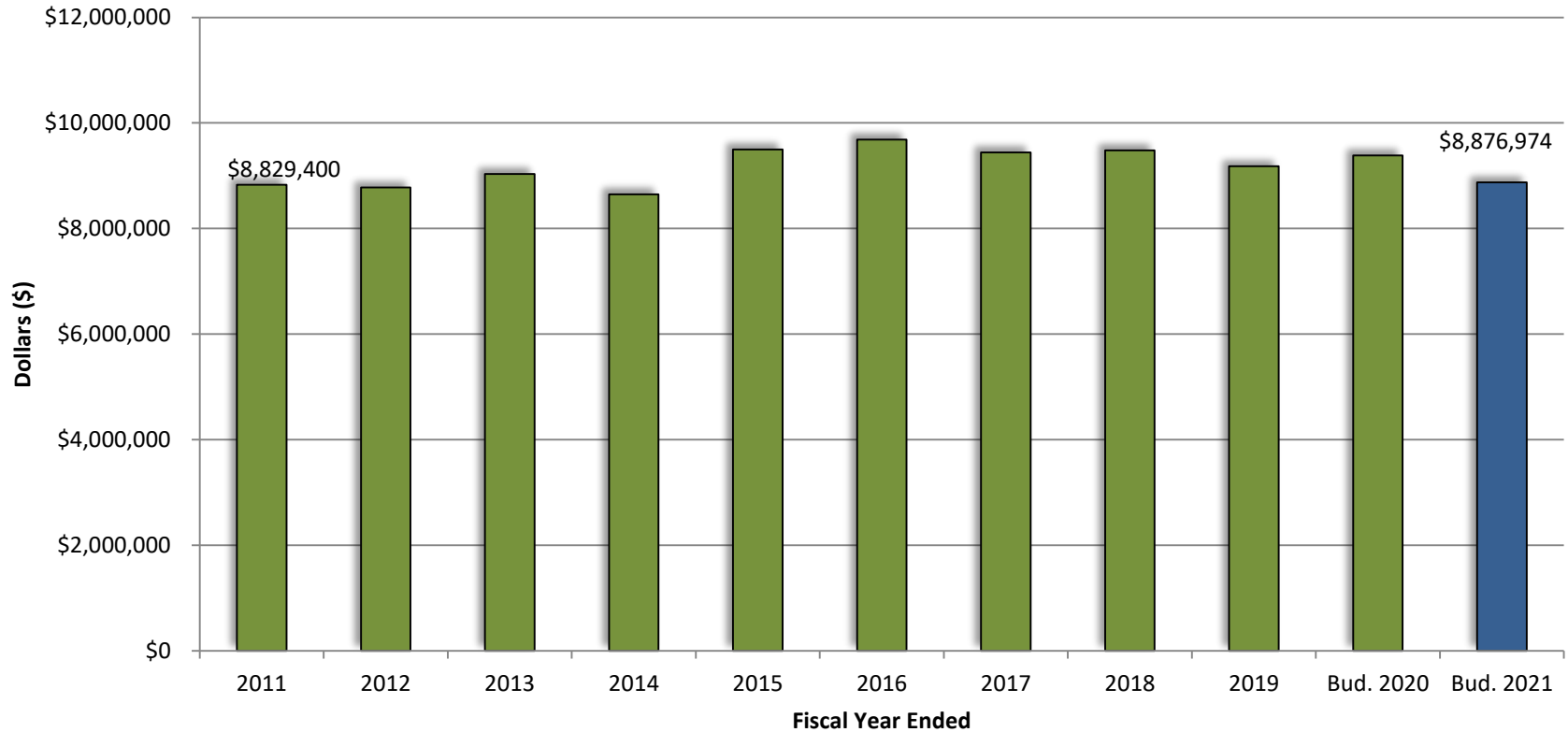


General Fund Full-time Equivalent (FTE) Headcount

Full Time Equivalent (FTE) Headcount	Budget 2020-21		Budget 2020-21		Budget 2020-21
<u>Administrative Services</u>		<u>Community Services</u>		<u>Public Safety</u>	
Administrative Services Manager	0.85	Community Services Director	0.75	Director Public Safety & Emerg	0.41
Facility Maintenance Technician	0.52	Deputy Community Services Director	0.70	Public Safety Coordinator	1.00
Facility Maintenance Technician II	0.52	Events Specialist	0.41	Total Public Safety	1.41
Human Resources Specialist	1.00	Executive Assistant I	2.00	<u>Public Works</u>	
Maintenance Assistant	0.24	Facility Maintenance Technician	1.82	Assistant Transportation Planner	1.41
Total Administrative Services	3.13	Facility Supervisor	2.00	Associate Civil Engineer	1.00
<u>City Clerk</u>		Maintenance Assistant	3.05	Deputy Public Works Director	1.00
Assistant to the City Clerk	1.00	Preschool Supervisor	1.00	Engineering Assistant	0.41
City Clerk	1.00	Preschool Teacher	4.00	Environmental Services Supervisor	1.00
Office Assistant	0.00	Recreation Coordinator	2.41	Executive Assistant II	1.00
Total City Clerk	2.00	Recreation Leader I	3.28	Intern	0.41
<u>City Council</u>		Recreation Leader II	2.87	Public Works Director/City Engineer	1.00
Council	5.00	Recreation Specialist	2.87	Public Works Maintenance Technician	2.00
Total City Council	5.00	Total Community Services	27.16	Senior Civil Engineer	1.00
<u>City Management</u>		<u>Finance</u>		Senior Public Works Inspector	1.00
City Manager	1.00	Accounting Specialist	3.00	Total Public Works	11.23
Executive Assistant I	1.00	Accounting Supervisor	1.00	TOTAL FULL-TIME EQUIV. (FTE) EMPLOYEES	
Management Analyst	1.00	Chief Financial Officer	1.00	85.20	
Total City Management	3.00	Executive Assistant I	1.00		
<u>Community Development</u>		Grant/Contract Administrator	1.00		
Assistant Planner	1.00	Senior Accounting Specialist	1.00		
Associate Planner	2.00	Total Finance	8.00		
Building Assistant	0.82	<u>Media Operations</u>			
Building Inspector	2.00	Executive Assistant I	1.41		
Building Official	1.00	Information Systems Assistant	1.40		
City Planner	1.00	Information Systems Manager	1.00		
Code Enforcement Officer	1.00	Intern	0.00		
Community Development Director	1.00	Media Production Specialist	0.82		
Executive Assistant I	0.00	Media Supervisor	1.00		
Executive Assistant II	1.00	Communications Director	1.00		
Permit Center Supervisor	1.00	Public Information Officer	0.41		
Planning Aide	0.00	Senior Media Specialist	2.41		
Senior Building Inspector	1.00	Total Media Operations	9.45		
Senior Planner	2.00				
Total Community Development	14.82				



General Fund Cost History for Personnel Services



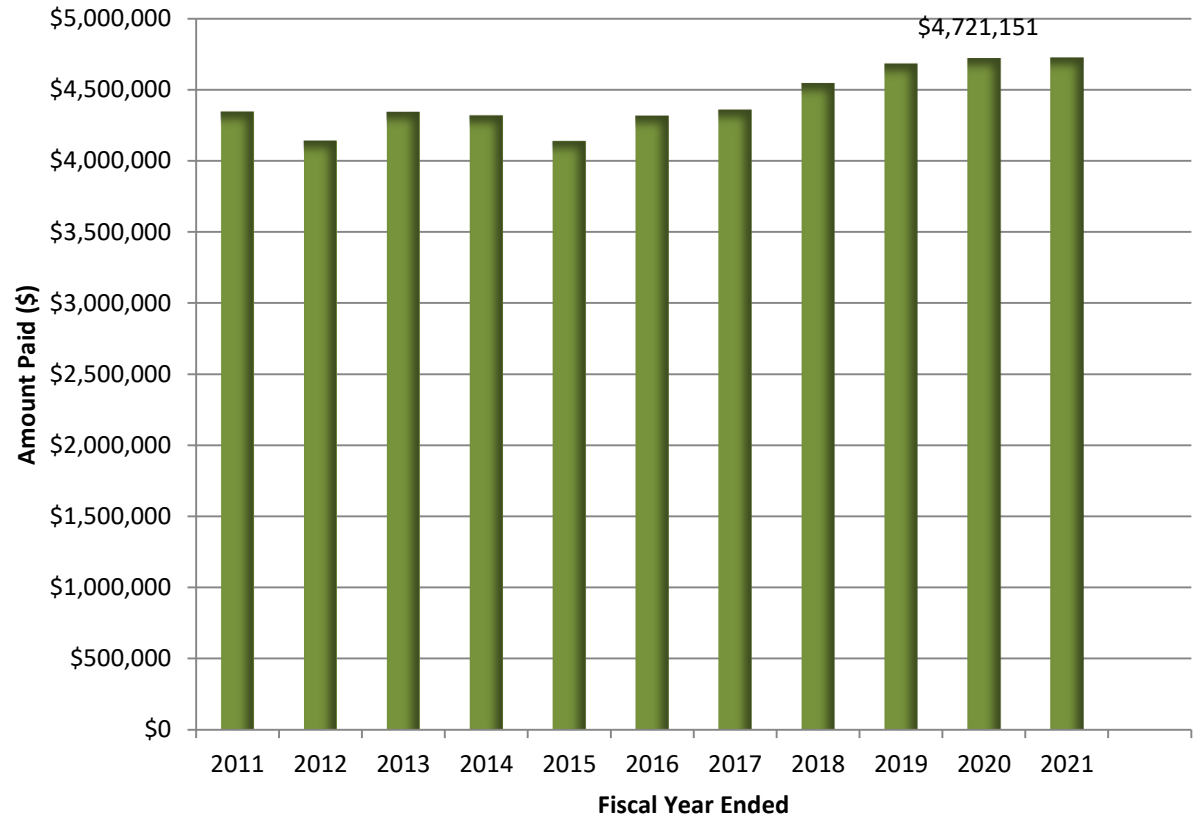
Notes:

1. Increase in FY 2015 was due to the catchup of a 3-year delay in the issuance of a Cost-of-Living Adjustment (COLA);
2. Increase in FY 2021 caused mostly by increase in PERS member contributions, step increases, and minimum wage increases;
3. The average 10-year annual percentage increase is 1.4%.



Sheriff Service Cost History

<u>Fiscal Year</u>	<u>Amount</u>
2011	\$4,345,700
2012	\$4,140,300
2013	\$4,341,800
2014	\$4,318,400
2015	\$4,138,300
2016	\$4,315,500
2017	\$4,357,400
2018	\$4,544,200
2019	\$4,681,700
2020	\$4,721,151
2021	\$4,724,600





Capital Improvement Projects



Capital Improvement Projects

	Proposed Budget		FY 2020-21 Funding Sources		FY 2021-22 Funding Sources	
	2020-21	2021-22	General Fund	Other Funds	General Fund	Other Funds
Battery Back-up 9 Signals	100,000	-	-	100,000	-	-
Calabasas Road Improvements	-	500,000	-	-	-	500,000
Citywide Guardrails	50,000	50,000	-	50,000	-	50,000
MulHwy Bicycle Gap Closure	2,250,000	-	-	2,250,000	-	-
Mulholland Shoulder Safety	150,000	2,000,000	-	150,000	-	2,000,000
Old Town Sidewalk & StreetLights	1,000,000	1,000,000	-	1,000,000	-	1,000,000
Rondell Parking Lot	1,000,000	500,000	-	1,000,000	-	500,000
Signal Hardware Replacements	-	150,000	-	-	-	150,000
STATE - Green Street Project	1,800,000	2,841,000	-	1,800,000	-	2,841,000
Street - Rubberized Overlay	1,010,000	900,000	-	1,010,000	-	900,000
Tree Planting	25,000	25,000	25,000	-	25,000	-
TOTAL CIP PROJECTS	\$ 7,385,000	\$ 7,966,000	\$ 25,000	\$ 7,360,000	\$ 25,000	\$ 7,941,000





Fund Balances – All City Funds

CITY of CALABASAS

Fund No.	Fund Description	(a) Projected Fund Balance June 2020	(b) Revenue	(c) Expenditures	(a) + (b) - (c) Projected Fund Balance June 2020
10	General Fund	11,700,000	22,780,200	23,212,827	11,267,373
11	Refundable Deposits	0	529,200	529,200	0
12	South Coast Air Quality Management District	70,000	36,900	19,800	87,100
13	Park & Recreation Improvements	(11,000)	40,000	29,000	0
14	AB 939	1,575,000	234,600	334,670	1,474,930
15	Gas Tax	760,000	513,900	794,090	479,810
16	Developer Impact Fees	1,475,000	14,800	0	1,489,800
18	Affordable Housing	1,640,000	16,400	0	1,656,400
19	Las Virgenes/ Lost Hills B&T	1,775,000	17,800	0	1,792,800
20	Prop A	750,000	468,100	383,945	834,155
21	LMD 22 - Common Benefit Areas	5,400,000	2,202,000	2,146,072	5,455,928
22	Landscape Maintenance District #22	825,000	3,233,822	3,139,260	919,562
24	Landscape Maintenance District #24	20,000	214,096	241,132	(7,036)
25	Prop C	500,000	386,400	311,532	574,868
26	TDA	(25,000)	3,100	0	(21,900)
27	Landscape Maintenance District #27	60,000	378,617	380,671	57,946
28	Library	2,300,000	2,633,400	2,596,410	2,336,990
29	Transportation Programs	(60,000)	707,700	707,800	(60,100)
30	Storm Damage	0	0	0	0
32	Landscape Maintenance District #32	(50,000)	35,353	32,658	(47,305)
33	Used Oil Grants	(18,000)	13,900	7,400	(11,500)
34	Measure R - Local Return	850,000	296,300	120,906	1,025,394
35	Community Development Block Grant	(45,000)	94,200	82,800	(33,600)
36	Grants	(1,200,000)	943,361	1,310,000	(1,566,639)
38	Cops- AB 3229 Grant	75,000	100,800	100,000	75,800
39	Measure R - MTA	1,020,000	(670,000)	350,000	0
40	Capital Improvement	0	7,385,000	7,385,000	0
42	Civic Center Capital Replacement	1,065,000	10,600	2,700	1,072,900
47	Disaster Recovery	4,017,000	0	0	4,017,000
48	Measure M - MTA Local Return	835,000	329,300	647,056	517,244
49	Library Capital Replacement	538,000	30,400	0	568,400
50	Measure M - Traffic Improvement	(290,000)	2,164,800	2,900,000	(1,025,200)
60	Tennis & Swim Center Operation	370,000	2,406,100	2,424,161	351,939
63	Management Reserve	5,325,000	53,300	0	5,378,300
64	Road Maintenance & Rehab (RMRA-SB1)	450,000	0	0	450,000
65	Quimby Act	4,500	0	0	4,500
80	Oak Tree Mitigation	(67,000)	37,900	0	(29,100)
84	CFD 98-1 (Commercial Mello-Roos), Series 2018	610,000	354,900	348,800	616,100
85	CFD 2001-1 (The Oaks Mello-Roos), Series 2017	1,685,000	1,532,300	1,515,400	1,701,900
87	2006 COP (Civic Center Construction)	0	0	0	0
	2015 COP (Civic Center Project)	0	2,626,100	2,626,100	0



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 16, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER



SUBJECT: ADOPT RESOLUTION NO. 2020-1691 IMPLEMENTING PUBLIC AGENCY RETIREMENT SYSTEMS (PARS) AS THE QUALIFYING RETIREMENT SYSTEM FOR PART-TIME HOURLY EMPLOYEES

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Adopt Resolution No. 2020-16xx implementing the Public Agency Retirement Systems (PARS) to replace Social Security as the qualifying retirement system for temporary, part time, hourly employees effective July 1, 2020.

BACKGROUND:

The City of Calabasas (City) is required, on behalf of temporary part time hourly employees, to contribute to Social Security an amount equal to 6.2 percent of salary. The employee also normally contributes 6.2 percent to Social Security for a total contribution of 12.4 percent. The United States Congress adopted the Omnibus Budget Reconciliation Act (OBRA) in 1990. OBRA mandates that employees not covered at the time by a retirement program be enrolled in Social Security or an alternate retirement system. OBRA requires a total minimum pre-tax retirement contribution of 7.5 percent.

Over 250 public agencies have switched from Social Security to the alternate retirement system offered by PARS. It is the third largest multiple employer public retirement system in California, with over 250,000 public employees.

The City of Calabasas employs approximately 120 hourly part time employees to cover seasonal or peak workload situations, intermittent assignments, emergencies or to cover employee absences. These employees are not covered under any collective bargaining unit agreement. As the plan administrator, PARS will ensure enrollment of eligible employees and hold periodic orientation meetings. PARS will provide training for payroll staff to ensure that the program is properly implemented, monitor the program and generate all required reports. US Bank serves as the trustee for PARS and is the 5th largest bank in the United States. The assets are held separately from the assets of US Bank and cannot be accessed by creditors of either the Trustee or the City. Employees should feel very secure that their funds will be available when required.

DISCUSSION/ANALYSIS:

The PARS Alternate Retirement System would only apply to hourly part time employees who do not qualify for membership in the California Public Employees' Retirement System (CalPERS). This action would not affect any employees currently enrolled in CalPERS.

The benefits to employees of an alternate retirement system over Social Security are:

- Alternate retirement system plan participants are immediately fully vested in their individual accounts (Social Security vests after 40 quarters and CalPERS vests after five years).
- In the event of the participant's termination of employment, assets in the employee's account may be (1) distributed as a lump-sum to the employee, (2) rolled over to an IRA or other qualified retirement plan that accepts rollovers or (3) used to purchase CalPERS service credits (if eligible).
- Alternate retirement system contributions are pre-taxed. Social Security is post-taxed which requires the employee to make contributions after taxes are paid. The result is additional take-home pay to the employee.

Under this proposal, the employee contribution will be 7.50% of salary. The City will not contribute.

The reduced rate for the City (previously the City contributed 6.2% to Social Security) results in a savings of approximately \$77,000 in the first year. The costs depend on the number of part-time, hourly employees and the hours worked will vary; however, there is no question that the implementation of an alternate retirement system will consistently provide savings to the City.

The fees for this program can be paid by the City or from plan assets (usually after four years). The monthly Trust Administrator Fee to PARS varies with a sliding scale by total assets but has a monthly minimum of \$300 per month. There is also a 0.12 % of contributions fee payable to the Trustee, US Bank.

Mandatory Enrollment / Opt-Out Available

The City will automatically enroll all part time hourly employees into the PARS program. If an employee wants to opt-out and remain in Social Security the employee can contact the Finance Department to do so.

FISCAL IMPACT/SOURCE OF FUNDING:

The total projected savings to the City implementing Public Agency Retirement Systems (PARS) as the qualifying retirement system will be approximately \$73,000 during the first year.

REQUESTED ACTION:

Adopt the attached resolution implementing the Public Agency Retirement Systems (PARS) to replace Social Security as the qualifying retirement system for temporary, part time, hourly employees effective July 1, 2020 or shortly thereafter.

ATTACHMENTS:

Resolution No. 2020-1691
PARS Proposal to City of Calabasas

**ITEM 8 ATTACHMENT 1
RESOLUTION NO. 2020-1691**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, ADOPTING THE PUBLIC
AGENCY RETIREMENT SYSTEM (PARS) TRUST AND
IMPLEMENTING THE ALTERNATIVE RETIREMENT
SYSTEM.**

WHEREAS, it is determined to be in the best interest of the City of Calabasas ("City") and its employees to provide a qualifying retirement system for its employees not currently eligible for such a qualifying retirement system, thereby meeting the requirements of Section 11332 of the Omnibus Budget Reconciliation Act (OBRA '90) and Section 3121(b)(7)(F) of the Internal Revenue Code; and

WHEREAS, PARS has made such a system available to the City and its eligible employees and qualifies under OBRA 90 Section 11332, Internal Revenue Code Sections 3121(b)(7)(F) and 457(b), and meets the meaning of the term "retirement system" as given by Section 218(b)(4) of the Federal Social Security Act.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Calabasas, California, as follows:

1. The City Council hereby adopts the PARS Trust, including the PARS Section 457(b) Alternative Retirement Plan, effective July 1, 2020.
2. The City Council hereby appoints the Chief Financial Officer, or his/her successor or his/her designee as the City's Plan Administrator for the PARS Section 457(b) Alternative Retirement Plan/Trust.
3. The City's Plan Administrator is hereby authorized to implement the plan(s), execute the PARS legal and administrative documents on behalf of the City and to take whatever additional actions are necessary to maintain the City's participation in PARS and to maintain PARS compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the City's PARS plan(s).

All resolutions in conflict herewith are hereby expressly repealed. This resolution shall become effective immediately upon adoption.

The City Clerk shall certify to the adoption and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 24th day of June 2020.

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

Scott H. Howard, City Attorney
Colantuono, Highsmith & Whatley, PC
City Attorney

PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

TRUSTED SOLUTIONS. LASTING RESULTS.



CITY OF CALABASAS

Proposal for PARS Alternate Retirement System (ARS)

May 26, 2020

PARS 115 TRUST TEAM

Trust Administrator & Consultant



- Recordkeeping
- Sub-trust accounting
- Monitors plan compliance
- Processes contributions/disbursements
- Hands-on, dedicated support teams
- Coordinates all agency services

36

Years of Experience
(1984-2020)

1,500+

Plans under
Administration

1,000+

Public Agency
Clients

500 K+

Plan Participants

\$4.0B

Assets under
Administration

Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts.
- Safeguard plan assets,
- Oversight protection as plan fiduciary
- Custodian of assets

157

Years of Experience
(1863-2020)

\$5.0T

Assets under
Administration

Investment Manager



- Investment sub-advisor to trustee U.S. Bank
- Investment policy assistance
- Uses open architecture
- Active and passive platform options
- Customized portfolios (with minimum asset level)

101

Years of Experience
(1919-2020)

\$16.1B

Assets under
Management

PARS ARS CLIENT AGENCIES

UPDATED: MAY 2020

CITIES & TOWNS

City of Alameda
City of Alhambra
City of American Canyon
City of Antioch
City of Arroyo Grande
City of Bakersfield
City of Banning
City of Barstow
City of Bell Gardens
City of Benicia
City of Berkeley
City of Beverly Hills
City of Bishop
City of Campbell
City of Capitola
City of Carson
City of Chowchilla
City of Chula Vista
City of Costa Mesa
City of Culver City
City of Cupertino
City of Davis
City of Del Mar
City of Dixon
City of Downey
City of Duarte
City of Dublin
City of El Cerrito
City of Escondido
City of Fairfield
City of Fontana
City of Fountain Valley
City of Galt
City of Gardena
City of Gilroy
City of Glendale
City of Glendora
City of Hawthorne
City of Hayward
City of Hercules
City of Hermosa Beach
City of Huntington Beach
City of Huntington Park
City of Imperial Beach
City of Industry
City of Inglewood
City of Irvine
City of Irwindale
City of La Palma
City of La Puente
City of Laguna Beach
City of Lake Forest
City of Lancaster
City of Livermore
City of Lodi
City of Long Beach
City of Malibu
City of Manhattan Beach
City of Marysville
City of Millbrae
City of Milpitas
City of Modesto
City of Monrovia
City of Moorpark
City of Morgan Hill
City of Morro Bay
City of Murrieta
City of Napa
City of National City
City of Newport Beach
City of Norwalk
City of Oceanside
City of Pacific Grove
City of Pacifica
City of Palmdale
City of Palo Alto
City of Pasadena
City of Petaluma
City of Placentia
City of Poway
City of Redding
City of Richmond
City of Ridgecrest
City of Riverside
City of Rosemead
City of Salinas
City of San Dimas
City of San Gabriel
City of San Marcos, CA
City of San Marino
City of San Pablo
City of San Rafael
City of San Ramon

COUNTIES

County of Calaveras
County of Merced
County of Shasta
County of Yuba
City of Santa Ana
City of Santa Clara
City of Santa Maria
City of Santee
City of Scotts Valley
City of Seal Beach
City of Seaside
City of Signal Hill
City of Sonoma
City of Stanton
City of Suisun City
City of Sunnyvale
City of Temple City
City of Thousand Oaks
City of Tulare
City of West Sacramento
City of Westminster
City of Woodland
City of Yuba City
Town of Apple Valley
Town of Mammoth Lakes
Town of Yucca Valley

PARS ARS CLIENT AGENCIES

UPDATED: MAY 2020

SCHOOL DISTRICTS

Anaheim Elementary School District
Brea Olinda Unified School District
Capistrano Unified School District
Centinela Valley Union High School District
Central School District
Central Unified School District
Chaffey Joint Union High School District
Chula Vista Elementary School District
East Side Union High School District
Etiwanda School District
Fountain Valley School District
Fullerton School District
Gilroy Unified School District
Huntington Beach City School District
Huntington Beach Union High School District
Inglewood Unified School District
Irvine Unified School District
La Habra City School District
Long Beach Unified School District
Los Alamitos Unified School District
Los Angeles Unified School District
Milpitas Unified School District
Moreno Valley Unified School District
Morongo Unified School District
Mountain View School District (Ont)
Mt. Diablo Unified School District
Newark Unified School District
Newport-Mesa Unified School District
Norwalk-La Mirada Unified School District
Oakland Unified School District
Ontario-Montclair School District
Orange Unified School District

Palmdale School District
Palos Verdes Peninsula Unified School District
Placentia-Yorba Linda Unified School District
Pomona Unified School District
Poway Unified School District
Ramona Unified School District
Saddleback Valley Unified School District
San Bernardino City Unified School District
San Jose Unified School District
Savanna School District
Silver Valley Unified School District
Tustin Unified School District
Twin Ridges Elementary School District
Upland Unified School District
Visalia Unified School District
Vista Unified School District
Walnut Valley Unified School District
Westminster School District
Westside Union School District
Yuba City Unified School District
Ararat Charter School
Birmingham Community Charter High School
Da Vinci Schools
El Camino Real Charter High School
Fenton Charter Public Schools
Granada Hills Charter
Montague Charter Academy
Pacoima Charter School
Riverside Gateway to College Early College HS
Vista Charter Middle School

PARS ARS CLIENT AGENCIES

UPDATED: MAY 2020

SPECIAL DISTRICTS

Antelope Valley Transit Authority	Hesperia Recreation and Park District	Sacramento Metropolitan Fire District
Baker Community Services District	Housing Authority of the City of Alameda	San Diego Association of Governments
Central Marin Sanitation Agency	MESA (Management of Emeryville Services Authority)	San Mateo County Vector Control Dist
Coalinga-Huron Rec & Park District	Mission Oaks Recreation & Park District	San Ramon Valley Fire Protection District
Desert Recreation District	Murphys Fire Protection District	SEAACA (Southeast Area Animal Control Authority)
East Side Mosquito Abatement District	Orange County Vector Control District	Tahoe Resource Conservation District
Eastern Sierra Transit Authority	Oro Loma Sanitary District	Truckee Fire Protection District
Ebbetts Pass Fire District	Pleasant Hill Recreation & Park District	Truckee-Donner Recreation and Park District
Fulton-El Camino Recreation & Park District	Rio Linda Elverta Recreation and Park District	Valley of the Moon Fire Protection District
Hayward Area Recreation & Park District		

COMMUNITY COLLEGE DISTRICTS

Allan Hancock Joint Community College District	Foothill-De Anza Community College District	MiraCosta Community College District
Cerritos Community College District	Glendale Community College District	Rancho Santiago Community College District
Chabot-Las Positas Community College District	Los Angeles Community College District	Riverside Community College District
Coast Community College District	Los Rios Community College District	State Center Community College District

SPECIAL EDUCATION DISTRICTS

Orange County Department of Education	Central Region School Insurance Group	Shasta-Trinity Schools Insurance Group
California Advancing Pathways for Students	Greater Anaheim SELPA	

PARS ALTERNATE RETIREMENT SYSTEM (ARS)

- The PARS Alternate Retirement System (ARS) is an Alternative to Social Security plan for Part-Time, Seasonal, and Temporary (PST) Employees
- Complies with OBRA '90 (adopting federal legislation) and Internal Revenue Code Section 3121(b)(7)(F) requirements
- 457 tax-qualified defined contribution plan
- Contribution may be split between the Employee and the City as designated by Employer, so long as contribution amount is 7.5% or greater.

(I.E. 6.2/1.3, 7.5/0.0; most popular option is 7.5% Employee, 0.0% Employer)

- Reduces cost to City due to lower total contribution rate (7.5% minimum versus 12.4% with Social Security)
- Employee's benefit is the accumulated account balance at distribution
- Participants would no longer contribute to Social Security (would keep Credits already accrued), but would continue with Medicare

SCENARIO **A**

CONTRIBUTION SPLIT

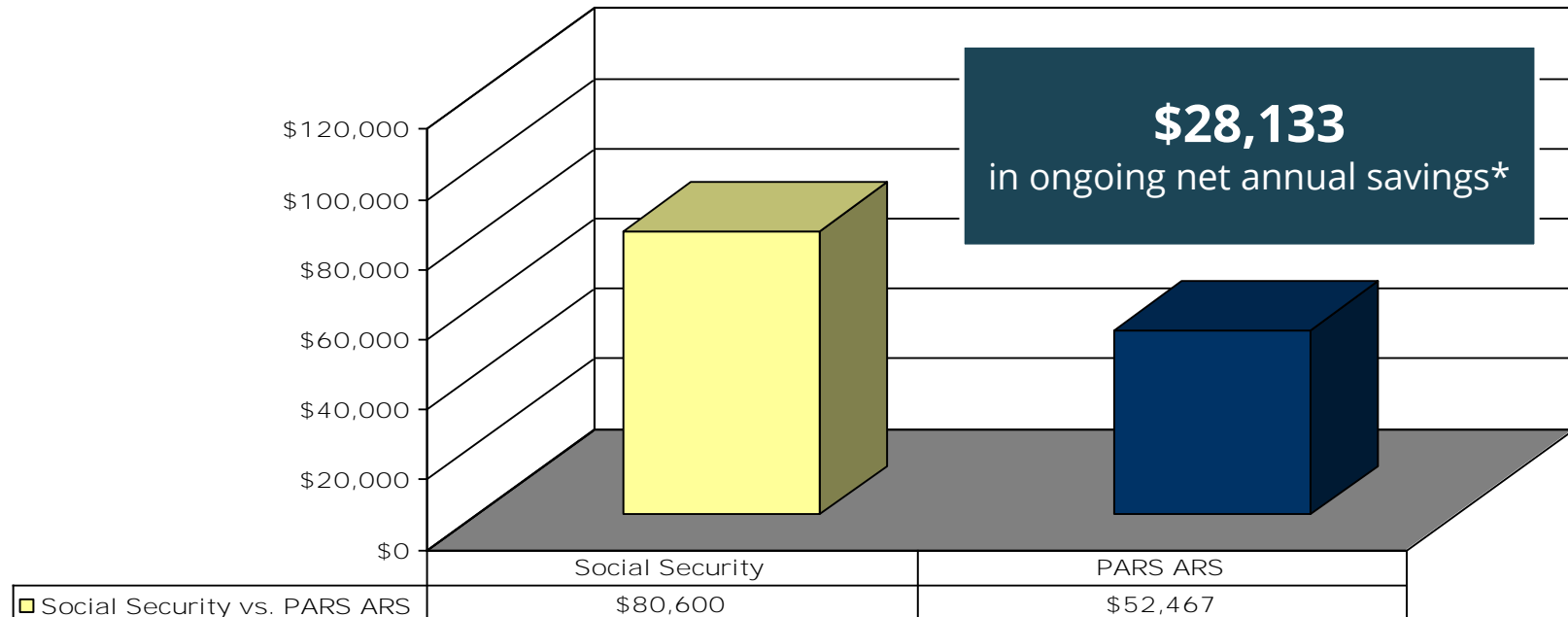
Employee: **3.75%**

Employer: **3.75%**

BENEFITS TO AGENCY



First Year PARS ARS Savings over Social Security

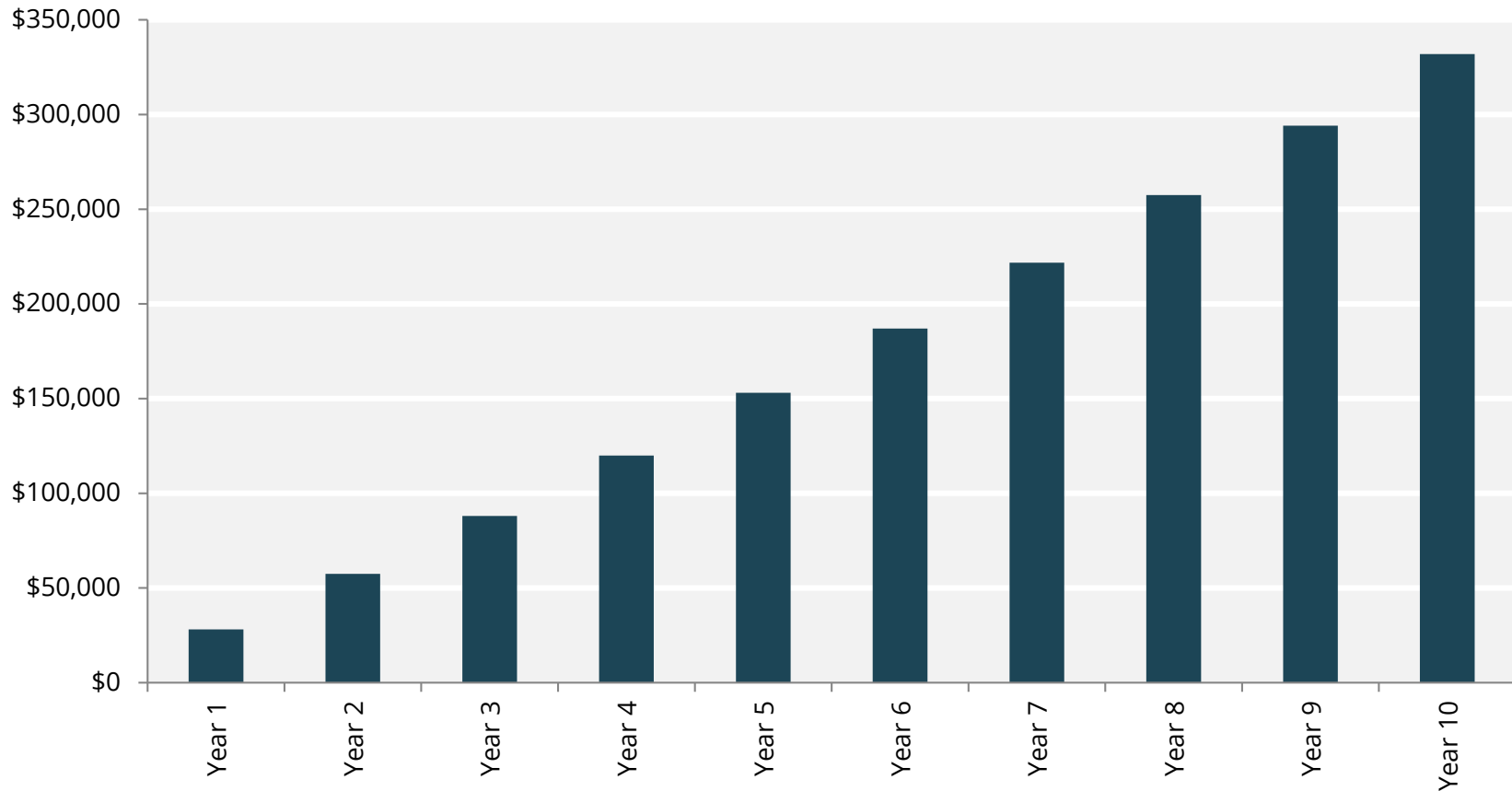


Assumptions (2018)
188 PST Employees \$1,300,000 annual payroll 3.80% COLA

Contribution Split
Employee Contribution: 3.75% Employer Contribution: 3.75%

**Savings are net of fees. Expenses paid by Agency*

CUMULATIVE SAVINGS OVER SOCIAL SECURITY



1-Year Net Savings	5-Year Net Savings	10-Year Net Savings
\$28,133	\$153,086	\$331,901

BENEFITS TO EMPLOYEES



Assumptions (2018)	Contribution Split
188 PST Employees \$1,300,000 annual payroll 3.80% COLA	Employee Contribution: 3.75% Employer Contribution: 3.75%

	PARS-ARS	SOCIAL SECURITY
GROSS INCOME	\$6,915	\$6,915
LESS PARS @ 3.75%	\$259	
TAXABLE INCOME	\$6,486	\$6,915
LESS TAXES @ 20%	\$1,331,	\$1,383
LESS SOCIAL SECURITY @ 6.20%		\$429
NET INCOME	\$5,325	\$5,103
ADDITIONAL TAKE-HOME PAY	\$222	

SCENARIO **B**

CONTRIBUTION SPLIT

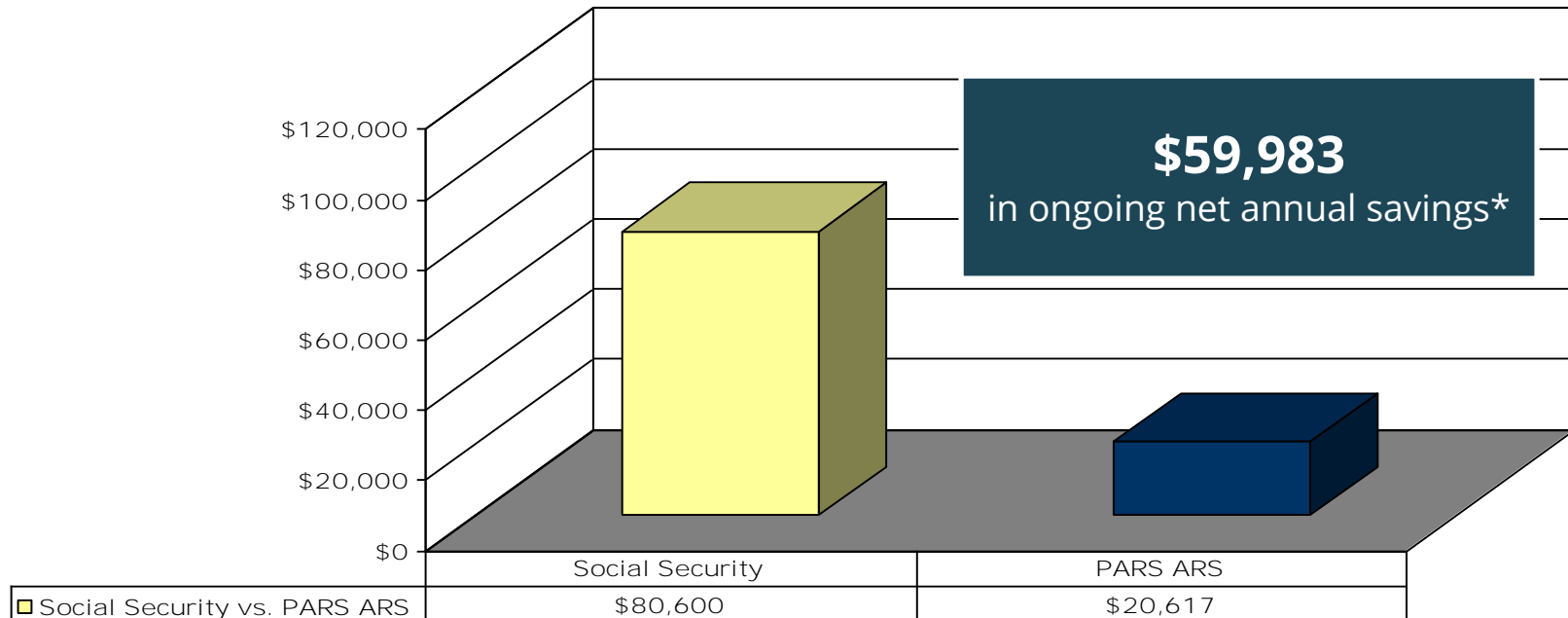
Employee: **6.20%**

Employer: **1.30%**

BENEFITS TO AGENCY



First Year PARS ARS Savings over Social Security

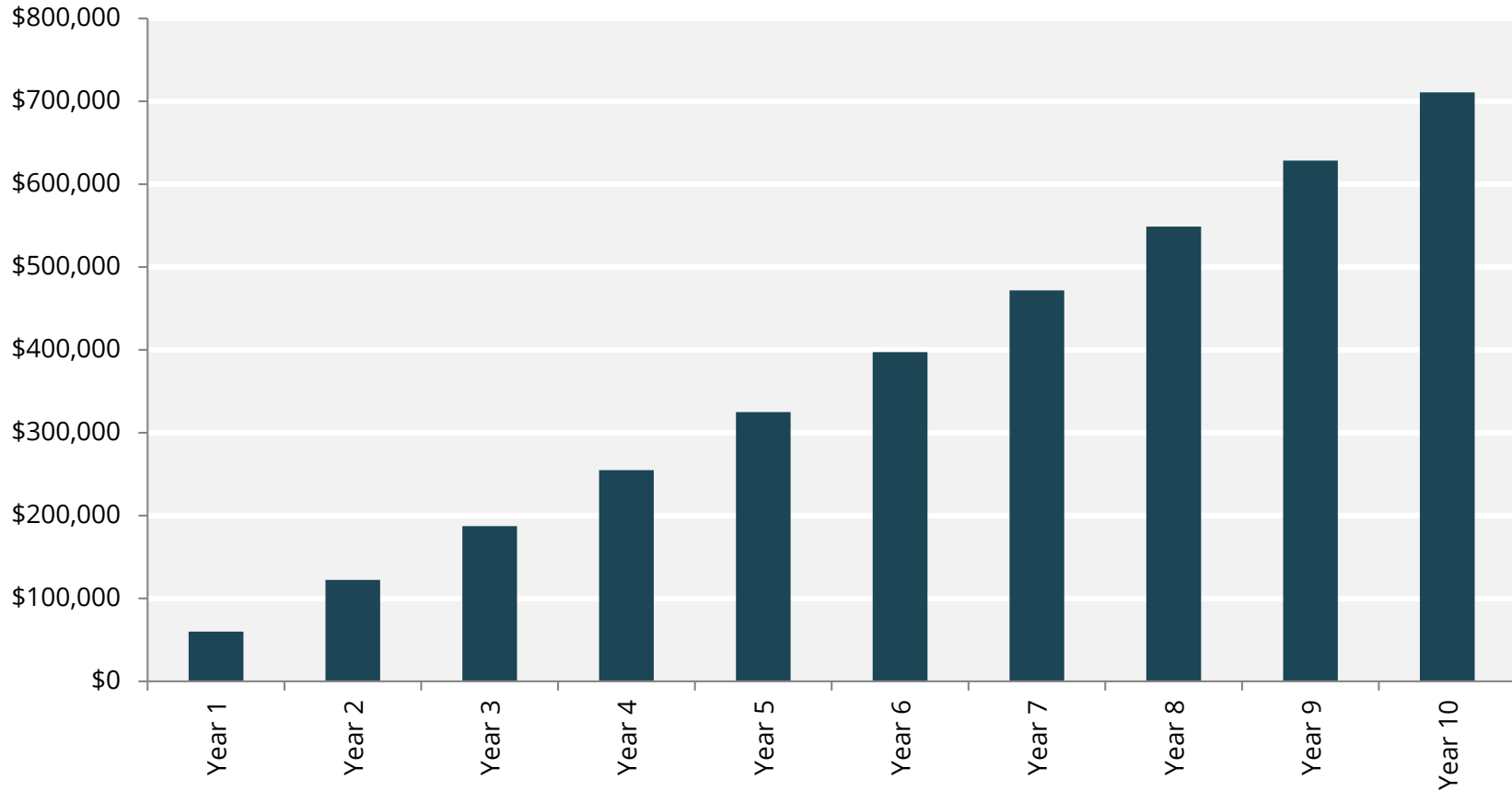


Assumptions (2018)
<p>188 PST Employees</p> <p>\$1,300,000 annual payroll</p> <p>3.80% COLA</p>

Contribution Split
<p>Employee Contribution: 6.20%</p> <p>Employer Contribution: 1.30%</p>

**Savings are net of fees. Expenses paid by Agency*

CUMULATIVE SAVINGS OVER SOCIAL SECURITY



1-Year Net Savings	5-Year Net Savings	10-Year Net Savings
\$59,983	\$324,907	\$710,768

BENEFITS TO EMPLOYEES



Assumptions (2018)	Contribution Split
188 PST Employees \$1,300,000 annual payroll 3.80% COLA	Employee Contribution: 6.20% Employer Contribution: 1.30%

	PARS-ARS	SOCIAL SECURITY
GROSS INCOME	\$6,915	\$6,915
LESS PARS @ 6.20%	\$429	
TAXABLE INCOME	\$6,486	\$6,915
LESS TAXES @ 20%	\$1,297	\$1,383
LESS SOCIAL SECURITY @ 6.20%		\$429
NET INCOME	\$5,189	\$5,103
ADDITIONAL TAKE-HOME PAY	\$86	

SCENARIO **C**

CONTRIBUTION SPLIT

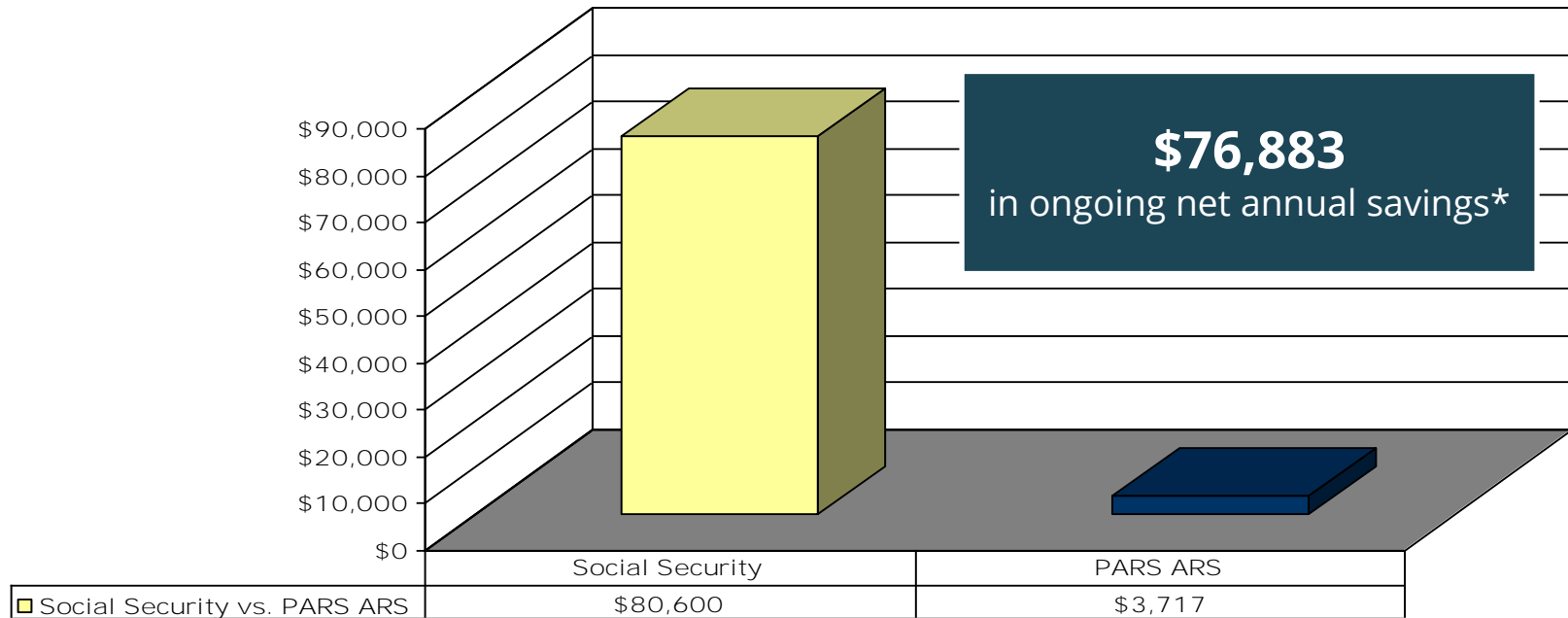
Employee: **7.50%**

Employer: **0.00%**

BENEFITS TO AGENCY



First Year PARS ARS Savings over Social Security

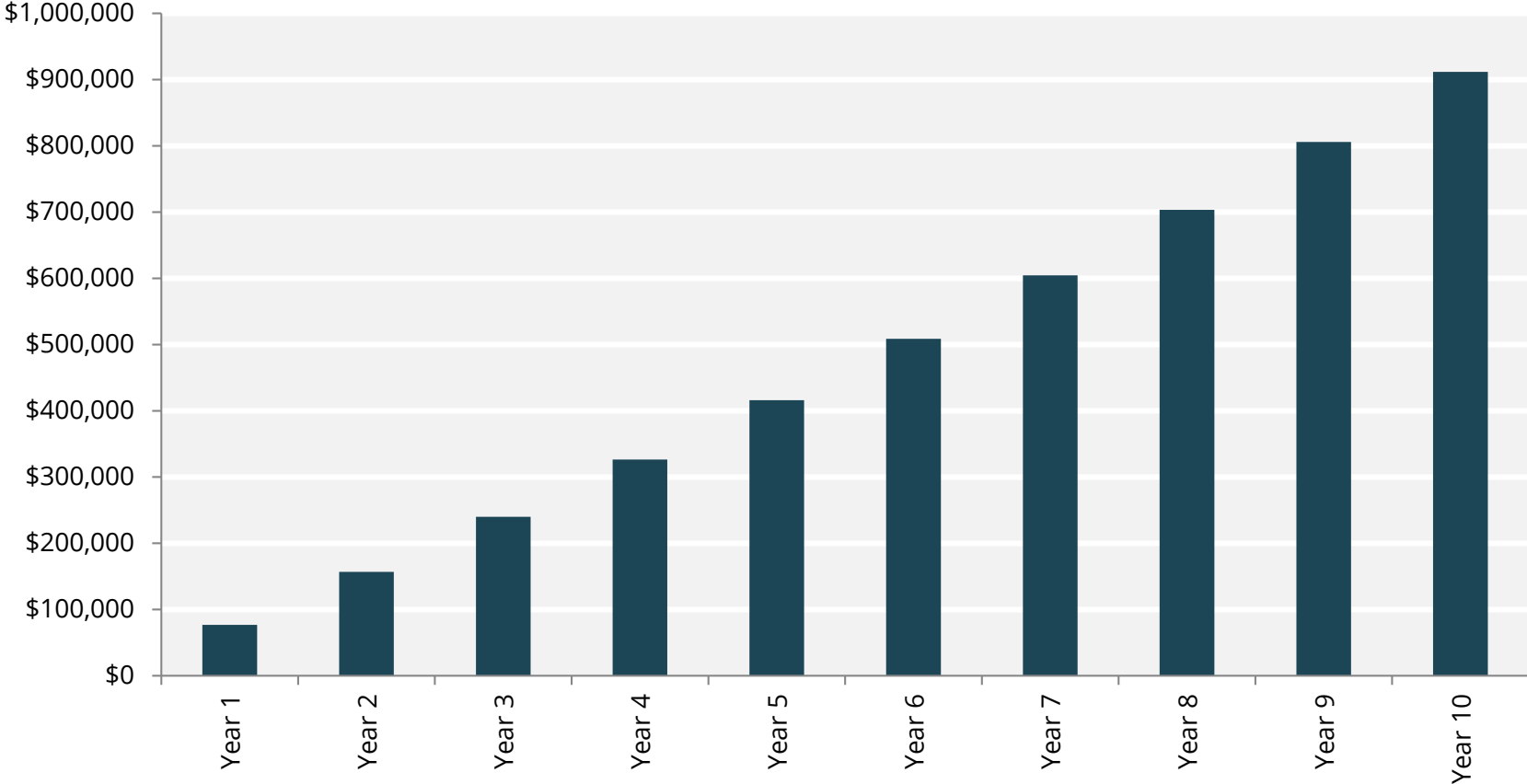


Assumptions (2018)
188 PST Employees \$1,300,000 annual payroll 3.80% COLA

Contribution Split
Employee Contribution: 7.50% Employer Contribution: 0.00%

*Savings are net of fees. Expenses paid by Agency

CUMULATIVE SAVINGS OVER SOCIAL SECURITY



1-Year Net Savings	5-Year Net Savings	10-Year Net Savings
\$76,883	\$416,078	\$911,799

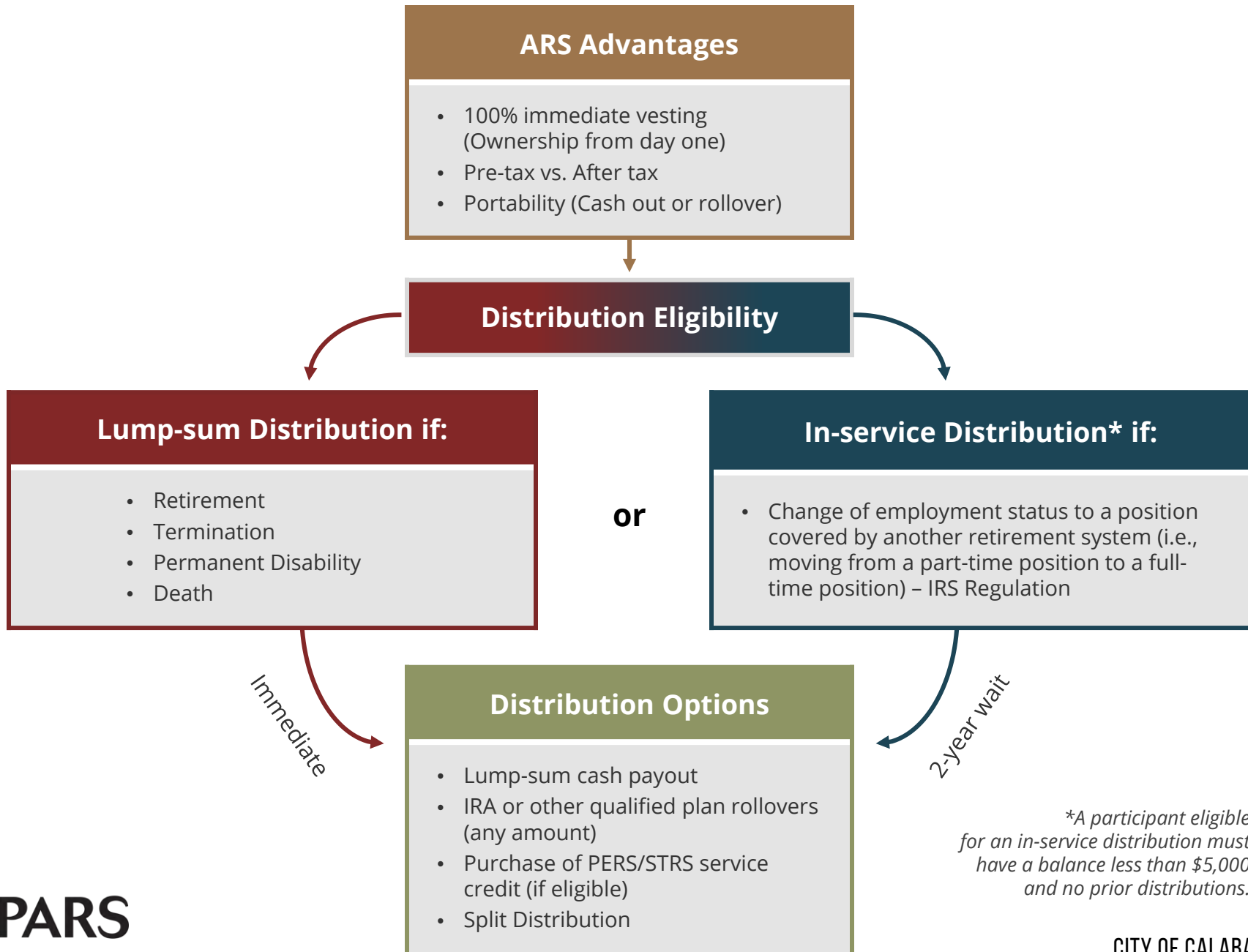
BENEFITS TO EMPLOYEES



Assumptions (2018)	Contribution Split
188 PST Employees \$1,300,000 annual payroll 3.80% COLA	Employee Contribution: 7.50% Employer Contribution: 0.00%

	PARS-ARS	SOCIAL SECURITY
GROSS INCOME	\$6,915	\$6,915
LESS PARS @ 7.50%	\$519	
TAXABLE INCOME	\$6,396	\$6,915
LESS TAXES @ 20%	\$1,279	\$1,383
LESS SOCIAL SECURITY @ 6.20%		\$429
NET INCOME	\$5,119	\$5,103
ADDITIONAL TAKE-HOME PAY	\$14	

BENEFITS TO EMPLOYEES



BENEFITS TO EMPLOYEES

1

Prompt Monthly Distributions

Processed within 60 days of PARS' receipt of completed request form; completed requests are currently processed on an average of 23 days

2

Toll-free Number For Participants And Agency Personnel

- Serviced by specialists knowledgeable of the Agency's specific plan
- 24-hour voicemail

3

Online Orientation Video

- Online orientation video prepared for Plan Participants and Agency Personnel as necessary

4

Participant Account Statements

- Annual statements sent directly to the Participant
- Available anytime upon request by the Participant
- Online secure portal for Participant to access account information

EASE OF AGENCY ADMINISTRATION

“TURN-KEY” ADMINISTRATION

PARS provides ongoing “Turn-Key” administration to minimize burden to Agency staff:

- Handles all Agency/Participant inquiries
- Performs account valuations and produces statements and reports
- Conducts all required state and federal reporting

SIMPLE ONGOING ADMINISTRATIVE ROLE

- Send contributions to the Trustee
- Send payroll contribution report to PARS
- Notify PARS of employees eligible for a distribution

COVID-19 Notice:

At PARS, we are deeply committed to and concerned about the District’s employees’ and our employees’ health and well-being. It is essential that we take ownership of preparing ourselves, our families, and our workplace to reduce the spread of coronavirus (COVID-19), especially to those vulnerable in our community. In alignment with the best practices laid out by the California Department of Public Health, Centers for Disease Control, and World Health Organization, PARS has suspended all in-person gatherings until further notice.

FLEXIBLE INVESTMENT OPTIONS

- Portfolios managed by HighMark Capital Management, subadvisor to Trustee, U.S. Bank.
- PARS can coordinate a meeting with a HighMark Portfolio Manager at any time.
- The Agency has total Investment Flexibility and can utilize any investment deemed prudent by the Trustee for retirement plan purposes, including:

Money Market Fund

- U.S. Treasury Fund
- U.S. Government Fund

Fixed Income

- Morley Stable Value Fund
- Short-to-Intermediate Term Fixed Income Portfolio

Diversified Portfolios

- Conservative Strategy
(Currently 15% equity, 80% fixed and 5% cash)
- Moderately Conservative Strategy
(Currently 30% equity, 65% fixed and 5% cash)
- Moderate Strategy
(Currently 50% equity, 45% fixed and 5% cash)
- Balanced Strategy
(Currently 60% equity, 35% fixed and 5% cash)
- Capital Appreciation Strategy
(Currently 75% equity, 20% fixed and 5% cash)

HIGHMARK CAPITAL MANAGEMENT

As of March 31, 2020

ACTIVE PORTFOLIO RETURNS

Strategy	Equity (%)	1 Year	3 Years	5 Years	10 Years
Capital Appreciation	65-85%	-8.52%	2.19%	3.38%	6.55%
Balanced	50-70%	-6.53%	2.49%	3.18%	6.10%
Moderate	40-60%	-4.81%	2.57%	3.11%	5.63%
Moderately Conservative	20-40%	-1.42%	2.81%	2.85%	4.78%
Conservative	5-20%	1.61%	3.18%	2.80%	3.98%
Short Term Fixed	0%	2.15%	2.05%	1.64%	1.31%
Morley Stable Value	0%	2.47%	2.21%	1.99%	1.89%

* Past performance does not guarantee future results

PROGRAM FEES

Fees can be paid by agency or from plan assets (when assets exceed \$250,000)

Trust Administration Fees*



Ongoing Fees:	
1.00%	for assets \$0-2.5 million
0.75%	for assets over \$2.5 million

Distribution Fee:
\$20.00
(paid by participant at distribution)

Discretionary Trustee Fees



- 0.12% of contributions for “Discretionary Trustee” arrangement
- Asset Management Fee may apply depending on the type of investment selected

**Monthly Trust Administrator Fee is subject to a monthly minimum of \$300.00.
Rates are prorated and paid monthly as follows: Annual rate divided by 12 and multiplied by end of the month balance*

PARS ADVANTAGES

- **Experience:**

PARS is one of the largest provider of Alternative to Social Security Plans with more than 250 plans. No other provider can match our list of clients and consequently our expertise in administering these plans in California.

- **Focus:**

PARS specializes solely on administration and consulting services on governmental retirement plans. A large portion of the PARS operation is focused on Alternative to Social Security Plans in California.

- **Administrative Stability:**

PARS has performed in-house administration of our plans since 1991, instead of the ever changing administrative subcontracting configurations that are so common with Alternative to Social Security Plan providers.

PARS ADVANTAGES (CONT.)

- **Security with a Respected Trustee:**

PARS utilizes a highly respected corporate trustee, U.S. Bank, who is currently the fifth largest bank in the United States and highly rated. As the Discretionary Trustee, they oversee and safeguard plan assets in accordance with Federal law. Investments with insurance companies may not utilize a trustee.

- **Investment Choice with Low Cost:**

PARS, as one of very few non-insurance-based providers, offers choice in investment options. PARS plans maintain options that have very low expense ratios that are in contrast with typical high commission-laden products offered by other providers.

- **Prompt Distributions:**

PARS participants are eligible for immediate distributions when they terminate, retire, die or become permanently disabled. PARS pays distributions on average in about 23 days.



PARS ADVANTAGES (CONT.)

- **Fully Disclosed Fees:**

PARS fully discloses all fees under the plan. PARS does not hide fees inside insurance or mutual fund products like most providers. Many providers never tell you how much they make, but PARS does.

- **Compliance Support:**

PARS monitors federal and state legislation to ensure that all PARS plans stay compliant with changing laws, including ongoing legal support by O'Melveny & Myers and Pillsbury Winthrop Shaw Pittman. No other provider has spent more time and resources to protect agencies with Alternative to Social Security plans in Sacramento.

STEPS TO IMPLEMENTATION

- 1 City Council passes Resolution adopting the plan
- 2 Plan Documents are executed
- 3 City develops investment policy and guidelines for Investment Manager
- 4 Online orientation video available for new plan participants
- 5 Payroll system adjusted, personnel procedures set up
- 6 First payroll contribution and data submitted
- 7 PARS conducts an annual client services review

CONTACTS

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Mitch Barker
Executive Vice President
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mbarker@pars.org



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: UPDATE ON CALABASAS OPEN SMALL BUSINESS GRANT PROGRAM

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Recommendation that Council receive file and receive this status update on the Calabasas Open Small Business Grant Program.

DISCUSSION:

The Calabasas Open Small Business Grant Program provides a one-time emergency grant, up to \$10,000, to eligible Calabasas based small businesses to assist with COVID-19 reopening costs. The FY 2020-21 approved appropriation amount is \$1 million. \$500,000 is for the first phase of the program, or 50 grants if each small business receives the maximum amount.

The goal of the Program is to remove barriers to accessing capital for the City's small businesses that were required to close, or partially close, as a result of the pandemic. Providing these much needed funds to the City's small businesses allows stores to reopen as soon as possible, while also stimulating the local economy.

Anticipated Timeframes & Deadlines

- I. Application Submission: June 15 – June 19
- II. Application Review: June 22 – June 26
- III. Notice of Grant Award: June 29 – July 2
- IV. Checks Mailed to Businesses: July 6 - 10

SIGNIFICANT ACTIVITY AND UPDATES:

Application Submission: June 15 – June 19

The Calabasas Open Program application was successfully posted on the City's website and started accepting online applications on June 15 at 10:00 AM. Applications will be accepted until Friday, June 19 at 5:00 PM.

As of mid-afternoon on June 15, there were 35 applications successfully submitted. To note, some of these applications may be deemed incomplete or ineligible once applications are reviewed.

Application Review: June 22 – June 26

Applications will be reviewed starting the week of June 22 on a first come, first served basis, with first come defined as the date and time received by the City of Calabasas. The review panel consisting of two (2) City staff members will review each application for eligibility and completeness, in addition to screening businesses according to sales tax and transit occupancy (hotel bed) tax priority. The panel will recommend a grant award amount based on the reasonable costs associated with the request, with final grant approval by the City's Chief Financial Officer.

In the event that an applicant is denied funding, that determination is final and there is no appeals process.

FISCAL IMPACT/SOURCE OF FUNDING:

The City Council has approved a \$500,000 allocation from the Disaster Recovery Fund (46) (Woolsey Fire Settlement) as the funding source for the first phase of the Calabasas Open Small Business Grant Program.

REQUESTED ACTION:

That Council receive and file this status update on the Calabasas Open Small Business Grant Program.

ATTACHMENTS:

1. Calabasas Open Grant Application List, updated 06/15/2020

**Calabasas Open Grant Application List
Updated 06/15/2020**

ITEM 9 ATTACHMENT 1

Name of Business	Business Address	Number of Employees	Grant Request Use	Grant Request Amount
	23663 Calabasas Rd, Calabasas California 91302			
Calabasas Dining Group LLC	Calabasas Courtyard	32	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Calabasas Auto Spa	24115 Calabasas Rd. Calabasas, CA 91302	25	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Escentials	26527 Agoura Rd., suite 106 Calabasas, CA 91302	1	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Hilton Garden Inn - Calabasas	24150 Park Sorrento Calabasas, CA 91302	57	Physical Reopening Costs	\$10,000.00
Payam Khalepari A professional Dental corp DBA Calabasas Smiles	26787 Agoura rd E-5 Calabasas CA 91302	5	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
TK Nails	26527 Agoura Rd # 108, Calabasas, CA 91302	6	Physical Reopening Costs	\$10,000.00
Stanton R. Bernstein	22816 Sparrow Dell Drive Calabasas, CA 91302	3	Advertising or Promotional Costs	\$10,000.00
Calabasas Med Spa, PC	23659 Calabasas Road, Calabasas, CA 91302	12	Physical Reopening Costs, Advertising or Promotional Costs	\$8,250.00
Mediterranean Pita Grill	26527 Agoura Rd. #120 Calabasas, CA 91302	9 people	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Calabasas Liquor Market	5657 Las Virgenes Road CALABASAS CA 91302	4	Advertising or Promotional Costs, Physical Reopening Costs	\$9,350.00
toscanova resturant	4799 Commons Way a, Calabasas, CA 91302	66	Physical Reopening Costs, Advertising or Promotional Costs	\$7,550.00
Calabasas Orthodontics - Stuart J. Hoffman, D.M.D., M.S.	4764 Park Granada, Suite 104 Calabasas, CA 91302	2 full time, 1 part time.	Physical Reopening Costs	\$3,250.00
Davidson Law Group, ALC	4500 Park Granada Blvd., Suite 202 Calabasas CA 91302 (the Spaces Building)	2	Physical Reopening Costs, Advertising or Promotional Costs	\$7,000.00
BLUSH BOUTIQUE	23671 CALABASAS RD CALABASAS, CA. 91302	4	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Lovi's Delicatessen	24005 Calabasas Road Calabasas, CA 91302	50	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
VIKTOR BENES BAKERY	22277 MULHOLLAND HWY CALABASAS CALIFORNIA 91302	14	Advertising or Promotional Costs	\$10,000.00
CQ Nails INC.	26500 Agoura Rd. STE 107 Calabasas, CA 91302	6	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Doby Foods, Inc. DBA TIFA Chocolate & Gelato	23655 Calabasas Road Calabasas, CA 91302	8	Advertising or Promotional Costs	\$10,000.00
Santa Fe Cafe	56789 Las Virgenes Rd., Calabasas, CA 91302	5	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
First Artists Management, Inc.	4764 Park Granada, Suite 110, Calabasas CA 91302	5	Physical Reopening Costs	\$10,000.00
Old Town Hair Company	23548 Calabasas Rd #104 Calabasas, CA 91302	1 for right now	Physical Reopening Costs	\$10,000.00
Salon Nuuvo	26777 Agoura Rd B3, Calabasas CA 91302	15	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00

**Calabasas Open Grant Application List
Updated 06/15/2020**

Fuhrakoon Corp	26570 Agoura Rd. #120 Calabasas, CA 91302 and 3912 Lost Springs. Dr. Agoura Hills, CA 91301	4	Advertising or Promotional Costs, Physical Reopening Costs	\$10,000.00
Pedalers Fork	23504 Calabasas RD, Calabasas, CA, 91302	75	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Chow House LP	23536 Calabasas Road, Calabasas, CA 91302	24	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Hear Clear Hearing Aids, Inc.	4764 Park Granada suite 109 Calabasas, Ca., 91302	1	Physical Reopening Costs, Advertising or Promotional Costs	\$9,000.00
Blackbird General Store, Inc.	23504 Calabasas Rd., #2, Calabasas, CA 91302	4	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Calakids	23675 Calabasas Rd. Calabasas, CA 91302	6	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Mrs Cleaners	3840 Old Topanga Canyon Road Suite D Calabasas CA 91302	Currently 2	Physical Reopening Costs, Advertising or Promotional Costs	\$9,450.00
Davis Research LLC	23801 Calabasas Road #1036, Calabasas, CA 91302	86	Physical Reopening Costs	\$10,000.00
Santa Fe Cafe	5679 Las Virgenes Rd., Calabasas, CA 91302	5	Physical Reopening Costs	\$10,000.00
Net Results Tennis LLC	23564 Calabasas Rd # 103-104, Calabasas, CA 91302	5	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
Atmosphere Events & Catering	Calabasas Tennis & Swim Center 23400 Park Sorrento Calabasas, CA 91302	2 - 15	Physical Reopening Costs, Advertising or Promotional Costs	\$6,525.00
Rezaie Corp	23645 Calabasas Road Calabasas CA 91302	7	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
French.us	23528 Calabasas Road Calabasas CA 91302	5	Physical Reopening Costs, Advertising or Promotional Costs	\$10,000.00
35				\$330,375.00

***This list is for applications received, not awards granted**



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: DISCUSSION AND DIRECTION FROM CITY COUNCIL ON CITY EVENTS IN LIEU OF NORMAL ANNUAL EVENTS

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

It is recommended that the City Council discuss and provide direction to staff on City events in lieu of normal annual events.

BACKGROUND:

With both community safety and fiscal responsibility at hand, City Council at its May 18, 2020 Workshop and again on June 10, 2020 during budget discussions, reviewed City Events that were scheduled for the remainder of the 2020 calendar year and determined it best to cancel these events. The following are the events that were cancelled:

DATE	EVENT
May 2/3	Arts Festival
June 14	Concert Stone Soul
June 19	Summer Kickoff Party
July 4	Lakeside Run/Pet Show
	Splash Party
	Fireworks Program

DATE	EVENT
July 12	Concert Dark Desert
July 17	Dive in Movie Frozen 2
July 31	Dive in Movie Toy Story 3
August 2	Concert Yachty
August 7	Glow Party
August 30	Concert Cash
October 17/18	Pumpkin Festival
December TBD	Breakfast with Santa

Council requested that staff return with event/program ideas to discuss at the June 24, 2020 meeting.

DISCUSSION:

The following are event/program ideas for Council to discuss and provide direction to staff:

Social Distancing Events

The concept behind Social Distancing Events involves creating activities where groups are kept at a 6ft distance and activities restrict any direct contact between participants. For example, staff can chalk/paint/tape areas with circles, lines or squares to denote 6ft between each party. We will have to limit the number of participants who attend, but we can rotate the parks to involve several neighborhoods.

- Disney sing-a-long
- Animal shows
- Story time with characters
- Family game / sports night: freeze dance contest, corn hole league, Simon Says
- Parking lot bingo
- Children's bingo
- Family picnic
- Movies in the park
- Magic show
- Golf Chip, Putt and Drive Event
- Basketball Skills Challenge Program
- Trolley parade with costume characters
- Drive-in-movie, concert, play, comedian, animal/reptile, variety show, etc.

- Drive thru programs - summer, fall, and winter themes
- Contests or challenges– residents decorate yards, make forts, pet tricks, lawn zoo, etc.
- Park fun zones – silly walk area, skipping only, hopscotch, etc.
- Trail treasure hunts

Virtual / Independent Events

These programs allow community members to participate in events either online or on their own schedule.

- Virtual bingo
- Virtual art show
- Citywide I spy
- Virtual talent show – human or pets
- Citywide scavenger hunts
- Backyard campouts
- Geocaching

Holiday Themed Events - Halloween Trick or Treat Trail

Staff and volunteers can set up along the De Anza trail to distribute candy and offer safe trick or treating. An option is to add a DJ and social distancing circles for activities.

REQUESTED ACTION:

It is requested that the City Council discuss and provide direction to staff on City events in lieu of normal annual events.



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: DISCUSSION AND DIRECTION FROM CITY COUNCIL ON ALTERNATIVES FOR WILD WALNUT PARK

MEETING DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

It is recommended that the City Council discuss and provide direction on alternatives for Wild Walnut Park.

BACKGROUND:

Wild Walnut Park was acquired in 2001 and consists of approximately 10 acres on the corner of Mulholland Highway and Old Topanga Canyon Road. Since the acquisition of the park, and with a goal to keep it natural in it's setting, staff has worked to: develop a walking trail (approximately ¼ mile in length) at the base of the park; add native plants; develop a picnic grove for gatherings; place seating areas and interpretative signage in the park for rest stops along the trail; and establish a parking area for visitors.

Over the years, "east side" residents have approached staff about having more park/play opportunities similar to those on the "west side" of the city such as, De Anza Park, Gates Canyon Park and Grape Arbor Park. The "east side" of town, in which Wild Walnut sits, currently has smaller parks and some come with limited access and limited hours. These facilities include the Calabasas Tennis & Swim Center, Creekside Park, Freedom Park and Highlands Park.

Staff received direction in early 2015 to investigate the opportunities and desire of the community on the “east side” of the city. We were advised to work with the Parks, Recreation & Education Commission (PRE) to complete this goal of providing a natural themed play environment concept at Wild Walnut Park and then to share the ideas with the community at a public workshop.

At the PRE Commission meeting on March 9, 2015, a Wild Walnut Park Subcommittee was developed and tasked with making recommendations that would lend itself to enhancing the beautiful setting that Wild Walnut Park already provides. The subcommittee would then take the recommendations to a community meeting to get additional feedback and finally formalize a plan. Staff anticipates that the desired location for any kind of play equipment be back behind or beside the existing picnic grove where there is currently a relatively flat area away from parking and the highway.

In June of 2015, an on-line survey was conducted in eNews to gather the “pulse of the community” and to further explore the idea of placing a naturally themed play environment at Wild Walnut Park. The majority of the feedback was in favor of moving forward with the idea. At the June 22, 2015 PRE meeting the commissioners reviewed the results and feedback and recommended staff move forward with a community workshop to gather ideas.

A “Wild Walnut Park Possible Playground Workshop” was conducted on July 21, 2015 with approximately 25 in attendance, including Councilmembers and Commissioners. The goal of the workshop was to further ascertain if there was support for the idea of putting a naturally themed play environment at Wild Walnut Park and if so, to gather specific ideas on naturally themed playground equipment. Staff took the group through the results and feedback from the June eNews survey and then led them through a discussion on the different types of amenities they might like to see at Wild Walnut Park.

After receiving and listening to the feedback and comments of the community, the playground features would be more of the bouldering and climbing type structures using natural looking material in both its colors and representation. Along with the playground equipment, the parking lot would undergo some enhancements to better distinguish parking spots. Interpretive signage would be increased to identify the parks wonderful features, its wildlife and native plant life. A drinking fountain and/or restroom could be included in the design or at a later phase if this is the desire of the Community, PRE and City Council.

As the City budget became impacted by the loss of certain revenue sources and subsequent restrictions, any idea of adding amenities to Wild Walnut Park was placed on hold.

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing the Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Seventy-five percent (75%) of Los Angeles County voters approved Measure A in November 2016. This approval authorizes continued dedication of local funding for grant projects and their maintenance through an annual charge of 1.5 cents per square foot of building floor area on all taxable real property in the County. Similar propositions in 1992 and 1996 allocated funds to Calabasas and were key components in the purchase of the Calabasas Tennis & Swim Center, building De Anza Park, building the Agoura Hills/Calabasas Community Center and for funding several park projects over the years.

Measure A makes funding available to eligible recipients for projects that repair and upgrade parks and recreation facilities, preserve and protect open spaces and beaches, and support recreational programming. Measure A implementation also includes efforts to update and maintain the 2016 Countywide Comprehensive Parks and Recreation Needs Assessment (Needs Assessment) process and its data. It will utilize available technology to facilitate grant applications and provide efficient oversight. The architecture of Measure A aims to respond to the findings of the Needs Assessment by increasing the quantity and the quality of parks, recreation facilities, beaches and open spaces throughout Los Angeles County, with an emphasis on the areas of highest need.

I was honored to be a member of the implementation Steering Committee for Measure A (Steering Committee) which provided guidance and made decisions at key steps of the implementation process. The Steering Committee consisted of approximately 45 members with expertise in parks, recreation, and open space, as well as related local community issues in Los Angeles County. As many of you know, I also served on the Needs Assessment Steering Committee in 2015 and 2016.

The RPOSD worked with a consulting team, with input from the Steering Committee, to develop eligibility criteria for grant funded projects, refine technology solutions, and establish a methodology for updating the Countywide Parks Needs Assessment data, among other tasks.

In a nutshell, there are both non-competitive and competitive grants to apply for. The non-competitive grants (per capita) coming to the City of Calabasas is approximately \$94,000 per year with another \$23,000 per year in Maintenance and Servicing (M&S Funds).

With a continuous funding mechanism it will be important to update/incorporate new priorities/projects into the Parks and Recreation Master Plan that was adopted by City Council in 2005 and is posted on the City website. Wild Walnut Park is identified in this plan as a passive park facility with a future connection to the Environmental Education Center that is across the street. It was mentioned to possibly include a naturally themed play environment along with other potential amenities. Through community workshops, the PRE and ultimately the City Council, we can enhance upon what Wild Walnut Park currently offers.

A sub-committee (Laurel Ford, Charlotte Meyer and Heath Patton) of the PRE met with staff on July 26, 2017, to discuss both assumptions and process, as staff was preparing to come before the City Council. It was highly suggested by the sub-committee that this time around we do the following:

- Explain the process to the community and how any ideas/plans will move through the City processes.
- Incorporate input from all east side residents and not just those in the immediate area around Wild Walnut Park.
- Explain that this exercise is to plan for additional amenities at Wild Walnut Park and no other land is under consideration, such as Creekside Park or parcels for sale.
- Explain that any additions to Wild Walnut Park will tie into the rustic ambiance of the facility.
- Explain that additions to Wild Walnut Park can be built in phases as funding becomes available.
- Explain that adding amenities to Wild Walnut Park is not an arbitrary decision, but rather one that is identified in the Parks and Recreation Master Plan.

On August 23, 2017 the City Council provided staff with direction to move forward on the Wild Walnut Park Master Planning. Below are some of the comments from Councilmembers:

- Have the PRE discuss and initiate a Public Workshop.
- Return to Council by the end of 2017 or early 2018 with a recommendation and timeline.
- Review and mitigate any safety concerns.
- Create a more active facility and return with a Resolution changing status from passive to active.
- Maintain the beauty of the facility with a natural look.
- Come up with a phasing concept of amenities.
- Determine if other facilities around have a youth playground and a dog park on the same location.
- Pros/Cons of having a restroom in major thoroughfare.
- Find additional funding sources.

In the 29 years since Calabasas was incorporated, the City has developed a very high level of park and recreation services. Despite a constraint on land available for active use parks, the City has acquired or built an impressive array of facilities. The level of programming is extensive, and a high percentage of Calabasas citizens participate in the City's recreation activities. The City also has been an active steward of the natural environment, acquiring open space and partnering with other agencies to protect land. Overall, the City has established an extremely successful recreation program and park system.

The main challenge for Calabasas in the coming years will be expanding its physical facilities to meet currently unserved recreation needs. The community has expressed a need for additional facilities, such as more soccer fields, east side park/playground, community garden and an east side dog park to name a few.

At the September 11, 2017 City Council Meeting, Council directed staff to do the following:

1. Conduct a community workshop for amenities to be added to Wild Walnut Park.
2. Initiate design concepts along with a phasing plan.
3. Return to Council with a recommendation from the Parks, Recreation and Education Commission along with a Resolution changing the park designation from passive to active.

A Community Workshop took place on Saturday, November 4, 2017 from 9 a.m.-Noon in the Founders Hall with 77 participants (69 Residents/8 Non-Residents). The following constitutes the results from the workshop:

USER GOALS

Which Statement Best Describes Your Vision for New Amenities at the Park? (Choose One) 76 Votes

- It will be a destination for me and my family on a regular basis - 6
- It will be a place for me to engage in a healthy and active lifestyle- 21
- It will be a place where I can go to meet with friends and enjoy the outdoors- 49

The Park Should Principally Focus On (Choose One) 70 Votes

- Amenities for Youth- 5
- Amenities for Adults- 6
- Amenities for Both- 59

The Park Should Serve both People and Canines (Choose One) 71 Votes

Yes- 66 No- 5

PREFERENCES

The Park Should Have a Restroom (Choose One) 73 Votes

Yes- 49 No- 24

The Park Should Incorporate a Dog Park (Choose One) 76 Votes

Yes- 66 No- 10

The Park Should Have a Community Garden (Choose One) 72 Votes

Yes- 43 No- 29

The Park Should Have a Playground (Choose One) 76 Votes

Yes- 39 No- 37

The Park Should Have Expanded and Better Defined Parking (Choose One) 72 Votes

Yes- 60 No- 12

I Would Prefer... (Choose One) 56 Votes

- A playground for Tots (2-5) Only- 6
- A playground for both Tots and Youth (5-12)- 50

Please indicate your preferences by putting as many or as few of the 5 dots on each of the next 5 categories: (372 dots used of a possible 385 dots)

Playground Component- 38

Dog Park- 223

Restroom- 36

Community Garden- 35

Parking Lot- 40

There was also a comment board located at the last station where attendees were able to leave us with some comments/thoughts. Following are the comments that were added to the board:

What else would you like to see incorporated? I think it would be great to have...

- Fence to keep coyotes out
- Lock gates at reasonable hours
- Trail connection into the hills
- More hiking trails
- Sidewalks leading to the park
- Two gates when entering the dog park
- Wide dirt path allowing 2 toddlers to ride bikes side by side
- Keep the environment in original state-preserve the scenic corridor
- Allow bicycles-a trailhead for bikes
- White Oak & Victory dog parks are excellent examples
- Chumash theme playground
- Safe crossing to Headwaters Corner
- Incorporate similar designs- complementing the park with Headwaters
- Snake fences
- Ficus Trees because they do not shed and they provide shade
- Many benches
- Trash cans and dog waste bags
- Thousand Oaks dog park is an excellent example-we need huge size
- Grass dog park only - real or fake woodchips are annoying and dirty-difficult to pick up dog feces
- Two dog areas (one for small and one for large)
- Traffic light at Old Topanga and Mulholland Hwy

- Leave it wild
- Keep the coyotes in
- Public bulletin board-residents can post notices
- Shade (either natural or canvas) for both dogs and people
- No bathrooms
- A gated park so it is safe for children. There are not enough parks for kids on the East end of Calabasas
- Outdoor innovation camp designed for kids (and adults). 3 picnic tables required with electricity
- Keep it wild-no development
- Fitness Stations like at Brandon's Village
- Right hand turn lane from Old Topanga to Mulholland
- Baseball field
- Water fountain for both people and animals each
- Do not develop- Use Creekside instead
- No further development-leave as is
- Botanical Garden-only native plants with educational signs

Staff began working with Jeff Maxwell of JMD Landscape Architecture, Inc. on implementing the top community choices into a park design.

On June 11, 2018 the PRE met to discuss the Wild Walnut Park Master Plan and went through both options. After discussion, the PRE voted 5 to 1 to recommend Option 2 to City Council mainly due to the two defined areas for small dogs and large dogs. The PRE was mixed on the public restroom component but as staff explained, if the Master Plan is moved forward that the amenities would be built in phases and the restroom could be a later phase or excluded all together.

On September 26, 2018, City Council agreed with the PRE Recommendation on Option 2 with some requested modifications. After discussion Council asked staff to return in early 2019 with an updated Option 2 Plan and estimated costs. On March 11, 2019, the Pre reviewed the updated plan and provided comments and input in preparation for City Council.

On April 10, 2019, City Council approved staff to move forward with the development of design and specifications for Wild Walnut Park Improvements and to bid out the project as a whole and not in phases. The scope of work for the project includes earthwork, permeable parking, ADA accessible features, a drinking fountain, an off-leash enclosed dog park, children's play equipment, portable restroom enclosure and other amenities.

The project was advertised for bid on April 6, 2020, with a bid opening scheduled for May 13, 2020. The bid opening for the project was conducted via Zoom Teleconference, due to City Hall being closed to the public. There were six bids submitted for the project. The decision to award the project was based on the lowest responsible and responsive bidder. The lowest bid amount was \$578,185.77. However, the lowest bidder was deemed non-qualified due to not meeting the requirement of sub-contracting not more than 50% of the work. The lowest contractor also failed to submit the required hard copy of the bid documents; therefore, the City cannot award the project to the firm. The second lowest bid amount was \$643,722.95 and with general fund money required for a large portion of the project, City Council rejected all bids at their June 10, 2020 meeting.

City Council requested that staff return with alternatives for the Wild Walnut Park Improvement Project.

DISCUSSION:

The following are several options for the Wild Walnut Park Improvement Project:

1. Advertise the project as is and see if the bids come back differently;
2. Advertise the project as a phased/whole approach and see how these bids come back;
3. Value engineer and see where we might be able to modify design/specifications and prepare documents for bid;
4. Work with our Public Works Department to determine if any area of the project might be able to fall under another funding mechanism;
5. Add temporary features to Wild Walnut Park as we work through a long term budget solution.

If a temporary option is chosen in the short term such as fencing and surfacing for a dog park, staff will work with our current contractors on pricing and installation options to accomplish this task. Funding for such an option would most likely need to come from the general fund.

Staff spoke last week to our Measure A Grant Administrator and we put our approved project on hold with the County. Our currently approved grant allocation for the project from the County is \$187,809.53. If we wait until September 15, 2020 an additional \$93,904.77 can be added through a project amendment increasing our grant allocation for Wild Walnut Park to \$281,714.30.

FISCAL IMPACT/SOURCE OF FUNDING:

The current grant funds approved by the County for this project is \$187,809.53, with the balance coming from the General Fund or other Unidentified Funding Sources. By waiting until September 15, 2020 and amending our grant agreement with the County at that time, an additional \$93,904.77 can be added to the project agreement.

REQUESTED ACTION:

It is requested that the City Council discuss and provide direction on alternatives for Wild Walnut Park.

ATTACHMENTS:

None



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER
JAMES JORDAN, DIRECTOR OF PUBLIC SAFETY
MAUREEN TAMURI, DIRECTOR OF COMMUNITY DEVELOPMENT**

SUBJECT: DISCUSSION REGARDING RETURN TO IN-PERSON COUNCIL MEETINGS: INFORMATION AND PROTOCOLS

**MEETING
DATE: JUNE 24, 2020**

SUMMARY RECOMMENDATION:

That the Council discuss the information contained in this report related to the return to in-person Council meetings in the Council Chambers at a yet to determined date in the future and provide direction to staff.

BACKGROUND:

Since the State and the Los Angeles County Department of Public Health (DPH) implemented stay at home orders in March, all City facilities have been closed and all public meetings have been conducted via teleconference. In anticipation of the gradual lifting of these orders, Staff is seeking direction from the Council related to plans for the resumption of in-person Council meetings in the Council Chambers with the public in attendance.

In initial plans which are being discussed and that will be finalized as more information from DPH becomes available, the following protocols are suggested for the Council's consideration: Councilmembers would be spread out across the dais in order to maintain six feet of distance between them. This would be made

possible by moving the City Manager and Attorney to the staff tables. In addition, the majority of audience chairs will be removed and remaining chairs would be properly social distanced. Masks would be required for all those in attendance. Additional hand sanitizer dispensers would be installed in various locations. Deep cleaning would be conducted before and after meetings. Some cleaning may take place during meetings. Staff has ordered portable plastic partitions similar to bank teller windows and those may be installed as needed.

Staff will also be looking at how other cities are handling their meetings as reopening occur. Protocols are evolving and we will adhere to those directives when we have determined when public meetings will resume.

DISCUSSION/ANALYSIS:

Last week Los Angeles County Department of Public Health asked their County Counsel some questions about the Health Office Orders (HOOs). One of them was holding in-person city council meetings.

Can in-person city council meetings be allowed?

Answer: Cities can make their own determination because this is a government function, but we don't necessarily recommend this yet.

Per Director of Public Safety James Jordan: The HOO does not apply to City Council meetings. If the Council wishes to commence in-person meetings, we should maintain physical distancing between the council members, city attorney, city manager and city clerk. We also have to remove two-thirds of the chairs for the public. Properly spaced chairs could be placed in the lobby if necessary. Everyone attending the meeting would be required to wear a face cover. Staff does not believe that sneeze shields would be necessary as long as the 6' distancing is maintained. The podium is far enough away from the dais and removing chairs within 6' of it should be sufficient. There should be no food provided for the council before a meeting, unless individually packaged for each person. DPH recommends not having buffet style food for any gathering. The attachment to this report addresses social distancing requirements for businesses. Even though the city is exempt from the HOO as essential it still has to comply with the social distancing requirements as much as possible.

FISCAL IMPACT/SOURCE OF FUNDING:

There will be some minor expenses related to cleaning supplies and the purchase of plastic partitions that will not exceed \$2,000.00. The labor costs associated with the implementation of cleaning protocols is unknown at this time but may amount to a significant cost.

REQUESTED ACTION:

That the Council discuss the information addressed in this report related to the return to in-person Council meetings in the Council Chambers at a yet to determined date in the future, and provide direction to staff.

ATTACHMENTS: County of Los Angeles Department of Public Health, Order of the Health Officer: Protocol for Social Distancing: Appendix A

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



Protocol for Social Distancing: Appendix A

Business name: _____

Facility Address: _____

**Approximate gross square footage
of space open to the public:** _____

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. SIGNAGE

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
- Break rooms: _____
- Restrooms: _____
- Other: _____
- Disinfectant and related supplies are available to all employees at the following location(s): _____

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Soap and water are available to all employees at the following location(s):

Employees are allowed frequent breaks to wash their hands.

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures:

C. MEASURES TO PREVENT CROWDS FROM GATHERING
(CHECK ALL THAT APPLY TO THE FACILITY)

Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Maximum number of customers in the facility:

Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

Optional-Describe other measures:

D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART
(CHECK ALL THAT APPLY TO THE FACILITY)

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.

Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Institute one-way aisles to facilitate Social Distancing.

Optional—Describe other measures:

E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)

Preventing people from self-serving any items that are food-related.

All items are pre-packaged in sealed containers by staff.

Bulk-item food bins are not available for customer self-service use.

Food samples are prohibited.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe:

Optional-Describe other measures (e.g. providing senior-only hours):

F. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)

Restrooms normally open to the public shall remain open to the public.

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.

Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.

Disinfecting all payment portals, pens, and styluses after each use.

Disinfecting all high-contact surfaces frequently.

Optional- Describe other measures:

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: MAUREEN TAMURI AIA, AICP
COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: DISCUSSION OF SENATE BILL 1120 AND DIRECTION TO STAFF

**MEETING
DATE: JUNE 24, 2020**

SUMMARY RECOMMENDATION:

That the City Council discusses Senate Bill 1120 and provides direction to Staff on whether to take a formal City position.

BACKGROUND:

This item has been placed on the Council agenda at the request of Mayor Alicia Weintraub.

DISCUSSION/ANALYSIS:

Proposed Senate Bill 1120 would require Cities to ministerial approve residential lot splits, resulting in increased residential densities. Under current law, a single family home is permitted to develop either an ADU, or a junior ADU on an existing residential lot. Under SB 1120, the same residential property could be split into two independent lots without any public hearing or notice, with each property able to support both a single family home, and an ADU or junior ADU. The net effect would be to double the density of qualifying single family residential sites.

Staff has not studied which communities would be most affected by this proposed bill, nor the growth potential it might generate.

FISCAL IMPACT/SOURCE OF FUNDING:

The proposed impact to City tax revenues and services/infrastructure are unknown at this time. The bill is currently pending in the Senate Appropriations Committee, Chaired by Sen. Anthony Portantino, and is set for hearing on June 18th, 2020. If the bill passes out of the Appropriations Committee on or before June 19, it will next go to the full Senate. From there, it must be passed out of the Senate and sent to the Assembly on or before June 26, and if not, will die there. The League of California Cities currently has a watch position on the bill.

REQUESTED ACTION:

That the City Council discusses Senate Bill 1120 and provides direction to Staff.

ATTACHMENTS: Senate Bill 1120 (Amended May 20, 2020)

AMENDED IN SENATE MAY 20, 2020

SENATE BILL

No. 1120

**Introduced by ~~Senator Atkins~~ *Senators Atkins, Caballero, and Wiener*
(Principal coauthor: Senator McGuire)
*(Coauthors: Senators Lena Gonzalez, Hill, Roth, and Rubio)***

February 19, 2020

An act to amend Section 66452.6 ~~of~~ *of*, and to add Sections 65852.21 and 66411.7 to, the Government Code, relating to land use.

LEGISLATIVE COUNSEL'S DIGEST

SB 1120, as amended, Atkins. Subdivisions: tentative maps.

The Planning and Zoning Law provides for the creation of accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions.

This bill would require a proposed housing development containing 2 residential units to be considered ministerially, without discretionary review or hearing, in zones where allowable uses are limited to single-family residential development if the proposed housing development meets certain requirements, including that the proposed housing development would not require demolition or alteration requiring evacuation or eviction of an existing housing unit that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.

The Subdivision Map Act vests the authority to regulate and control the design and improvement of subdivisions in the legislative body of a local agency and sets forth procedures governing the local agency's processing, approval, conditional approval or disapproval, and filing

of tentative, final, and parcel maps, and the modification of those maps. Under the Subdivision Map Act, an approved or conditionally approved tentative map expires 24 months after its approval or conditional approval, or after any additional period of time as prescribed by local ordinance, not to exceed an additional 12 months, except as provided.

This bill would require a city or county to ministerially approve a parcel map for an urban lot split that meets certain requirements, including that the parcel does not contain housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.

~~This~~

The bill would also extend the limit on the additional period that may be provided by ordinance, as described above, from 12 months to 24 months, and would make other conforming or nonsubstantive changes.

The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment. CEQA does not apply to the approval of ministerial projects.

This bill, by establishing the ministerial review processes described above, would thereby exempt the approval of projects subject to those processes from CEQA.

By increasing the duties of local agencies with respect to land use regulations, the bill would impose a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority. Appropriation: no. Fiscal committee: ~~no~~-yes.
State-mandated local program: ~~no~~-yes.

The people of the State of California do enact as follows:

1 *SECTION 1. Section 65852.21 is added to the Government*
2 *Code, to read:*

3 65852.21. (a) *A proposed housing development containing*
4 *two residential units shall be considered ministerially, without*
5 *discretionary review or a hearing, in zones where allowable uses*
6 *are limited to single-family residential development, if the proposed*
7 *housing development meets all of the following requirements:*

8 (1) *The parcel subject to the proposed housing development is*
9 *located within a city the boundaries of which include some portion*
10 *of either an urbanized area or urban cluster, as designated by the*
11 *United States Census Bureau, or, for unincorporated areas, a legal*
12 *parcel wholly within the boundaries of an urbanized area or urban*
13 *cluster, as designated by the United States Census Bureau.*

14 (2) *The parcel satisfies the requirements specified in*
15 *subparagraphs (B) to (K), inclusive, of paragraph (6) of*
16 *subdivision (a) of Section 65913.4.*

17 (3) *The proposed housing development would not require*
18 *demolition or alteration requiring evacuation or eviction of an*
19 *existing housing unit of any of the following types of housing:*

20 (A) *Housing that is subject to a recorded covenant, ordinance,*
21 *or law that restricts rents to levels affordable to persons and*
22 *families of moderate, low, or very low income.*

23 (B) *Housing that is subject to any form of rent or price control*
24 *through a public entity's valid exercise of its police power.*

25 (C) *A parcel on which an owner of residential real property*
26 *has exercised the owner's rights under Chapter 12.75 (commencing*
27 *with Section 7060) of Division 7 of Title 1 to withdraw*
28 *accommodations from rent or lease within 15 years before the*
29 *date that the development proponent submits an application*
30 *pursuant to Section 65913.4.*

31 (D) *Housing that has been occupied by a tenant in the last three*
32 *years.*

33 (4) *The development is not located on a site that has been placed*
34 *on a national, state, or local historic register.*

35 (b) (1) *Notwithstanding any local law and except as provided*
36 *in paragraph (2), a city or county may impose objective zoning*
37 *and design standards that do not conflict with this section.*

1 (2) *The city or county shall not require the development project*
2 *to comply with an objective design standard that would prohibit*
3 *the development from including up to two units.*

4 (c) (1) *Except as provided in paragraph (2), subject to a local*
5 *ordinance that provides for a lower standard of parking, the*
6 *proposed development shall provide offstreet parking of up to one*
7 *space per unit.*

8 (2) *A local agency shall not impose parking requirements if any*
9 *of the following is true:*

10 (A) *The parcel is located within one-half mile walking distance*
11 *of public transit.*

12 (B) *The parcel is located within an architecturally and*
13 *historically significant historic district.*

14 (C) *There is a car share vehicle located within one block of the*
15 *parcel.*

16 (d) (1) *Except as provided in paragraphs (2) and (3), the*
17 *proposed housing development described in subdivision (a) shall*
18 *not require the demolition of more than one existing exterior wall.*

19 (2) *A proposed housing development may require the demolition*
20 *of more than one existing exterior wall if a local ordinance so*
21 *allows.*

22 (3) *A proposed housing development may require the demolition*
23 *of more than one existing exterior wall if the site has not been*
24 *occupied by a tenant in the last three years.*

25 (e) *Notwithstanding Section 65852.2, a local agency shall not*
26 *be required to permit an accessory dwelling unit on parcels that*
27 *use both the authority contained within this section and the*
28 *authority contained in Section 66411.7.*

29 (f) *A local agency may adopt an ordinance to implement the*
30 *provisions of this section. An ordinance adopted to implement this*
31 *section shall not be considered a project under Division 13*
32 *(commencing with Section 21000) of the Public Resources Code.*

33 *SEC. 2. Section 66411.7 is added to the Government Code, to*
34 *read:*

35 *66411.7. (a) Notwithstanding any other provision of this*
36 *division and any local law, a city or county shall ministerially*
37 *approve a parcel map for an urban lot split that meets all the*
38 *following requirements:*

39 (1) *The parcel map subdivides an existing parcel to create two*
40 *new parcels of equal size.*

1 (2) (A) *Except as provided in subparagraph (B), both newly*
2 *created parcels are no smaller than 1,200 square feet.*

3 (B) *A local agency may by ordinance adopt a smaller minimum*
4 *lot size to approve ministerially under this subdivision.*

5 (3) *The parcel being subdivided meets all the following*
6 *requirements:*

7 (A) *The parcel is zoned for residential use.*

8 (B) *The parcel is located within an urbanized area or urban*
9 *cluster.*

10 (C) *The parcel satisfies the requirements specified in*
11 *subparagraphs (B) to (K), inclusive, of paragraph (6) of*
12 *subdivision (a) of Section 65913.4.*

13 (D) *The parcel does not contain any of the following types of*
14 *housing:*

15 (i) *Housing that is subject to a recorded covenant, ordinance,*
16 *or law that restricts rents to levels affordable to persons and*
17 *families of moderate, low, or very low income.*

18 (ii) *Housing that is subject to any form of rent or price control*
19 *through a public entity's valid exercise of its police power.*

20 (iii) *A parcel or parcels on which an owner of residential real*
21 *property has exercised the owner's rights under Chapter 12.75*
22 *(commencing with Section 7060) of Division 7 of Title 1 to*
23 *withdraw accommodations from rent or lease within 15 years*
24 *before the date that the development proponent submits an*
25 *application pursuant to Section 65913.4.*

26 (iv) *Housing that has been occupied by a tenant in the last three*
27 *years.*

28 (E) *The parcel is not located on a site that has been placed on*
29 *a national, state, or local historic register.*

30 (F) *The parcel has not been established through prior exercise*
31 *of an urban lot split as provided for in this section.*

32 (G) *The owner of the parcel being subdivided has not previously*
33 *subdivided an adjoining parcel using an urban lot split as provided*
34 *for in this section.*

35 (b) *An application for an urban lot split shall be approved in*
36 *accordance with the following requirements:*

37 (1) *A local agency shall approve or deny an application for an*
38 *urban lot split ministerially without discretionary review.*

39 (2) *Notwithstanding Section 66411.1, a local agency shall not*
40 *impose regulations that require dedications of rights-of-way or*

1 *the construction of reasonable offsite and onsite improvements for*
2 *the parcels being created as a condition of issuing a parcel map*
3 *for an urban lot split.*

4 *(c) A local agency may require any of the following conditions*
5 *when receiving a request for an urban lot split:*

6 *(1) Easements.*

7 *(2) A requirement that the parcels have access to, provide access*
8 *to, or adjoin the public right-of-way.*

9 *(3) Offstreet parking of up to one space per unit, except that a*
10 *local agency shall not impose parking requirements in any of the*
11 *following instances:*

12 *(A) The parcel is located within one-half mile walking distance*
13 *of public transit.*

14 *(B) The parcel is located within an architecturally and*
15 *historically significant historic district.*

16 *(C) There is a car share vehicle located within one block of the*
17 *parcel.*

18 *(d) (1) Except as provided in paragraph (2), notwithstanding*
19 *any local law, a city or county may impose objective zoning and*
20 *objective design standards applicable to a parcel created by an*
21 *urban lot split that do not conflict with this section.*

22 *(2) (A) A local agency shall not impose objective zoning or*
23 *objective design standards that reduce the buildable area on each*
24 *newly created parcel to less than 50 percent of the buildable area*
25 *on the parcel being subdivided.*

26 *(B) For the purposes of this paragraph, “buildable area” means*
27 *the area on the lot that remains after the application of zoning and*
28 *design standards and regulations that require dedications of*
29 *rights-of-way, easements, and the construction of reasonable offsite*
30 *and onsite improvements for the parcels being created.*

31 *(e) Notwithstanding Section 65852.2, a local agency shall not*
32 *be required to permit an accessory dwelling unit on parcels that*
33 *use both the authority contained within this section and the*
34 *authority contained in Section 65852.21.*

35 *(f) A local agency may adopt an ordinance to implement the*
36 *provisions of this section. An ordinance adopted to implement this*
37 *section shall not be considered a project under Division 13*
38 *(commencing with Section 21000) of the Public Resources Code.*

1 SECTION 1.

2 SEC. 3. Section 66452.6 of the Government Code is amended
3 to read:

4 66452.6. (a) (1) An approved or conditionally approved
5 tentative map shall expire 24 months after its approval or
6 conditional approval, or after any additional period of time as may
7 be prescribed by local ordinance, not to exceed an additional 24
8 months. However, if the subdivider is required to expend two
9 hundred thirty-six thousand seven hundred ninety dollars
10 (\$236,790) or more to construct, improve, or finance the
11 construction or improvement of public improvements outside the
12 property boundaries of the tentative map, excluding improvements
13 of public rights-of-way which abut the boundary of the property
14 to be subdivided and which are reasonably related to the
15 development of that property, each filing of a final map authorized
16 by Section 66456.1 shall extend the expiration of the approved or
17 conditionally approved tentative map by 48 months from the date
18 of its expiration, as provided in this section, or the date of the
19 previously filed final map, whichever is later. The extensions shall
20 not extend the tentative map more than 10 years from its approval
21 or conditional approval. However, a tentative map on property
22 subject to a development agreement authorized by Article 2.5
23 (commencing with Section 65864) of Chapter 4 of Division 1 may
24 be extended for the period of time provided for in the agreement,
25 but not beyond the duration of the agreement. The number of
26 phased final maps that may be filed shall be determined by the
27 advisory agency at the time of the approval or conditional approval
28 of the tentative map.

29 (2) Commencing January 1, 2012, and each calendar year
30 thereafter, the amount of two hundred thirty-six thousand seven
31 hundred ninety dollars (\$236,790) shall be annually increased by
32 operation of law according to the adjustment for inflation set forth
33 in the statewide cost index for class B construction, as determined
34 by the State Allocation Board at its January meeting. The effective
35 date of each annual adjustment shall be March 1. The adjusted
36 amount shall apply to tentative and vesting tentative maps whose
37 applications were received after the effective date of the
38 adjustment.

39 (3) "Public improvements," as used in this subdivision, include
40 traffic controls, streets, roads, highways, freeways, bridges,

1 overcrossings, street interchanges, flood control or storm drain
2 facilities, sewer facilities, water facilities, and lighting facilities.

3 (b) (1) The period of time specified in subdivision (a), including
4 any extension thereof granted pursuant to subdivision (e), shall
5 not include any period of time during which a development
6 moratorium, imposed after approval of the tentative map, is in
7 existence. However, the length of the moratorium shall not exceed
8 five years.

9 (2) The length of time specified in paragraph (1) shall be
10 extended for up to three years, but in no event beyond January 1,
11 1992, during the pendency of any lawsuit in which the subdivider
12 asserts, and the local agency which approved or conditionally
13 approved the tentative map denies, the existence or application of
14 a development moratorium to the tentative map.

15 (3) Once a development moratorium is terminated, the map
16 shall be valid for the same period of time as was left to run on the
17 map at the time that the moratorium was imposed. However, if the
18 remaining time is less than 120 days, the map shall be valid for
19 120 days following the termination of the moratorium.

20 (c) The period of time specified in subdivision (a), including
21 any extension thereof granted pursuant to subdivision (e), shall
22 not include the period of time during which a lawsuit involving
23 the approval or conditional approval of the tentative map is or was
24 pending in a court of competent jurisdiction, if the stay of the time
25 period is approved by the local agency pursuant to this section.
26 After service of the initial petition or complaint in the lawsuit upon
27 the local agency, the subdivider may apply to the local agency for
28 a stay pursuant to the local agency's adopted procedures. Within
29 40 days after receiving the application, the local agency shall either
30 stay the time period for up to five years or deny the requested stay.
31 The local agency may, by ordinance, establish procedures for
32 reviewing the requests, including, but not limited to, notice and
33 hearing requirements, appeal procedures, and other administrative
34 requirements.

35 (d) The expiration of the approved or conditionally approved
36 tentative map shall terminate all proceedings and no final map or
37 parcel map of all or any portion of the real property included within
38 the tentative map shall be filed with the legislative body without
39 first processing a new tentative map. Once a timely filing is made,
40 subsequent actions of the local agency, including, but not limited

1 to, processing, approving, and recording, may lawfully occur after
2 the date of expiration of the tentative map. Delivery to the county
3 surveyor or city engineer shall be deemed a timely filing for
4 purposes of this section.

5 (e) Upon application of the subdivider filed before the expiration
6 of the approved or conditionally approved tentative map, the time
7 at which the map expires pursuant to subdivision (a) may be
8 extended by the legislative body or by an advisory agency
9 authorized to approve or conditionally approve tentative maps for
10 a period or periods not exceeding a total of six years. The period
11 of extension specified in this subdivision shall be in addition to
12 the period of time provided by subdivision (a). Before the
13 expiration of an approved or conditionally approved tentative map,
14 upon an application by the subdivider to extend that map, the map
15 shall automatically be extended for 60 days or until the application
16 for the extension is approved, conditionally approved, or denied,
17 whichever occurs first. If the advisory agency denies a subdivider's
18 application for an extension, the subdivider may appeal to the
19 legislative body within 15 days after the advisory agency has
20 denied the extension.

21 (f) For purposes of this section, a development moratorium
22 includes a water or sewer moratorium, or a water and sewer
23 moratorium, as well as other actions of public agencies which
24 regulate land use, development, or the provision of services to the
25 land, including the public agency with the authority to approve or
26 conditionally approve the tentative map, which thereafter prevents,
27 prohibits, or delays the approval of a final or parcel map. A
28 development moratorium shall also be deemed to exist for purposes
29 of this section for any period of time during which a condition
30 imposed by the city or county could not be satisfied because of
31 either of the following:

32 (1) The condition was one that, by its nature, necessitated action
33 by the city or county, and the city or county either did not take the
34 necessary action or by its own action or inaction was prevented or
35 delayed in taking the necessary action before expiration of the
36 tentative map.

37 (2) The condition necessitates acquisition of real property or
38 any interest in real property from a public agency, other than the
39 city or county that approved or conditionally approved the tentative
40 map, and that other public agency fails or refuses to convey the

1 property interest necessary to satisfy the condition. However,
2 nothing in this subdivision shall be construed to require any public
3 agency to convey any interest in real property owned by it. A
4 development moratorium specified in this paragraph shall be
5 deemed to have been imposed either on the date of approval or
6 conditional approval of the tentative map, if evidence was included
7 in the public record that the public agency which owns or controls
8 the real property or any interest therein may refuse to convey that
9 property or interest, or on the date that the public agency which
10 owns or controls the real property or any interest therein receives
11 an offer by the subdivider to purchase that property or interest for
12 fair market value, whichever is later. A development moratorium
13 specified in this paragraph shall extend the tentative map up to the
14 maximum period as set forth in subdivision (b), but not later than
15 January 1, 1992, so long as the public agency which owns or
16 controls the real property or any interest therein fails or refuses to
17 convey the necessary property interest, regardless of the reason
18 for the failure or refusal, except that the development moratorium
19 shall be deemed to terminate 60 days after the public agency has
20 officially made, and communicated to the subdivider, a written
21 offer or commitment binding on the agency to convey the necessary
22 property interest for a fair market value, paid in a reasonable time
23 and manner.

24 *SEC. 4. The Legislature finds and declares that ensuring access*
25 *to affordable housing is a matter of statewide concern and not a*
26 *municipal affair as that term is used in Section 5 of Article XI of*
27 *the California Constitution. Therefore, Sections 1 and 2 of this act*
28 *adding Sections 65852.21 and 66411.7 to the Government Code*
29 *and Section 3 of this act amending Section 66452.6 of the*
30 *Government Code apply to all cities, including charter cities.*

31 *SEC. 5. No reimbursement is required by this act pursuant to*
32 *Section 6 of Article XIII B of the California Constitution because*
33 *a local agency or school district has the authority to levy service*
34 *charges, fees, or assessments sufficient to pay for the program or*
35 *level of service mandated by this act, within the meaning of Section*
36 *17556 of the Government Code.*

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CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 17, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: RAY TAYLOR, INTERIM CITY MANAGER
SCOTT H. HOWARD, CONTRACT CITY ATTORNEY
MATTHEW T. SUMMERS, ASSISTANT CITY ATTORNEY
COLANTUONO HIGHSMITH & WHATLEY, PC**

**SUBJECT: DISCUSSION AND DIRECTION REGARDING PROPOSED CANNABIS
BUSINESS GENERAL TAX**

MEETING

DATE: JUNE 24, 2020

SUMMARY RECOMMENDATION:

Staff recommends the City Council consider a proposed cannabis business gross receipts tax, and if desired, direct staff to prepare a Resolution submitting the tax to the voters, allowing a tax to be in place in the event that commercial cannabis businesses are ever permitted in the City.

REPORT:

Background: On November 8, 2016, the Control, Regulate, & Tax Adult Use of Marijuana Act was approved by California voters with the passage of Proposition 64. The AUMA permits local jurisdictions to regulate and/or ban adult use cannabis cultivation, distribution and delivery, transportation, manufacturing, testing laboratories, dispensaries, and microbusiness facilities.

Thereafter, the State legislature passed the Medicinal and Adult Use Cannabis Regulation & Safety Act, which created a comprehensive state licensing and regulatory framework for the cultivation, manufacturing, testing laboratories,

distribution, retail (storefront and non-storefront), and microbusinesses of both adult and medicinal use of cannabis.

No Recommended Change in Existing Prohibition of Cannabis Businesses. Under Business and Professions Code section 26200, part of Prop. 64, the City Council retains the power to decide whether or not to allow commercial cannabis businesses in the City. The City currently prohibits all commercial cannabis businesses. (Calabasas Municipal Code sections 8.13.030 and 17.12.125.) At this time, staff does not recommend that the City Council amend these sections to allow commercial cannabis businesses.

Instead, staff recommends that the City Council consider and provide direction as to a proposed cannabis business gross receipts general tax, which, if approved by the City's voters, would then be in place if the Legislature ever adopts a law requiring all cities in California to allow commercial cannabis businesses. Several legislators have proposed legislation that would require all cities to allow commercial cannabis businesses, on various terms and conditions, in each of the last two years. To date, all such bills have failed. Staff recommends the Council consider and provide direction on a proposed cannabis tax, to ensure a tax would be in place, if approved by the voters, if such legislation ever succeeds.

Proposed Tax: Staff has prepared a draft cannabis tax measure to be placed on the November 2020 ballot. If approved by a majority of the voters, this measure would add Article 7, Cannabis Business General Tax to Title 3, Chapter 56 of the Calabasas Municipal Code and would allow for a tax on commercial cannabis businesses to raise revenue for general fund purposes. If the Council determines to move forward with this proposed tax, staff will prepare an analysis estimating the annual revenue that could be generated, were the tax to pass and the state to adopt legislation forcing the City to allow commercial cannabis businesses.

The proposed draft ordinance would impose a tax on the privilege of conducting the following activities within the City's jurisdiction: cultivating, transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, or distributing cannabis or cannabis products by commercial cannabis businesses in the City. The tax would be imposed on gross receipts of commercial cannabis business up to a maximum of ten percent (10%), of the business' gross receipts. The City Council would have the power, by resolution, to implement a lower tax rate than the maximum rate of ten percent or establish or establish differing tax rates for each of different categories of cannabis business activities. The City Council could, by resolution, also decrease or increase any such tax rate from time to time, provided that the tax rate did not exceed the ten percent maximum adopted by the voters.

The City Manager, in consultation with the Chief Financial Officer and City Attorney, would be responsible for adopting administrative policies to promulgate rules, regulations, and procedures to implement and administer the tax to ensure the efficient and timely collection. The City Manager would also be responsible for organizing an independent audit of the cannabis taxes to verify that tax revenues have been properly collected and expended in accordance with will of the voters.

Council consideration of the policy choices inherent in adopting a cannabis tax requires weighing the pros and cons of such a proposal. Adopting a cannabis business tax and setting tax rates on commercial cannabis activity could result in increased revenue for the stated purposes of the measure: public safety, roads and transportation, and parks and recreation. It could also serve to mitigate the impacts of allowing commercial cannabis activity and by making commercial cannabis business owners registered tax-paying businesses, it could increase accountability and compliance with the City's laws, to the extent not preempted by the state. Potential drawbacks in imposing a tax are that the tax may not raise the projected revenue and may encourage cannabis sales to be conducted outside the legal, regulated, and taxed market.

Procedural Aspects: To place a general tax on the November 2020 ballot, the Council must consider the matter at a noticed public hearing and adopt a resolution submitting the matter to voters on or before August 7, 2020. This would have to occur at a special meeting sometime in July. A general tax requires approval of 50% plus one of the voters voting at the election. A general tax must be considered at a City general election, unless the Council unanimously declares a fiscal emergency. A 2/3 vote of the City Council is required to submit a general tax to the voters. (Gov't Code, § 53724, subd. (b).)

Alternatively, the Council could propose a special tax, which would require approval of 2/3 of the voters voting at the election, and can be considered on any election date. A majority vote of the City Council is required to submit a special tax to the voters. (Gov't Code, § 50077.)

Summary Recommendation: Staff recommends that the Council consider a proposed draft cannabis businesses gross receipts tax, to be in place if approved by the voters in case the state adopts legislation requiring the City to allow commercial cannabis businesses, and provide direction whether to return with a resolution to place the tax on the November 2020 ballot.

FISCAL IMPACT:

The cost to add this proposed tax on the ballot for the City's November 3, 2020, General Municipal Election would be minimal compared to holding a Special Election. Current estimate for the November 3 Election is \$100,000.

ATTACHMENT:

Draft Ordinance No. 2020-384

**ITEM 14 ATTACHMENT
ORDINANCE NO. 2020-384**

**AN ORDINANCE OF THE CITY OF CALABASAS,
CALIFORNIA ADDING ARTICLE 7 TO TITLE 8, CHAPTER
1 OF THE CALABASAS MUNICIPAL CODE TO ESTABLISH
A GENERAL BUSINESS LICENSE TAX ON CANNABIS
BUSINESS ACTIVITY**

WHEREAS, California voters approved Proposition 215 (Health and Safety Code Section 11362.5), entitled the Compassionate Use Act (CUA), in 1996, which exempts patients and their primary caregivers from criminal prosecution or sanctions under H&S Code Sections 11357 and 11358 for qualified use and cultivation of medical cannabis; and

WHEREAS, the California Legislature passed Senate Bill 420 (H&S Code Sections 11362.7 et seq.) in 2003 to create the Medical Marijuana Program (MMPA), which established a voluntary program for the issuance of medical cannabis identification cards for qualified patients, set limits on the amount of cannabis any individual could possess, and provided an exemption from state criminal liability for persons “who associate within the State of California in order collectively or cooperatively to cultivate marijuana for medical purposes”; and

WHEREAS, the Control, Regulate and Tax Adult Use of Marijuana Act (“AUMA”) was passed by California voters on November 8, 2016, as Proposition 64; and

WHEREAS, many of the AUMA’s provisions took effect on November 9, 2016; and

WHEREAS, among other effects, the AUMA authorizes the adult use of cannabis by persons aged 21 years or older, and regulates personal and commercial activities related to adult cannabis use; and

WHEREAS, on June 27, 2017, the Governor signed into law Senate Bill 94 creating a single regulatory mechanism for both medical and adult-use cannabis – the “Medicinal and Adult-Use Cannabis Regulation and Safety Act” (MAUCRSA). Under MAUCRSA, local governments retain broad authority over most cannabis activity and businesses; and

WHEREAS, the City has no local tax on cannabis business operations; and

WHEREAS, AUMA and MAUCRSA do not preempt local taxation of cannabis operations; and

WHEREAS, this ordinance proposes such a tax on the terms presented for consideration by the voters; and

WHEREAS, the City Council desires that revenue generated from this cannabis tax be spent for general City purposes; and

WHEREAS, this cannabis tax is imposed to raise revenue and not for regulation; and

WHEREAS, this cannabis tax does not modify the City's existing prohibition against cannabis businesses operating in the City under Calabasas Municipal Code sections 8.13.030 and 17.12.125; and

WHEREAS, this ordinance is intended to ensure a cannabis tax is in place in the event that the state requires the City to allow cannabis businesses.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF CALABASAS, CALIFORNIA DO ORDAIN AS FOLLOWS:

SECTION 1. Findings. The People of the City of Calabasas hereby determine that the foregoing findings are true and correct, and incorporate them herein by reference.

SECTION 2. Code Amendment. The Calabasas Municipal Code is hereby amended to add Article 7, Cannabis Business General Tax to Title 3, Chapter 56 as set forth below, enacting a general tax on the privilege of conducting business relating to cannabis in the City of Calabasas.

Section 3.56 Cannabis Business General Tax

Sections

- 3.56.010 Title.
- 3.56.020 Effective Date.
- 3.56.030 Purpose.
- 3.56.040 Definitions.
- 3.56.050 Cannabis Business Tax.
- 3.56.060 Registration of Cannabis Businesses.
- 3.56.070 Payment Obligation.
- 3.56.080 Tax Payment Does Not Authorize Activity.
- 3.56.090 Cannabis Tax is Not a Sales Tax.
- 3.56.100 Amendments, Rate Adjustments, and Administration.
- 3.56.110 Returns and Remittances.
- 3.56.120 Failure to Pay Timely.
- 3.56.130 Refunds.

- 3.56.140 Enforcement.
- 3.56.150 Successor and Assignee Responsibility.
- 3.56.160 Debts, Deficiencies, and Assessments.
- 3.56.170 Apportionment.

Section 3.56.010. Title.

(a) This ordinance shall be known as the "Cannabis Business Tax Ordinance."

Section 83.56.020. Effective Date.

- (a) This ordinance shall take effect ten days after the certification of its approval by a simple majority of the City's voters at a regularly scheduled general election, pursuant to California Constitution, Article XIII C, section 2, subdivision (c).

Section 3.56.030. Purpose

(a) This ordinance is intended to achieve the following purposes, among others, and shall be interpreted to accomplish such purposes:

- (1) Impose a tax on the privilege of conducting the following activities within the City's jurisdiction: transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, or delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations commercial cannabis businesses in the City of Calabasas, under the Control, Regulate and Tax Adult Use of Marijuana Act and the Medicinal and Adult-Use Cannabis Regulation and Safety Act (California Business and Professions Code sections 26000, *et seq.*). as they now exist or may be amended from time to time, and local law, whether or not conducted in compliance with such laws;
- (2) Impose a general tax that generates revenue that may be used by the City for any lawful purpose, including, but not limited to, general City services, public safety, road and transportation purposes, parks and recreation purposes, and other City services;
- (3) Specify the type of tax and rate of tax to be levied and the method of collection, and general fund purposes; and
- (4) Comply with all requirements for imposition of a general tax.

(b) This chapter is enacted solely to raise revenue and not for regulation. It is not a sales and use tax, a tax upon income, a transient occupancy tax, utility user tax, or a tax upon real property, and does not change any obligations under those taxes. It shall apply to all persons engaged in cannabis businesses in the City. The tax imposed by this chapter is a general tax under Articles XIII A and XIII C of the California Constitution.

(c) This chapter does not authorize the conduct of any business or activity in the City but provides for the taxation of such businesses or activities as they occur. Neither the imposition of such tax by the City nor the payment of such tax by the taxpayer shall imply that the activity being taxed is lawful. This chapter shall apply to each cannabis business in the City, whether or not such business has a permit issued pursuant to the City of Calabasas Municipal Code.

Section 3.56.040. Definitions

(a) "Adult use" of cannabis or cannabinoid preparations means the use permitted by Section 11362.1 of the California Health & Safety Code.

(b) "Cannabis" means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part thereof; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" does not include:

(1) Industrial hemp, as defined in Section 11018.5 of the California Health & Safety Code; or

(2) The weight of any other ingredient combined with cannabis to prepare topical or oral administrations, food, drink, or other products.

(c) "Cannabis, adult-use" means cannabis or cannabis products intended to be sold for use by adults 21 years of age and over who do not possess a physician's recommendation for the use of cannabis issued in accordance with the Compassionate Use Act of 1996 (California Health and Safety Code; § 11362.5).

(d) "Cannabis accessories" is defined as that term is defined in California Health and Safety Code section 11018.2.

(e) "Cannabis business" means any business that conducts any, all, or a portion of the following activities: transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, retailing, delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations by commercial cannabis businesses, in the City of Calabasas, under the Control, Regulate and Tax Adult Use of Marijuana Act and the Medicinal and Adult-Use Cannabis Regulation and Safety Act (California Business and Professions Code sections 26000, et seq.). as they now exist or may be amended from time to time, and local law, whether or not conducted in compliance with such laws.

(f) "Cannabinoid preparations" means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including but not limited to concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

(g) "Delivery" or "delivering" means the commercial transfer of cannabis or cannabinoid preparations to a customer and is a component of retail commercial cannabis activity. "Delivery" also includes the use by a retailer of any technology platform owned and controlled by the retailer or independently licensed under California law that enables customers to arrange for or facilitate the commercial transfer by a licensed retailer of cannabis or cannabinoid preparations.

(h) "Gross receipts" means the following: (1) the total amount of consideration actually received or receivable from all sales; (2) the total amount of compensation actually received or receivable for the performance of any act or service, of whatever nature, for which a charge is imposed or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise; (3) any and all rents, royalties, fees, commissions, or dividends received or receivable, and (4) gains realized from trading in stocks or bonds, however designated. Included in "gross receipts" shall be all receipts, cash, credits and property of any kind or nature, without any deduction or setoff therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever except the following shall be excluded therefrom:

1. Credit allowed on property accepted as part of the purchase price and which property may later be sold, at which time the sales price shall be included as "gross receipts";

2. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;

3. Such part of the sale price of property returned by purchasers upon rescission of a contract of sale as is refunded either in cash or by credit;

4. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded;

5. Amounts collected for others where the business is acting as an agent or trustee to the extent that such amounts are paid to those for whom collected, provided the agent or trustee has furnished the administrator with the names and addresses of the others and the amounts paid to them. This exclusion shall not apply to any fees, percentages, or other payments retained by the agent or trustee;

6. Receipts from investments where the holder of the investment receives only interest and/or dividends, royalties, annuities, and gains from the sale or exchange of stock or securities solely for a person's own account, not derived in the ordinary course of business;

7. Receipts derived from the occasional sale of used, obsolete, or surplus trade fixtures, machinery, or other equipment used by the taxpayer in the regular course of the taxpayer's business;

8. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible, provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected they shall be included in the amount of gross receipts for the period when they are recovered;

9. Transactions between a partnership and its partners;

10. Transactions between a limited liability company and its member(s), provided the limited liability company has elected to file as a

Subchapter K entity under the Internal Revenue Code and that such transaction(s) shall be treated the same as between a partnership and its partner(s) as specified in Subsection 10., above; and

11. Receipts from services or sales in transaction between affiliated corporations; an affiliated corporation is defined as a corporation:

- a. Which owns at least eighty percent of the voting and non-voting stock of such other corporation; or
- b. The voting and non-voting stock of which is owned at least eighty percent by such other corporation with which such transaction is had; or
- c. At least eighty percent of the voting and non-voting stock of which is owned by a common parent corporation which also has such ownership of the corporation with which such transaction is had.

As to any person engaged in the business of manufacturing or processing any goods, wares, merchandise, article or commodity at a fixed place of business within the City which does not generate gross receipts as defined herein within the City, gross receipts shall be deemed to include the total of all expenses incurred in the manufacturing or processing of such goods at the business location within the City for payroll, utilities, depreciation, and/or rent. As to any person engaged in the business of operating an administrative headquarters at a fixed place of business within the City who does not have gross receipts as defined herein within the city, gross receipts shall be deemed to include the total gross payroll of all persons employed at such administrative headquarters.

Notwithstanding the foregoing, for any cannabis microbusiness, which conduct cannabis manufacturing, distribution, and retail activities, the gross receipts of such business shall include the gross receipts earned at each of the three stages of the cannabis microbusiness activities, including the gross receipts earned or which would be earned upon the value of cannabis manufactured by the cannabis microbusiness, the gross receipts earned or which would be earned upon the value of cannabis distributed by the cannabis microbusiness, and the gross receipts earned or which would be earned upon the value of cannabis sold by the cannabis microbusiness; whether or not, for each stage of the cannabis microbusiness, the product of the cannabis manufacturing, distribution, and retail activities is sold or transferred from the cannabis microbusiness.

(i) "Medical use" of cannabis or cannabinoid preparations means the use permitted by the Compassionate Use Act (California Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (California Health & Safety Code, § 11362.7 et seq.).

(j) "Person" includes any individual, firm, co-partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

(k) "Primary Caregiver" is defined as that term is defined in California Health and Safety Code section 11362.7, subdivision (d).

(l) "Qualified Patient" means a seriously ill person who obtains a written recommendation from a physician licensed to practice medicine in the State of California to use cannabis for personal medical purposes. In addition, persons currently under the care of a physician for a "serious medical condition" as that term is defined in California Health and Safety Code section 11362.7, subdivision (h) are presumed to be "qualified patients."

(m) "Manufacture" means the production, preparation, or compounding of cannabis products, including extraction processes, infusion processes, the packaging or repackaging of manufactured cannabis or cannabis products, and labeling or relabeling the packages of manufactured cannabis or cannabis product.

(n) A "manufacturing" or "manufacturing operation" means all aspects of the manufacture, extraction and/or infusion processes, including processing, preparing, holding, storing, packaging, or labeling of cannabis products. "Manufacturing" shall also include any processing, preparing, holding, or storing of components and ingredients.

(o) A "volatile solvent" shall mean any solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures.

(p) A "non-volatile solvent" shall mean any solvent used in the extraction process that is not a volatile solvent, including carbon dioxide.

(q) A "microbusiness" shall mean any commercial adult-use cannabis business that engages in commercial manufacturing, distribution, and retail sales of cannabis for adult-use and medical purposes.

(r) Any term defined in this Section also means the very term as defined in the California Business & Professions Code or the California Health & Safety Code, unless otherwise specified.

Section 3.56.050. Cannabis Business General Tax

(a) There is hereby imposed on every cannabis business in the City an annual tax at a rate to be established from time to time by resolution of the City Council. The tax for all cannabis businesses shall be imposed with respect to the gross receipts of such businesses up to a maximum of ten percent (10%), of the business' gross receipts. The tax imposed under this section shall be due and payable as provided in section 8.56.120.

(b) The City Council may by resolution, in its discretion, implement a tax rate lower than the maximum rate established in subsection (a) of this section for all persons engaged in a cannabis business in the City, or establish differing tax rates for each of different categories of cannabis business activities. The City Council may,

by resolution, also decrease or increase any such tax rate from time to time, provided that the tax rate shall not, at any time, be above the maximum tax rates established in subsection (a) of this section.

(c) All gross receipts earned from transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, retailing, delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations by commercial cannabis businesses, in the City of Calabasas, to an authorized medical cannabis patient or authorized medical cannabis patient's designated primary caregiver who possesses a county-issued medical cannabis identification card issued and valid under the provisions of Health and Safety Code Section 11362.71, et seq. shall be exempt from taxation under this chapter.

Section 3.56.060. Registration of Cannabis Business

(a) All persons engaging in a cannabis business, whether an existing, newly-established or acquired business, shall register with the City Manager's office by the later of (i) 30 days of commencing operation or (ii) by the effective date of the ordinance adding this section to the Cannabis Municipal Code and shall annually renew such registration no less frequently than one calendar year after the date of the most recent registration. In registering, such persons shall furnish to the City Manager a sworn statement, upon a form provided by the City Manager, setting forth the following information:

- (1) The name of the business;
- (2) The names and addresses of each owner;
- (3) The nature or kind of all business activity to be conducted;
- (4) The place or places where such business is to be carried on; and
- (5) Any further information which the City Manager may require.

(b) Registrants shall pay an annual registration fee in an amount established from time to time by ordinance or resolution of the City Council to recover the City's costs to implement the taxes imposed under this chapter, the registration requirement of this section, and the other provisions of this chapter. As a regulatory fee, such fee shall be limited to the City's reasonable regulatory costs.

(c) The tax registration certificate required, and the License required under Title 4, Chapter 26 of this Code may constitute a single document.

Section 3.56.070. Payment Obligation

All taxpayers subject to a tax under this this chapter shall pay that tax regardless of any rebate, exemption, incentive, or other reduction set forth elsewhere in this Code, except as required by state or federal law. Failure to pay such a tax shall be subject to penalties, interest charges, and assessments as provided in this chapter and the City may use any or all other code enforcement remedies available at law or in equity. No provision of this Code shall be interpreted to reduce a tax rate

established under this chapter or otherwise reduce the taxes paid hereunder unless the provision specifically expresses that reduction.

Section 3.56.080. Tax Payment Does Not Authorize Activity

The payment of a tax imposed under this chapter shall not be construed to authorize the conduct or continuance of any illegal business or of a legal business in an illegal manner. Nothing in this chapter authorizes or implies the lawfulness of any activity connected with the distribution or possession of cannabis unless otherwise authorized and allowed in strict and full conformance with this Code, including without limitation the provisions of Title 8, Chapter 13. Nothing in this chapter shall be applied or construed as authorizing the sale, cultivation (including nurseries), transportation, distribution, manufacture, compounding, conversion, processing, preparation, testing, storage, packaging, delivery and sale (wholesale and/or retail sales) of cannabis, cannabis products, or any accessories for the use of recreational cannabis or cannabis products.

Section 3.56.090 Cannabis Tax is Not a Sales Tax

The taxes provided for under this chapter are excise taxes on the privilege of conducting a cannabis business in the City and legally incident on those engaged in such business. They are not sales or use taxes and shall not be calculated or assessed as such. Nevertheless, at the option of the taxpayer, the tax may be separately identified on invoices, receipts and other evidences of transactions.

Section 3.56.100. Amendments, Rate Adjustments, and Administration

(a) The voters of the City of Calabasas approved this chapter. Any amendment to this chapter to increase the taxes above the maximum rate provided in Section 3.56.050 requires further voter approval. The voters authorize the City Council to set the tax rates at or below the maximum rate or rates for differing categories of cannabis businesses, or otherwise to amend, modify, change, or revise any other provision of this chapter as the City Council deems in the best interest of the City. In addition, the City Council may establish exemptions, incentives, or other reductions, and penalties and interest charges or assessments for failure to pay the tax when due, as otherwise allowed by the City Charter, the City's Municipal Code, and California law.

(b) The City Manager, in consultation with the Chief Financial Officer and City Attorney, may adopt administrative policies to promulgate rules, regulations, and procedures to implement and administer this chapter to ensure the efficient and timely collection of the taxes imposed by this chapter, including without limitation, formulation and implementation of penalties and interest to be assessed for failure to pay the taxes as provided. Such policies shall be: (i) effective upon the date specified in the policy; (ii) signed by the City Manager and City Attorney; and (iii) be made publicly available through the City Clerk.

(c) The City shall annually audit the cannabis taxes imposed by this chapter to verify that tax revenues have been properly collected and expended in accordance with the law.

(d) Pursuant to California Constitution, Article XIII B, the appropriation limit for the City is increased to the maximum extent over the maximum period of time allowed under law consistent with the revenues generated by the taxes and fee imposed by this chapter.

Section 3.56.110. Returns and Remittances

(a) The taxes imposed by this chapter shall be due and payable as follows:

(1) Each cannabis business owing tax under this chapter shall provide a tax return to the City Manager within thirty days following the last day of the month stating the tax owed for that month, and the basis of its calculation. The taxpayer shall remit the tax owed to the City Manager when the return is due whether or not a return is filed as required.

(2) All tax returns shall be completed on forms provided by the City Manager.

(3) Tax returns and payments for all outstanding taxes, fees, penalties and interest owed the City are immediately due upon cessation of business for any reason.

(b) Whenever any payment, statement, report, request or other communication is received by the City Manager after the time prescribed by this section for its receipt but is in an envelope postmarked on or before the date prescribed by this section for its receipt, the City Manager shall regard such payment, statement, report, request, or other communication as timely. If the due date falls on Saturday, Sunday, or a City holiday, the due date shall be the last earlier business day on which City Hall is open to the public.

(c) Unless otherwise specifically provided by this chapter, the taxes imposed by this chapter shall be deemed delinquent if not paid on or before the due date specified in subsection (a) of this section.

(d) The City Manager need not send a delinquency or other notice or bill to any person subject to a tax or fee imposed by this chapter and failure to send such notice or bill shall not affect the validity of any tax, fee, interest or penalty due under this chapter.

3.56.120. Failure to Pay Timely

(a) Any person who fails or refuses to pay any tax or fee imposed by this chapter when due shall pay penalties and interest as follows:

(1) A penalty equal to ten (10) percent of the tax or fee, in addition to the amount of the tax; and

(2) An additional penalty equal to twenty-five (25) percent of the amount of the tax or fee if unpaid for more than a month beyond the due date; and

(3) Interest charges on the amount of any and all unpaid taxes, fees, or penalties at the rate of one percent (1%) interest per month from the date due until paid. Interest shall be applied at the rate of one percent (1.0%) per month on the first day of the month for the full month and will continue to accrue monthly on the tax and penalty until the balance is paid in full.

(b) If a check is submitted in payment of a tax or fee and is returned unpaid by the bank upon which drawn, and the check is not redeemed before the due date, the taxpayer will be liable for the tax or fee due plus penalties and interest as provided for in this section plus any amount allowed under state law for the returned check.

(c) The tax due shall be that amount due and payable from the latter of (i) the effective date of the taxes under this chapter as determined by resolution of the City Council or (ii) the first date on which the cannabis business first operated in the City.

(d) The City Manager may waive some or all of the penalties imposed by this section as to any person if:

(1) The person provides evidence satisfactory to the City Manager that failure to pay timely was due to circumstances beyond the control of the person and occurred notwithstanding the exercise of ordinary care and the absence of willful neglect, and the person paid the delinquent tax or fee and accrued interest owed the City upon applying for a waiver.

(2) A waiver authorized by this subsection shall not apply to the tax, fee, or interest and may be granted only once during any 24-month period.

Section 3.56.130. Refunds

(a) No refund shall be made of any tax collected pursuant to this chapter, except as provided in this section.

(b) No refund of any tax collected pursuant to this chapter shall be made because of the discontinuation, dissolution, or other termination of a cannabis business.

(c) Any person entitled to a refund of sums paid under this chapter may elect to have such refund applied as a credit against future obligations under this chapter.

(d) Whenever any tax, fee, penalty, or interest under this chapter has been overpaid, paid more than once, or has been erroneously or illegally collected or received by the City, such amount shall be refunded to the person who paid the tax upon a timely written claim for refund filed with the City Manager.

(e) The City Manager may examine and audit all the books and business records of the claimant to determine eligibility to the claimed refund. No claim for refund shall be allowed if the claimant refuses to allow such examination of the claimant's books and business records.

(f) A sum erroneously paid under this chapter due to an error of the City shall be refunded to the claimant in full upon a timely claim. If an error is attributable to the claimant, the City may retain an amount established by ordinance or resolution of the City Council from time to time in an amount sufficient to recover the City's cost to process the claim and refund the balance.

(g) The City Manager shall initiate a refund of any sum overpaid or erroneously collected under this chapter whenever the overpayment or erroneous collection is disclosed by a City audit for the period of time unprotected by the duty to file a timely claim under the Government Claims Act.

Section 3.56.140. Enforcement

(a) The City Manager shall enforce this chapter.

(b) The City Manager may audit and examine all business locations, books and records of cannabis businesses, including both state and federal income tax returns, California sales tax returns, or other evidence documenting the gross receipts of a cannabis business to ascertain any tax due under this chapter and to verify any returns or other information any person submits to the City under this chapter. If a cannabis business, after written demand by the City Manager, refuses to make available for audit, examination or verification such locations, books, and records as the City Manager requests, the City Manager may, after full consideration of all such information as is available make an assessment of the tax or fee due and demand payment from the tax- or fee-payer, together with any penalties and interest due for late payment.

(c) The conviction and punishment of any person for failure to pay a sum required under this chapter shall not excuse or exempt such person from any civil action for the debt. No civil action shall prevent a criminal prosecution for any violation of this chapter or of any state law requiring the payment of all taxes. No election of remedies shall apply to the enforcement of this chapter or any other provision of this Code and the City may pursue one or more remedies in its discretion provided only that no double recovery shall be permitted.

(d) Any person violating any of the provisions of this chapter or any regulation or rule adopted pursuant to it, or knowingly or intentionally misrepresenting any material fact to the City in procuring a certificate or document from the City under this chapter, or under Title 4, Chapter 26, shall be deemed guilty of a misdemeanor unless the City Attorney, in his or her discretion, elects to prosecute it as an infraction.

(e) In addition to the penalty imposed for a failure to timely pay any tax or fee imposed by this chapter, pursuant to Section 8-1.712, the City Manager shall have the discretion to issue an administrative citation with respect to said failure and impose an administrative fine in the amount of \$2,000 for each month that any payment of tax is overdue. Each cannabis business subject to any such administrative citation and fine shall have the opportunity to appeal same pursuant to the process set forth in Title 8 of this Code.

(f) In the event that any appeal as to an administrative citation and fine pursuant to this Section 8-1.714, or any other action in relation thereto takes place, the City shall be entitled to recover its attorneys' fees and administrative costs incurred unless the appeal in question is granted, or the cannabis business initiating any other action is the prevailing party.

Section 3.56.150 Successor and Assignee Responsibility

(a) If any person, while liable for any amount under this chapter, sells, assigns or otherwise transfers half or more of a taxed cannabis business, whether voluntarily or involuntarily, the person's successor, assignee or other transferee, or other person or entity obtaining ownership or control of the business ("transferee") shall pay that amount when due. A transferee shall notify the City Manager of a transfer 30 days before the transfer date; or if the agreement to sell, transfer, or otherwise dispose of the business is made less than 30 days before the date of transfer, on the first day the City is open for business after the transfer.

(b) A transferee shall be deemed to have satisfied an unpaid liability if the transferee complies with the requirements of California Revenue and Taxation Code Section 7283.5 and this section by withholding from the purchase price, for the benefit of the City, an amount sufficient to cover the liability, or by otherwise paying the liability and obtaining from the City Manager a "Tax Clearance Certificate" showing that all outstanding liability has been paid through the date of transfer.

(c) Within 90 days of receiving a written request from a transferee, the City Manager may issue a "Tax Clearance Certificate" stating either the amount due as to the business under this chapter or stating that there is no liability due for the business through a stated date. The City Manager may also request financial records from the transferor to audit the amount due under this chapter. The City Manager shall issue a tax clearance certificate within 30 days of completing the audit, stating any amount owed, unless the City Manager determines the records provided for audit are insufficient to determine whether taxes, fees, penalties and/or interest are due and in what amounts. If so, the City Manager may rely on available information to estimate any amount due and shall issue a tax clearance certificate stating that amount. A written application for an appeal hearing on the amount assessed on a tax clearance certificate must be made within 10 days after the City Manager serves or mails the certificate. The appeal provision of Title 8 of this Code shall apply. If a timely application for a hearing is not made, the tax clearance certificate shall serve as conclusive evidence of the liability under this chapter associated with the business through the date stated on the certificate.

Section 3.56.160. Debts, Deficiencies, and Assessments

(a) The amount of any tax, fee, penalties, and interest imposed by this chapter shall be deemed a debt to the City and any person operating a cannabis business without first having procured a business license(s) and paid all requisite business license taxes, as provided in this Chapter and Titles 6 and 8 shall be liable

in an action in the name of the City in any court of competent jurisdiction for the amount due.

(b) If no return or statement is timely filed, or if the City Manager is not satisfied that any return or other statement filed under this chapter is correct, or that the amount due is correctly computed, the City Manager may determine that amount and make a deficiency determination upon available information. The City Manager may make one or more deficiency determinations for a period or periods. When a person discontinues engaging in a taxed business, the City Manager may make a deficiency determination may at any time within three years thereafter as to any liability arising from engaging in such business whether or not a deficiency determination is issued before the date the tax would otherwise be due. Whenever a deficiency determination is made, a notice shall be given to the person concerned as are notices of assessment under subsections (b), (c), and (d) of this section.

(c) Under any of the following circumstances, the City Manager may make and give notice of an assessment of taxes, fees, penalties and interest owed under this chapter:

(1) If the person has not filed any statement or return required by this chapter;

(2) If the person has not paid any tax, fee, penalty or interest due under this Ordinance;

(3) If the person has not, after demand by the City Manager, filed a corrected statement or return, or adequate substantiation of the information contained in a statement or return previously filed, or paid any additional amount due under this chapter;

(4) If the City Manager determines nonpayment of any amount due under this chapter or Titles 6 or 8 is due to fraud, a penalty of 25 percent of the amount of otherwise due shall be added thereto in addition to penalties and interest otherwise stated in this chapter.

(5) The notice of assessment shall separately set forth any amount the City Manager knows or estimates to be due under this chapter, including any penalties or interest accrued to the date of the notice.

(6) A notice of assessment shall be served upon the tax- or fee-payer either by personal service or by a deposit in the United States mail, postage prepaid, addressed to the address appearing on the cannabis business tax registration certificate, City cannabis license issued under Title 4, Chapter 26, or such other address as he or she may provide the City Manager in writing for notices under this chapter; or, should the person have no business tax certificate issued and no address provided to the City Manager for such purpose, then to such person's last known address. Service by mail is complete upon deposit in the United States mail as provided in this paragraph.

(b) Within 10 days after service of a notice of assessment, the tax- or fee-payer may apply in writing to the City Manager for a hearing on the assessment. If

no timely application for a hearing is made, the amount assessed shall be final and conclusive. Within 30 days of the receipt of an application for hearing, the City Manager shall cause the matter to be set for hearing. The City Manager shall give notice of such hearing to the person requesting it not later than five days before the hearing. At such hearing, the applicant may appear and offer evidence why the assessment should not be confirmed. After such hearing, the City Manager shall determine the amount due under this chapter and shall give written notice to the person as prescribed in this chapter for giving notice of assessment. That decision is final as to the City, but either the City or the applicant may seek judicial review as provided by California Code of Civil Procedure section 1094.5.

Section 3.56.170. Apportionment

(a) No tax imposed by this chapter shall be applied to occasion an undue burden upon interstate commerce or violate the equal protection and due process clauses of the Constitutions of the United States or the State of California.

(b) If any case where a business tax imposed under this chapter is believed by a taxpayer to place an undue burden upon interstate commerce or violate such constitutional clauses, the taxpayer may apply to the City Manager for an adjustment of the tax. It shall be the taxpayer's obligation to request in writing for an adjustment within one year after the date of payment of the tax. If the taxpayer does not request in writing within one year from the date of payment, then the taxpayer shall be conclusively deemed to have waived any adjustment for that year and all prior years.

(c) The taxpayer shall, by sworn statement and supporting testimony, show the method of business and the gross volume of business and such other information as the City Manager may deem necessary to determine the extent, if any, of such undue burden or violation. The City Manager shall then conduct an investigation and shall fix as the tax for the taxpayer an amount that is reasonable and nondiscriminatory, or if the tax has already been paid, shall order a refund of the amount over and above the tax so fixed. In fixing the tax to be charged, the City Manager shall have the power to base the tax upon a percentage of gross receipts or any other measure which will assure that the tax assessed shall be uniform with that assessed on businesses of like nature, so long as the amount assessed does not exceed the tax as prescribed by this chapter.

(d) Should the City Manager determine the gross receipt measure of tax to be the proper basis, the City Manager may require the taxpayer to submit a sworn statement of the gross receipts and pay the amount of tax as determined by the City Manager.

SECTION 3. Amendment. To the extent authorized by Article XIII C of the California Constitution, this ordinance may be amended by the City Council without a vote of the People. Voter approval is required for any amendment that would increase, within the meaning of Government Code section 53750(h), the tax rates beyond the maximum rates authorized by this Ordinance.

SECTION 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby. The People hereby declare that they would have adopted this Ordinance and each portion thereof regardless of the fact that an invalid portion or portions may have been present in the Ordinance.

SECTION 5. CEQA. This measure to be submitted to the voters adopts a general tax to help compensate the City for the increased burden on law enforcement and public safety response due to the security issues created by commercial cannabis activity in the City, to raise revenue for public safety, road and transportation purposes, parks and recreation, and other general City services. As such, under CEQA Guidelines section 15378(b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant impact on the environment. Therefore, under CEQA Guidelines section 15060, review under CEQA is not required.

SECTION 6. Effective Date. This Ordinance relates to the levying and collecting of the City's cannabis tax and shall not take effect until ten days after the certification of its approval by a majority vote of the electorate voting at the general election to be held on November 3, 2020 under Elections Code sections 9217 and 9222.

SECTION 7. Certification; Publication. Upon approval by the voters, the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause it to be published according to law.

PASSED, APPROVED AND ADOPTED this _ day of _ 2020.

, Mayor

ATTEST:

APPROVED AS TO FORM:

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

Scott H. Howard
Colantuono, Highsmith & Whatley
City Attorney



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Administrative Services					
108663	6/16/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Administrative Services
Total Amount for 1 Line Item(s) from Administrative Services				\$90.00	
City Attorney					
108613	6/16/2020	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	48,395.85	City Attorney
108613	6/16/2020	COLANTUONO, HIGHSMITH &	ZEESMAN	5,073.00	City Attorney
108626	6/16/2020	FORENSIC ANALYTICAL CONSULTING	CONSULTING SERVICES	1,982.30	City Attorney
108613	6/16/2020	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	751.00	City Attorney
108613	6/16/2020	COLANTUONO, HIGHSMITH &	CRLA & ED FUND	675.00	City Attorney
Total Amount for 5 Line Item(s) from City Attorney				\$56,877.15	
City Council					
108602	6/16/2020	A.C. STELLE MIDDLE SCHOOL	DONATION	100.00	City Council
Total Amount for 1 Line Item(s) from City Council				\$100.00	
Civic Center O&M					
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	5,894.35	Civic Center O&M
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,765.65	Civic Center O&M
108629	6/16/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	4,387.06	Civic Center O&M
108629	6/16/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,559.16	Civic Center O&M
108653	6/16/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,870.28	Civic Center O&M
108653	6/16/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,870.28	Civic Center O&M
108582	6/8/2020	CLIMATEC BUILDING	HVAC SERVICES	1,482.56	Civic Center O&M
108582	6/8/2020	CLIMATEC BUILDING	HVAC SERVICES	1,482.55	Civic Center O&M
108581	6/8/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	1,143.50	Civic Center O&M
108581	6/8/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	1,143.50	Civic Center O&M
108658	6/16/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	553.15	Civic Center O&M
108585	6/8/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
108658	6/16/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	447.23	Civic Center O&M
108653	6/16/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	282.86	Civic Center O&M
108653	6/16/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	282.86	Civic Center O&M
108653	6/16/2020	SECURAL SECURITY CORP	SECURITY- SCE	269.15	Civic Center O&M
108624	6/16/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
108592	6/8/2020	SOUTH COAST A.Q.M.D	HOT SPOTS PROGRAM FEE	137.63	Civic Center O&M



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108580	6/8/2020	CHEM PRO LABORATORY, INC.	HVAC SERVICE	134.50	Civic Center O&M
108580	6/8/2020	CHEM PRO LABORATORY, INC.	HVAC SERVICE	134.50	Civic Center O&M
108591	6/8/2020	SECURAL SECURITY CORP	SECURITY- CALL RESPONSE	126.64	Civic Center O&M
108586	6/8/2020	GRAINGER	FACILITY MAINTENANCE SUPPLIES	66.09	Civic Center O&M
108586	6/8/2020	GRAINGER	FACILITY MAINTENANCE SUPPLIES	66.09	Civic Center O&M
Total Amount for 23 Line Item(s) from Civic Center O&M				\$29,849.59	

Community Development

108638	6/16/2020	M6 CONSULTING, INC.	PLAN CHECK SERVICES	16,586.29	Community Development
108650	6/16/2020	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	5,022.50	Community Development
108650	6/16/2020	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	4,615.09	Community Development
108638	6/16/2020	M6 CONSULTING, INC.	PLAN CHECK SERVICES	1,560.00	Community Development
108623	6/16/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	600.00	Community Development
108638	6/16/2020	M6 CONSULTING, INC.	PLAN CHECK SERVICES	520.00	Community Development
Total Amount for 6 Line Item(s) from Community Development				\$28,903.88	

Community Services

108618	6/16/2020	CUSTOM PRINTING, INC.	RECREATION BROCHURE	16,902.61	Community Services
108617	6/16/2020	CUSTOM MAILING SOLUTIONS, INC.	POSTAGE	3,467.06	Community Services
108639	6/16/2020	MAGICAL MUSICAL MOMENTS	RECREATION INSTRUCTOR	2,627.33	Community Services
108629	6/16/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,159.23	Community Services
108639	6/16/2020	MAGICAL MUSICAL MOMENTS	RECREATION INSTRUCTOR	2,120.31	Community Services
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,881.18	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,870.28	Community Services
108603	6/16/2020	AGOURA HILLS,CALABASAS COM CTR	LEGAL SERVICES	1,723.64	Community Services
108622	6/16/2020	DOMINE/JAMES//	RECREATION INSTRUCTOR	1,008.00	Community Services
108627	6/16/2020	GINELL/CARY DAVID//	RECREATION INSTRUCTOR	875.00	Community Services
108641	6/16/2020	MONAHAN/ANN//	RECREATION INSTRUCTOR	693.00	Community Services
108633	6/16/2020	KLOSSNER/JENNY//	RECREATION INSTRUCTOR	504.00	Community Services
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	411.23	Community Services
108632	6/16/2020	KATZ/TRACY//	RECREATION INSTRUCTOR	392.70	Community Services
108637	6/16/2020	LITTLEJOHN COMMUNICATIONS INC	PAY PHONE SVC- JAN-MAR 2020	300.00	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	281.75	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GRAPE	281.75	Community Services
108665	6/16/2020	WEINSTOCK/ARLENE//	RECREATION INSTRUCTOR	262.50	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	197.23	Community Services



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108659	6/16/2020	SUZDALTEV/JENNY//	RECREATION INSTRUCTOR	189.00	Community Services
108624	6/16/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
108658	6/16/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	176.53	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	165.08	Community Services
108662	6/16/2020	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	137.81	Community Services
108588	6/8/2020	INNER-I ...SECURITY IN FOCUS	APR-JUN 2020 MONITORING- DEANZ	135.00	Community Services
108619	6/16/2020	DEUTSCH/VIVIAN//	RECREATION INSTRUCTOR	122.50	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	ALARM RESPONSE- SR CTR	109.35	Community Services
108654	6/16/2020	SENDOWSKI/SHULAMIT//	RECREATION INSTRUCTOR	105.00	Community Services
108660	6/16/2020	TELLER/BARBARA//	RECREATION INSTRUCTOR	94.50	Community Services
108588	6/8/2020	INNER-I ...SECURITY IN FOCUS	APR-JUN 2020 MONITORING- SRCTR	90.00	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	ALARM RESPONSE- CREEKSIDE	83.16	Community Services
108588	6/8/2020	INNER-I ...SECURITY IN FOCUS	APR-JUN 2020 MONITORING- CRKSD	75.00	Community Services
108653	6/16/2020	SECURAL SECURITY CORP	ALARM RESPONSE- DE ANZA	67.68	Community Services
108639	6/16/2020	MAGICAL MUSICAL MOMENTS	RECREATION INSTRUCTOR	61.60	Community Services
108639	6/16/2020	MAGICAL MUSICAL MOMENTS	RECREATION INSTRUCTOR	56.00	Community Services
108631	6/16/2020	KARASIK/TRACIE//	RECREATION INSTRUCTOR	31.50	Community Services
Total Amount for 36 Line Item(s) from Community Services				\$39,843.51	

Finance

108642	6/16/2020	MUNISERVICES, LLC	UUT COMPLIANCE SERVICES	4,219.49	Finance
Total Amount for 1 Line Item(s) from Finance				\$4,219.49	

Library

108608	6/16/2020	BIBLIOTHECA, LLC	E-BOOKS	4,601.28	Library
108578	6/8/2020	CALIFA GROUP	BROADBAND SUBSCRIPTION	4,476.69	Library
108577	6/8/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	1,548.37	Library
108648	6/16/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	1,415.34	Library
108648	6/16/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	1,371.09	Library
108648	6/16/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	792.99	Library
108589	6/8/2020	OCLC, INC.	MEMBERSHIP DUES- MAY 2020	760.48	Library
108643	6/16/2020	OCLC, INC.	MEMBERSHIP DUES- JUN 2020	760.48	Library
108606	6/16/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	729.63	Library
108606	6/16/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	687.79	Library
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	637.16	Library
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	421.31	Library



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108610	6/16/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	299.76	Library
108610	6/16/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	299.76	Library
108584	6/8/2020	DEMCO, INC.	LIBRARY SUPPLIES	161.21	Library
108590	6/8/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	155.48	Library
108648	6/16/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	100.23	Library
108588	6/8/2020	INNER-I ...SECURITY IN FOCUS	APR-JUN 2020 MONITORING- LBRY	90.00	Library
108590	6/8/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.90	Library
108648	6/16/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	52.00	Library
108577	6/8/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	43.53	Library
108590	6/8/2020	RECORDED BOOKS, LLC	BOOKS ON CD	41.31	Library
108630	6/16/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	40.68	Library
108577	6/8/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	40.33	Library
108577	6/8/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	35.46	Library
108606	6/16/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	15.67	Library
108577	6/8/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	14.11	Library
108577	6/8/2020	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	11.83	Library

Total Amount for 28 Line Item(s) from Library

\$19,660.87

LMD #22

108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	308.20	LMD #22
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	292.09	LMD #22
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	168.33	LMD #22
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	121.10	LMD #22
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	86.08	LMD #22
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	82.99	LMD #22
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	39.00	LMD #22
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	37.29	LMD #22
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	25.17	LMD #22

Total Amount for 9 Line Item(s) from LMD #22

\$1,160.25

LMD #24

108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	152.01	LMD #24
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	6.14	LMD #24
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	5.93	LMD #24



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Total Amount for 3 Line Item(s) from LMD #24				\$164.08	
LMD #27					
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	12.47	LMD #27
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	1.54	LMD #27
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	1.48	LMD #27
Total Amount for 3 Line Item(s) from LMD #27				\$15.49	
LMD #32					
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.73	LMD #32
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	1.54	LMD #32
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	1.48	LMD #32
Total Amount for 3 Line Item(s) from LMD #32				\$27.75	
LMD 22 - Common Benefit Area					
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,236.11	LMD 22 - Common Benefit Area
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,269.29	LMD 22 - Common Benefit Area
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	295.95	LMD 22 - Common Benefit Area
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	111.41	LMD 22 - Common Benefit Area
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	95.51	LMD 22 - Common Benefit Area
Total Amount for 5 Line Item(s) from LMD 22 - Common Benefit Area				\$4,008.27	
Media Operations					
108579	6/8/2020	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	96.88	Media Operations
108576	6/8/2020	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations
Total Amount for 2 Line Item(s) from Media Operations				\$145.12	
Non-Departmental - Finance					
108653	6/16/2020	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,666.17	Non-Departmental - Finance
108605	6/16/2020	ART SOUP LA	ART RENTAL	2,130.14	Non-Departmental - Finance
108615	6/16/2020	CONVERGINT TECHNOLOGIES LLC	SECURITY SERVICES	1,966.56	Non-Departmental - Finance
108575	6/8/2020	ADVANCED SIGN & BANNER	BANNERS - COVID-19	1,922.82	Non-Departmental - Finance



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108640	6/16/2020	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	525.00	Non-Departmental - Finance
108646	6/16/2020	QUADIENT LEASING USA, INC.	POSTAGE METER LEASE	500.00	Non-Departmental - Finance
108636	6/16/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	164.24	Non-Departmental - Finance
108625	6/16/2020	FEDERAL EXPRESS CORP.	COURIER SERVICE	29.35	Non-Departmental - Finance
Total Amount for 8 Line Item(s) from Non-Departmental - Finance				\$10,904.28	
<u>Payroll</u>					
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	7,074.30	Payroll
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	4,161.11	Payroll
Total Amount for 2 Line Item(s) from Payroll				\$11,235.41	
<u>Police / Fire / Safety</u>					
108634	6/16/2020	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- APR 2020	2,212.37	Police / Fire / Safety
Total Amount for 1 Line Item(s) from Police / Fire / Safety				\$2,212.37	
<u>Public Works</u>					
108652	6/16/2020	RUIZ CONCRETE & PAVING INC.	SIDEWALK REPAIRS	23,636.00	Public Works
108652	6/16/2020	RUIZ CONCRETE & PAVING INC.	SIDEWALK REPAIRS	13,940.00	Public Works
108612	6/16/2020	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	8,328.66	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	PRECISE GRADING	4,170.25	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	PRECISE GRADING	3,218.00	Public Works
108667	6/16/2020	WILHELM/RICHARD FRANK//	FIELD INVESTIGTN/DRAFTING SVCS	1,980.00	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	GEOTECH REVIEW	1,802.50	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	PARCEL MAP REVIEW	1,316.25	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	CONTRACT SERVICES	1,140.00	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	PRECISE GRADING	1,128.00	Public Works
108628	6/16/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	907.50	Public Works
108628	6/16/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	880.00	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	PARCEL MAP REVIEW	780.00	Public Works
108628	6/16/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	770.00	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	CONTRACT SERVICES	760.00	Public Works
108628	6/16/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	715.00	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	GEOTECH REVIEW	380.00	Public Works
108668	6/16/2020	WILLDAN ASSOCIATES INC.	PRECISE GRADING	307.00	Public Works
108621	6/16/2020	DNA ELECTRIC	ELECTRICAL REPAIRS	255.00	Public Works



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108668	6/16/2020	WILLDAN ASSOCIATES INC.	GEOTECH REVIEW	190.00	Public Works
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	168.46	Public Works
108604	6/16/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	157.07	Public Works
108661	6/16/2020	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	54.55	Public Works
108661	6/16/2020	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	51.25	Public Works
108620	6/16/2020	DIG SAFE BOARD	STATE REGULATORY FEE	40.01	Public Works
Total Amount for 25 Line Item(s) from Public Works				\$67,075.50	

Recoverable / Refund / Liability

108609	6/16/2020	CALIFORNIA BUILDING STANDARDS	1ST QTR 2020 GREEN BLDG	884.70	Recoverable / Refund / Liability
108644	6/16/2020	P&A ADMINISTRATIVE SVCS INC	FSA-DEP CARE REIMBURSEMENT	208.34	Recoverable / Refund / Liability
Total Amount for 2 Line Item(s) from Recoverable / Refund / Liability				\$1,093.04	

Tennis & Swim Center

108583	6/8/2020	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	4,286.26	Tennis & Swim Center
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,528.72	Tennis & Swim Center
108635	6/16/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	828.40	Tennis & Swim Center
108614	6/16/2020	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	818.65	Tennis & Swim Center
108593	6/8/2020	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	676.95	Tennis & Swim Center
108611	6/16/2020	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	455.00	Tennis & Swim Center
108614	6/16/2020	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	436.67	Tennis & Swim Center
108583	6/8/2020	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	430.15	Tennis & Swim Center
108666	6/16/2020	WELTER/FRANCES//	RECREATION INSTRUCTOR	327.60	Tennis & Swim Center
108649	6/16/2020	REGENCY SHARK FIRE SERVICES	MAINTENANCE SERVICES	250.00	Tennis & Swim Center
108651	6/16/2020	ROZNER/DANA//	RECREATION INSTRUCTOR	235.20	Tennis & Swim Center
108647	6/16/2020	QUENCH USA, INC.	WATER SERVICE	197.10	Tennis & Swim Center
108645	6/16/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 20	197.08	Tennis & Swim Center
108607	6/16/2020	BCC	LIFE & DISABILITY INS- JUN 20	180.81	Tennis & Swim Center
108653	6/16/2020	SECURAL SECURITY CORP	ALARM RESPONSE- T&SC	84.27	Tennis & Swim Center
108588	6/8/2020	INNER-I ...SECURITY IN FOCUS	APR-JUN 2020 MONITORING- T&SC	75.00	Tennis & Swim Center
108658	6/16/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	66.46	Tennis & Swim Center
Total Amount for 17 Line Item(s) from Tennis & Swim Center				\$11,074.32	

Transportation

108587	6/8/2020	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAY 2020	13,429.00	Transportation
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108640	6/16/2020	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	13,324.00	Transportation
108655	6/16/2020	SIEMENS MOBILITY, INC	TRAFFIC SIGN MAINTENANCE	4,749.73	Transportation
108664	6/16/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- CIP	4,157.00	Transportation
108657	6/16/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,508.29	Transportation
108656	6/16/2020	SO-CAL PRESSURE WASH	PRESSURE WASHING	800.00	Transportation
108636	6/16/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	164.24	Transportation
108616	6/16/2020	COUNTY OF LOS ANGELES	CONTRACT SERVICES	22.72	Transportation
Total Amount for 8 Line Item(s) from Transportation				\$38,154.98	
GRAND TOTAL for 189 Line Items				\$326,815.35	



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Tennis & Swim Center					
13862	6/16/2020	WILSON SPORTING GOODS	FACILITY EXPENSE	1,600.89	Tennis & Swim Center
13860	6/16/2020	PITNEY BOWES	ADMINISTRATIVE EXPENSES	780.40	Tennis & Swim Center
13858	6/16/2020	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	436.00	Tennis & Swim Center
13861	6/16/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	407.76	Tennis & Swim Center
13858	6/16/2020	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	289.08	Tennis & Swim Center
13857	6/16/2020	ADP, INC	ADMINISTRATIVE EXPENSES	99.37	Tennis & Swim Center
13859	6/16/2020	IMAGE SOURCE	ADMINISTRATIVE EXPENSES	73.92	Tennis & Swim Center
Total Amount for 7 Line Item(s) from Tennis & Swim Center				\$3,687.42	
GRAND TOTAL for 7 Line Items				\$3,687.42	

12-Aug

1	CD	Presentation	LAFCO presentation on MSR
2	CC	New Business	Sheriff's Crime Report
3	Comm./CD	New Business	CTC recommendation regarding cell service
4	CC	New Business	Discussion of past election issues and the upcoming November 3, 2020 election

Future Items

5	CC	Consent	Conflict of Interest Code
6	CD	New Business	Ordinance regulating construction work hours
7	PW	New Business	Update regarding anticoagulants
8	PW	New Business	Designated parking space violation ordinance
9	CD/Finance	New Business	Annexation update
10	CA	New Business	Closed session regarding State's mandate for affordable housing
11	CA/CC	New Business	Report/timeline on a cannabis tax initiative
12	CD	New Business	Story poles review by Planning Commission or CDD
13	CD	Public Hearing	West Village Project

2020 Meeting Dates

8-Jul - Canceled	28-Oct
22-Jul - Canceled	3-Nov General Municipal Election
12-Aug	10-Nov Special
26-Aug	11-Nov Canceled - Veteran's Day
9-Sep	25-Nov Canceled - Thanksgiving Eve
23-Sep	9-Dec - Election Certification/ Council Reorg.
14-Oct	23-Dec - Canceled