



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, OCTOBER 28, 2020
VIA ZOOM TELECONFERENCE
www.cityofcalabasas.com**

IMPORTANT NOTICE REGARDING THE OCTOBER 28, 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/87969535484?pwd=WVZwYIRPVC93VWQzYkQrUkVZUzNTUT09>

When asked to enter Passcode Number: 276954

Or iPhone one-tap:

US: +1669-900-9128,,81957447453# or +1346-248-7799,,81957447453#

Or 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

Webinar ID: 879 6953 5484

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 click unmute and state your name and the City you live in. You will be allowed three minutes to address the Council.

Please access a [Guide to Virtual Meeting Participation](#) for more information on how to join City Council or Commission meetings.

OPENING MATTERS – 7:00 P.M.

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

PRESENTATIONS – 7:15 P.M.

- Recognition of Agoura Hills Calabasas/Community Center employees

ANNOUNCEMENTS/INTRODUCTIONS – 7:40 P.M.

ORAL COMMUNICATION – PUBLIC COMMENT – 7:50 P.M.

CONSENT ITEMS – 8:00 P.M.

1. [Approval of minutes of October 14, 2020](#)
2. [Adoption of Ordinance 2020-384, revising Calabasas Municipal Code Chapter 5.04 - Motion Picture, Television and Photographic Production](#)
3. [Adoption of Ordinance No. 2020-387, amending Section 2.08.090 \(Removal Procedure\) of Chapter 2.08 \(City Manager\) of Title 2 \(Administration and Personnel\) of the Calabasas Municipal Code to facilitate City Council's removal of the City Manager](#)
4. [Recommendation that the City Council approve a five-year lease agreement with Canon Solutions America, Inc. to provide office copier and maintenance service in an amount not to exceed \\$200,000](#)

NEW BUSINESS – 8:10 P.M.

5. [Introduction of Ordinance No. 2021-386, amending Section 1.17.080 \(Administrative Citations\) and Section 1.17.110 \(Amount of Administrative Fines and Penalties\) of Chapter 1.17 \(Administrative Enforcement\) of Title 1 \(General Provisions\) of the Calabasas Municipal Code; and adoption of Ordinance No. 2020-385U, amending Section 1.17.080 \(Administrative Citations\) and Section 1.17.110 \(Amount of Administrative Fines and Penalties\) of Chapter 1.17 \(Administrative Enforcement\) of Title 1 \(General Provisions\) of the Calabasas Municipal Code](#)

6. [Adoption of Urgency Ordinance 2020-388U, revising Calabasas Municipal Code Chapter 5.04 - Motion Picture, Television and Photographic Production; and introduction of Ordinance 2021-389, revising Calabasas Municipal Code Chapter 5.04 - Motion Picture, Television and Photographic Production](#)
7. [Discussion and consideration of draft Policies and Procedures for review and acceptance by the City of donated memorials and plaques](#)
8. [First quarter General Fund budget update FY 2020-2021](#)
9. [Consider City's pension Unfunded Accrued Liability \(UAL\) of \\$8 million and options to pay down this debt](#)
10. [Adoption of Resolution NO. 2020-1708, amending Resolution No. 2017-1571 establishing the amount and procedure for health benefit reimbursement for management retirees](#)
11. [Adoption of Resolution No. 2020-1707, appointment and employment contract for interim City Manager](#)

INFORMATIONAL REPORTS – 9:40 P.M.

12. [Check Register for the period of October 2-12, 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 a special meeting scheduled on Tuesday, November 10, 2020, at 7:00 p.m.

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, OCTOBER 14, 2020**

Mayor Weintraub called the meeting to order at 6:00 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: Joan Smith and Steve Rosenbilt

CLOSED SESSION

1. Conference with Legal Counsel, Initiation of Litigation
Government Code section 54956.9(d)(4)

Number of Potential Cases: 1

ADJOURN

The meeting adjourned at 6:59 p.m. to a regular meeting scheduled on Wednesday, October 14, 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, OCTOBER 14, 2020**

Mayor Weintraub called the meeting to order at 7:08 p.m. via Zoom Teleconferencing.

ROLL CALL

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

Absent: None

Staff: Ahlers, Bartlett, Bingham, Hernandez, Howard, Melton, 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 previously authorized the filing of a civil action to abate a nuisance at 22534 Calipatria Street in Calabasas. The City Council further authorized the attorneys handling that action to move forward as quickly as legally possible to abate any nuisance conditions on the property or surrounding the property.

PRESENTATIONS

- Recognition of student volunteers of the Tech Help Program at the Senior Center

Mayor Weintraub and Councilmembers recognized Jeremy H. White, Aiden Weitzman, Nicholas Yalda, Rajvir Logani, Sundeep Logani and Madeline Stoner and expressed gratitude for their service to the seniors.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Mayor pro Tem Bozajian:

- Extended an invitation to the Photo Hallo-Wingo on October 30 as well as to the Car Masquerade & Parade and Treat Street Drive Thru on October 31.

Councilmember Shapiro:

- Reminded everyone that ballots for the November 3 election have been mailed and can be submitted at any LA County Vote by mail drop box.
- Extended an invitation to the Nights of Jack at King Gillette Ranch.

Councilmember Gaines:

- Encouraged everyone to Vote by mail or at one of three Vote Centers in the community - Founder's Hall, AHCCC or AC Stelle Middle School. Additionally, there will be a Flex Vote Center at the Senior Center for seniors and persons with disabilities on October 27 from 10 a.m. to 2 p.m.
- Encouraged everyone to get informed on the ballot measures.
- Thanked Bridget Karl, Mark Levinson and the Calabasas Chamber of Commerce staff for their tremendous work.
- Extended an invitation to the virtual Government Affairs meeting on October 19 and to the Attorney's Forum on October 20.
- Expressed his condolences for the passing of his long time neighbor, Evelyn Dorman.
- Expressed his indignation for the crisis and warfare happening in Armenia.

Councilmember Maurer:

- Shared that the Dodgers are up 15-3.
- The Vote by mail drop off box is located on the sidewalk directly in front of City Hall.
- Encouraged families to register in advance for the Car Masquerade & Parade and Treat Street Drive Thru on October 31.

Mayor Weintraub:

- Thanked Councilmember Gaines for bringing up the horrific events that are happening in Armenia.
- Effective October 15, the LA County Public Health will begin permitting outdoor gatherings of up to three households, however, masks and social distancing are still encouraged.
- Thanked the Calabasas Chamber of Commerce for their on-going hard work.
- Thanked the City Clerk, Mari Hernandez, for her responsiveness and willingness to help the community with all election related matters.
- The Vote by mail drop box will be emptied every 72 hours until October 22 and

every 24 hours until November 3.

City Clerk Ms. Hernandez:

- Reminded everyone that the last day to register to vote is October 19.
- There will be three Vote Centers in the community and a Flex Vote Center at the Senior Center on October 27 from 10 a.m. to 2 p.m.

ORAL COMMUNICATIONS – PUBLIC COMMENT

Eddie Norton and a representative of F45 Training spoke during public comment.

CONSENT ITEMS

1. Approval of minutes from September 17 and 23, 2020
2. Adoption of Resolution No. 2020-1706, 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
3. Adoption of Resolution No. 2020-1705, establishing employee flex credit amounts for 2021 and rescinding Resolution No. 2019-1646
4. Recommendation to approve two one-year Professional Services Agreements to Venco Western, Inc. for the landscape maintenance of the common areas located within the Homeowner Associations: Calabasas Park Estates, Zone 8 and Palatino, Zone 14 within Landscape Lighting Act District 22 in the City of Calabasas in an amount not to exceed \$725,000
5. Recommendation to approve a two-year Professional Services Agreement with Sepro Marine Bio, LLC DBA Marine Biochemists to provide daily maintenance services to Calabasas Lake and Lake equipment repair or replacement in an amount not to exceed \$381,248

Councilmember Gaines requested Consent Item No. 2 be pulled.

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

AYES: Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Maurer,

Gaines and Shapiro

After extensive discussion, Mayor pro Tem Bozajian moved, seconded by Councilmember Maurer to approve Consent Item No. 2. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

NEW BUSINESS

6. Sheriff's Crime Report – August 2020

Lt. Fender presented the report.

No action taken on this item.

7. Discussion of rent stabilization options for rental housing properties in Calabasas

The City Council requested this item back to a meeting in January 2021.

Michael Murchison and Jarryd Gonzales spoke on Item No. 7.

8. Introduction of Ordinance 2020-384, revising Calabasas Municipal Code Chapter 5.04 - Motion Picture, Television and Photographic Production

Mr. Russo and Ms. Tamuri presented the report.

Councilmember Shapiro moved, seconded by Councilmember Maurer to approve Item No. 8 with modifications. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

9. Introduction of Ordinance No. 2020-387, amending Section 2.08.090 (Removal Procedure) of Chapter 2.08 (City Manager) of Title 2 (Administration and Personnel) of the Calabasas Municipal Code to facilitate City Council's removal of the City Manager

Mr. Howard presented the report.

After extensive discussion, Councilmember Gaines moved, seconded by Mayor pro Tem Bozajian to approve Item No. 9. MOTION CARRIED 4/1 by Roll Call Vote as

follows:

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

INFORMATIONAL REPORTS

10. Check Register for the period of September 9-October 1, 2020

No action taken on this item.

TASK FORCE REPORTS

Councilmember Shapiro reported his participation in a SCAG CHD committee meeting and in a Regional Council meeting. He also participated in a new committee, Diversity, Equity & Inclusion, hosted by the Valley Economic Alliance. Lastly, the Environmental Commission is hosting their annual drawing recycling contest; the last day for children to submit their drawing is October 23.

Mayor pro Tem Bozajian reported his participation in the CCCA Fall seminar. He encouraged everyone to view the presentations available online. He also reported his attendance to the LOCC Annual Conference and Expo. Additionally, he thanked CCCA and LOCC for hosting the first District Attorney Candidates Forum. Lastly, he reported that the AHCCC will be hosting a Vote Center from October 24 to November 3.

CITY MANAGER'S REPORT

Mr. Taylor announced that the Los Angeles Dodgers won 15-3. He also reported that the Walk-in Flu Clinic hosted by the City had an excellent turnout with more than 750 residents.

Ms. Tamuri stated there is a special permit process for local businesses that are looking to conduct outdoor business. There are safety protocols that businesses must meet before they are approved.

Mayor Weintraub thanked Debbie Larson and Jim Jordan for their great work with the flu clinic.

FUTURE AGENDA ITEMS

Mayor pro Tem Bozajian requested to move the AHCCC update from October 28 to November 10.

ADJOURN

The meeting adjourned at 9:30 p.m. to the next regular scheduled meeting of Wednesday, October 28, 2020, at 7:00 p.m.

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 19, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL RUSSO
COMMUNICATIONS DIRECTOR

MAUREEN TAMURI AIA, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ADOPTION OF ORDINANCE NO. 2020-384, REVISING CALABASAS MUNICIPAL CODE (CMC), CHAPTER 5.04 MOTION PICTURE, TELEVISION AND PHOTOGRAPHIC PRODUCTION

MEETING DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

That the City Council adopt Ordinance No. 2020-384, revising CMC, Chapter 5.04 Motion Picture, Television and Photographic Production

BACKGROUND:

Ordinance No. 2020-384 was introduced at the City Council meeting of October 14, 2020, with a small revision to address a grammatical irregularity. Staff requests that the Council adopt the Ordinance at this meeting.

REQUESTED ACTION:

That the City Council adopt Ordinance No. 2020-384, revising CMC, Chapter 5.04 Motion Picture, Television and Photographic Production

ATTACHMENT: Ordinance No. 2020-384

**ITEM 2 ATTACHMENT
ORDINANCE NO. 2020-384**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING CALABASAS MUNICIPAL CODE CHAPTER 5.04 - MOTION PICTURE, DIGITAL MEDIA, TELEVISION AND PHOTOGRAPHIC PRODUCTION.

WHEREAS, the City Council strongly desires to support the film industry while also protecting the public health, safety, general welfare, and enjoyment of property in the City by the adoption of amendments to this Motion Picture, Digital Media, Television and Photographic Production ordinance; and

WHEREAS, the City of Calabasas (the "City"), pursuant to the police powers delegated to it by the California Constitution, has the authority to enact laws that promote the public health, safety and general welfare of its residents; and

WHEREAS, the City's Municipal Code has not been updated to reflect film industry changes in the use of digital media and distribution through social media platforms; and

WHEREAS, changes in technology have permitted individuals the opportunity to create and transmit media content outside of any regulation or permit; and

WHEREAS, some large gatherings of people, including those ostensibly organized as a film or digital media production in a private residence have become loud and unruly to the point that they constitute a threat to the peace, health, safety, or general welfare of the public; and

WHEREAS, the City Council finds and declares that the Los Angeles County Sheriff's Department, City Code Enforcement personnel are called upon to respond, sometimes on multiple occasions, to locations of such loud or unruly gatherings in order to restore and maintain the peace and protect public safety, causing a burden on the Office of the City Prosecutor and other City resources, causing delays in law enforcement's ability to respond to regular emergency calls, and compromising community safety; and

WHEREAS, the City requires all persons involved in filming activity in the City to abide by the California Film Commission's Filmmaker's Code of Conduct.

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

SECTION 1. The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct.

SECTION 2. The City Council hereby finds and determines that it can be seen with certainty that there is no possibility that the adoption of this ordinance amending the City's regulations for motion picture, television, digital media and photographic production permitting will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

SECTION 3. The City Council hereby amends Section 5.04.060 of the Calabasas Municipal Code, Chapter 5.04 to read as follows, with additions denoted by underlined text and deletions denoted by ~~strike-through text~~:

5.04.060 - Permit application and issuance.

A. Permit Application. Any person desiring a permit under the provisions of this chapter shall fill out an application form provided by the City. The form must be signed and accompanied by a signed letter or form consenting to the permit application from the property owner or property owner's authorized agent (if the property owner is not the applicant). All required fees, deposits, and the insurance certificate required by this chapter shall be submitted before the permit will be processed. Such application shall be submitted at least two working days prior to the date on which such person desires to conduct the activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application shall be submitted at least five working days in advance.

Written evidence of permits and/or coordination with other public agencies may be required upon submission of an application for a film permit. Requirements of these responsible agencies shall be requirements of this permit. Examples of such agencies include, but are not limited to, the California Highway Patrol, the Los Angeles County Sheriff's Department and the Los Angeles County Fire Department.

B. Permit Issuance. The City Manager ~~shall~~ may designate the person or body responsible for issuing permits under this chapter.

The City Manager or his or her designee shall issue a permit as provided for in this chapter when, from a consideration of the application and from such other

information as may be otherwise obtained, the application complies with the provisions of this chapter and he or she finds that:

1. The conduct of such film activity will not unduly interfere with traffic or pedestrian movement or endanger public safety and that no streets will be completely closed to traffic for an unreasonable period of time. Seventy-two (72) hours' notice of any street closure shall be given;
 2. The conduct of such film activity will not unduly interfere with the enjoyment of residential neighborhoods;
 3. The conduct of such film activity will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant; and
 4. At the determination of the City's Building and Safety and Public Works Departments, as well as the Los Angeles County Sheriff's Department and Los Angeles County Fire Department, ~~and Los Angeles County public works department~~, that the condition of such activity will not constitute a fire hazard or any other type of hazard and all proper safety precautions will be taken as determined by the heads of the aforementioned Departments or their designee.
 5. Issuing the permit authorizing the proposed filming and related activities will not be detrimental to the public's health, safety, or welfare.
- C. Cost of Additional Services. If deemed necessary by the City Manager or his or her designee, additional Sheriff, Code Enforcement, Fire, and other City ~~services~~ personnel, and contracting services such as an on-site Film Monitor shall be provided for the purpose of protecting, assisting and regulating the proposed activity. The cost of providing such additional services shall be paid in advance to the City by the applicant. Any additional City services will be provided/coordinated through the City Manager or his or her designee.
- D. Notwithstanding subdivision (B) of this Section, the City Manager or designee shall deny an application for a permit if the proposed private property location is the subject of an issued notice of violation or an issued administrative citation, and the violation or violations described therein have not been fully abated with all required city approvals, permits and inspections.
- E. Additional Conditions. The City Manager, or a designee thereof, may impose ~~any~~ all reasonable conditions found necessary to protect the public's health, safety, and welfare. The applicant shall, prior to issuance of the permit, agree in writing by signing and returning the City's permit compliance form to comply with any conditions, prohibitions, or restrictions the City may impose as a

condition to issuing a permit. A condition of a permit may not be waived, rescinded or modified, except in writing by the City Manager or a designee thereof. ~~No changes shall be made without first obtaining the city's approval.~~

- F. Compliance with Rules and Regulations: All permit holders shall comply with all rules and regulations set forth in Section 5.04.080 and adopted by the City Manager under the authority provided therein. Failure to do so is a violation of this code.

SECTION 4. The City Council hereby amends Section 5.04.080 of the Calabasas Municipal Code, Chapter 5.04 to read as follows, with additions denoted by underlined text and deletions denoted by ~~strike-through text~~:

Section 5.04.080 Rules and Regulations; Permit Restrictions.

- A. Rules and Regulations. The City Manager, ~~or his or her designee,~~ is, in order to promote the effective administration of this chapter and to protect the public's health, safety or welfare, authorized and directed to promulgate rules and regulations governing the form, time and location of any film activity set forth within the City. He or she shall also set forth the procedures for the issuance of permits. ~~The rules, regulations, and procedures shall be based on the criteria set forth in Section 5.04.060.~~
- B. In accordance with City of Calabasas Ordinance No. 2006-217, a comprehensive Second Hand Smoke Control Ordinance is in effect. All applicants shall comply with said ordinance which is available at www.cityofcalabasas.com.
- C. Maximum Number of Filming Days Allowed. The maximum number of filming days that will be allowed for filming activity at the same location is fourteen (14) days within the immediately prior twelve-month period of the date(s) for which a film permit is sought. The Calabasas Film Office may grant an extension to the fourteen-day limit ~~only due to~~ for film days impacted by inclement or extreme weather, acts of God or force majeure. Any such event must be reported to the Calabasas Film Office immediately in order to be evaluated for an extension in filming days.

To extend the filming period for up to and including twenty (20) total days of filming activity during a twelve-month period, ~~an~~ a new film permit application including ~~one hundred (100) percent~~ ninety percent (90%) approval signatures ~~from properties within five hundred (500) feet of the filming location shall be obtained and submitted to the Calabasas film office.~~ consent from the current residents, whether they are the owner of the property or the lessee, whose properties are bordering the filming site on all sides as determined by the City, shall be submitted to the City for approval. The Film Office will provide a radius map or list of addresses within the

~~five-hundred-foot area bordering area for use by the applicant in obtaining signatures. A signature form will also be provided. To extend beyond the twenty (20) days, an applicant shall be required to obtain approval from the City Manager. Council at the next available meeting.~~

~~D. Filming Permit Hours. In addition to any special conditions imposed by the permit, the following restrictions shall apply to all filming activity: Filming activities may occur between the hours seven a.m. and seven p.m. Monday through Sunday. Applications to film from six a.m. to seven a.m. and seven p.m. to midnight must include All activities occurring in connection with an issued City-filming permit shall only occur at the approved location between the hours of seven (7) a.m. and seven (7) p.m. Monday through Sunday. Applications to film from six a.m. to seven a.m. and seven p.m. to midnight must include one hundred (100) percent ninety percent (90%) signature consent from the current residents, whether they are the owner of the property or the lessee, whose properties are immediately contiguous to a filming location and written consent of at least seventy five (75) percent of the remaining properties within the five hundred foot radius. bordering a filming location as determined by the City. The City Manager, or a designee thereof, shall not approve such request if he or she determines allowing additional permit hours would be detrimental to the public's health, safety or welfare. The City Manager, or a designee thereof, may impose all reasonable conditions on any approved request.~~

~~E. Applications that fail to include the minimum amount(s) of consent shall require approval from the city council at the next available meeting.~~

~~E. Maximum Number of Allowed Persons. The maximum number of persons that may be present at a private residentially zoned property in connection with a permit is the number of persons listed on the permit application as cast and crew for the permitted activity, unless otherwise approved in writing by the City Manager or designee. Full-time residents of the property (whether as property owners or tenants) are not subject to this subpart. Applicants may seek authorization to exceed that limit pursuant to a procedure that is established pursuant to Subsection (A) of this Section. The City Manager, or a designee thereof, shall not approve such that request if he or she determines allowing additional persons would be detrimental to the public's health, safety or welfare. The City Manager, or a designee thereof, may impose conditions on any approved request. As used herein, "allowed persons" includes but is not limited to: (ii) actors and crew; and, (iii) persons directly or indirectly involved in the activity that is authorized by the permit; and, (iii) individuals who are providing security services; and, (iv) persons who are full-time residents of the property. If the number of allowed persons present at a private residentially zoned property during the pendency of a film permit~~

exceeds the permitted number of persons, then the City Film Office, the Los Angeles County Fire Department, or a peace or Code Enforcement officer may require the persons present beyond the permitted number of persons to disperse or the City may take any other lawful enforcement action available under this Code or applicable law. The permit holder for any permit with a specified number of cast and crew that exceeds fifty (50) persons must contract for and secure the on-site presence of a fire safety advisor or other person qualified to provide fire protection and life safety advisory services who will ensure that the number of persons present during filming activity does not exceed applicable limits at any time.

F. Prohibitions. All permit holders shall comply with the following prohibitions:

(i) The permit holder shall not allow any members of the public to be present at the private property location for any reason during the period a permit is in effect. This prohibition includes before, during, and after the allowed hours for permitted activity, as discussed in Subdivision D of this section.

(ii) All persons present in connection with a permit, as identified in Subdivision (E), shall leave the permitted filming location at the end of permit hours, as discussed in Subdivision D of this section.

(iii) No persons present in connection with a permit as identified in Subdivision (E), except licensed security personnel or full-time residents (whether as property owners or tenants) of the property, shall stay overnight at the permitted filming location (whether outdoors, or in any structure) during the period a permit is in effect. The City Manager or designee may approve additional persons for overnight stays if the City Manager or designee finds that approving the additional overnight stays would not be detrimental to the public's health, safety, or welfare. This type of overnight occupancy of any private property, including private residentially zoned property, is transient in nature and is not a permitted use under Title 17 of this Code. Overnight presence at lawfully permitted hotels, motels, and bed and breakfasts is exempt from this prohibition, if such activity is in compliance with the hotel, motel, or bed and breakfasts City-issued permits.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Calabasas hereby declares that it would have adopted this Ordinance and each

section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. Effective Date:

This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937 and shall supersede any conflicting provision of any City of Calabasas ordinance.

SECTION 7. Certification:

The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this 28th day of October 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: OCTOBER 19, 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 ORDINANCE NO. 2020-387, AMENDING SECTION 2.08.090 (REMOVAL PROCEDURE) OF CHAPTER 2.08 (CITY MANAGER) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CALABASAS MUNICIPAL CODE TO FACILITATE CITY COUNCIL'S REMOVAL OF THE CITY MANAGER

MEETING
DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

Staff recommends City Council adopt Ordinance No. 2020-387 amending Section 2.08.090 (Removal Procedure) of Chapter 2.08 (City Manager) of Title 2 (Administration and Personnel) of the Calabasas Municipal Code.

REPORT:

Section 2.08.090(A) of the Calabasas Municipal Code currently limits the City Council's ability to remove a City Manager by requiring that a vote to remove a City Manager take place during a regular City Council meeting and that the City Council afford a City Manager 30 days' written notice of the effective date of a termination. These protections are not provided to any other City officer appointed by the City Council and stem from an era before City Manager contracts had detailed removal and termination provisions. By deleting these provisions, the City Council can confirm

the procedural requirements for the potential future removal of a City Manager with the terms of each City Manager's employment agreement.

ENVIRONMENTAL IMPACT.

None.

FISCAL IMPACT.

None.

ATTACHMENT:

Ordinance No. 2020-387

**ITEM 3 ATTACHMENT
ORDINANCE NO. 2020-387**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING SECTION 2.08.090 (REMOVAL PROCEDURE) OF CHAPTER 2.08 (CITY MANAGER) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CALABASAS MUNICIPAL CODE.

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

SECTION 1. Amendment. Section 2.08.090 (Removal Procedure) of Chapter 2.08 (City Manager) of Title 2 (Administration and Personnel) of the Calabasas Municipal Code is hereby amended to read as follows, with underlined text denoting additions and ~~struck through~~ text denoting deletions:

2.08.090 – Removal procedure.

A. Removal of City Manager. The removal of the city manager may be effected with or without cause, but only by a majority vote of the whole city council as then constituted, ~~convened in a regular city council meeting. The city manager shall be afforded at least thirty (30) days' written notice of the effective date of his/her termination.~~

B. Limitation on Removal. Notwithstanding the provisions of subsection A of this section, the city manager shall not be removed from office, during or within a period of ~~ninety (90)~~ one-hundred and twenty (120) days next succeeding any general municipal election held in the city at which election a member of the city council is elected or when a new city council member is appointed, unless a four-fifths majority of the whole City Council as then constituted votes to remove the City Manager. The purpose of this provision is to allow any newly elected or appointed member of the city council or a recognized city council to observe the actions and abilities of the city manager in the performance of the powers and duties of his/her office. After the expiration of said ~~ninety-day~~ period, the provisions of subsection (A) of this section as to the removal of said city manager shall apply and be effective.

SECTION 2. Effective Date. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

SECTION 3. Certification; Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this 28th day of October 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

Scott H. Howard
Colantuono, Highsmith & Whatley
City Attorney



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION THAT CITY COUNCIL APPROVE A FIVE-YEAR LEASE AGREEMENT WITH CANON SOLUTIONS AMERICA INC. TO PROVIDE OFFICE COPIER & MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$200,000

MEETING DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

City Council approve a five-year lease agreement with Canon Solutions America Inc. to provide office copier & maintenance services in an amount not to exceed \$200,000.

BACKGROUND:

The City currently leases 10 copy machines located at six City facilities, costing \$5,731 a month, or \$68,772 annually. The number and location of the copiers are as follows: three at City Hall, three at Library, one at Senior Center, one at De Anza Park, one at Tennis & Swim Center, and one at Creekside Preschool. Each copier has its own lease and service agreement (20 leases total) which is overseen by the Finance Department.

After a Finance Department review, it was determined that the current copier lease agreements are not optimal for meeting the City's needs, nor are they the most efficient use of City funds. Several copier machines offer different capabilities and

upgrades than others, which occasionally requires staff to delay office functions or utilize machines located outside of their respective departments. Also, because each individual copier has its own lease, the City is unable to utilize aggregate pricing during negotiations for new agreements when current leases expire. The end result is a situation where the City pays a higher price for its copier use and maintenance, with staff being unable to perform as efficiently as possible.

DISCUSSION:

In an effort to reduce costs, increase staff efficiency, improve copier capability, and streamline the City's lease agreements, staff reviewed different options to optimize the City's current office copier machine arrangement. In a manner consistent with the requirements of the Uniform Public Construction Cost Accounting Act, staff determined that a single master lease provided by Canon Solutions America Inc. would significantly improve the City's copier machine situation. The lease provides the following benefits:

- Reduces leasing and service costs by 45%, or \$156,000 over the life of the five-year contract
- Upgrades all existing Canon machines to the new Canon IR Advance DX Series
- Upgrades the minimum capabilities of all copiers to include color, three hole punch, and faxing capabilities, in addition to other modern technology upgrades
- Eliminates 11 lease contracts for 1 master lease contract
- Eliminates 10 services contracts for 1 master service contract
- Establishes a fixed service pricing for five years
- Provides a \$5,201.46 refund back to the City for a buyout of a Xerox copier lease

FISCAL IMPACT/SOURCE OF FUNDING:

Under current lease agreements, the City pays \$5,731 a month, or \$68,772 annually, for office copier and maintenance services. Entering into the proposed master lease with Canon Solutions America Inc. would reduce the City's total expenses by 45%, costing \$3,130 monthly. This amounts to a monthly savings of \$2,601, or \$31,212 annually. Total savings over the course of the five-year lease is \$156,000.

REQUESTED ACTION:

City Council approve a five-year lease agreement with Canon Solutions America Inc. to provide office copier & maintenance services in an amount not to exceed \$200,000. To also authorize the City Manager to sign all documents with Canon Solutions America Inc. regarding this lease agreement.

ATTACHMENTS:

1. Canon Solutions America Inc. Master Sales & Services Lease Proposal & Agreement



CANON SOLUTIONS AMERICA

Fleet Proposal for: City of Calabasas

Click here to enter text.

Effective Date

9/22/2020

Prepared by:

Nathan Long

Canon Solutions America



CANON SOLUTIONS AMERICA

To: City of Calabasas
CC: Yadira Zimmerman / Ron Ahlers
From: Nathan Long
Date: 9/22/20
Re: Executive Summary New Fleet

Our customized Plan for Fleet Replacement at City of Calabasas includes the following:

- Upgrade all existing Canon equipment to NEW IR ADVANCE DX Color Series
- Deliver Professional Color and enhanced Media Capabilities with IPC165 LITE
- Utilize Canon Competitive Displacement Program to store and return Xerox 7835
- Check back to City of Calabasas for (18 mo. X \$288.97) = \$5,201.46
- Eliminate 11 lease contracts for 1 Master Lease Contract
- Eliminate 10 service contracts for 1 Master Fleet Service Contract
- NO MINIMUM Base Volume Service Contracts
- Fixed Service Pricing for 5 years with NO INCREASE

Our Pricing is based on a Publicly Bid and Awarded "Not to Exceed" pricing contract called OMNIA Partners.

Current Print and Copy Expense Per Month (Including Lease and Service)	\$ 5,731
Future Print and Copy Expense Per Month (Including Lease and Service)	\$ 3,130
SAVINGS PER MONTH	\$ 2,601



CANON SOLUTIONS AMERICA

OMNIA PARTNERS – Contract # FI-R-0251-18

Dated 10-1-2018 through 09-30-2023

Notwithstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and any terms and conditions in this purchase order which conflict with or vary from the terms contained in Contract No. FI-R-0251-18, effective October 1, 2018, between Canon Solutions America, Inc. and DuPage County, shall be deemed null and void.

- Leading cooperative purchasing organization for public agencies, educational institutions, non-profits across the United States
- Aggregates the purchasing power of participating public agencies across the country in order to receive larger volume discounts from suppliers
- Optional program with no minimum purchase requirements and NO FEE to participate

Lease Terms

No Doc fees; Net 30 Day Terms; Late Fee Exempt

Relocations

After initial installation, any copier may be relocated two (2) times per contract period at no additional charge. Copier relocation will be done by the Vendor unless the Vendor determines the relocation would not require trained personnel.

After initial installation, Canon Solutions America agrees to allow any MFD copier between 20 ppm and 105 ppm to be relocated two (2) times per contract period at no additional charge and with an aggregate fleet relocation total not to exceed the number of units installed per member under this contract.

The Canon Price book is published at the following link.

https://public.omniapartners.com/fileadmin/public-sector/suppliers/A-D/Canon_Solutions_America/Contract_Documents/FI-R-0251-18/County_of_DuPage_F1-R-0251-18_Pricing_December_1_2019.pdf



CANON SOLUTIONS AMERICA

EXAMPLE OF OMNIA PRICE LIST AND DISCOUNTING

County of DuPageF1-R -0251-18 Pricing
December 1,2019

Product	Purchase		
	Pricing Quantity (License per device/employee/ server, Single Unit, Annual,etc.)	Minimum Disc off of MSRP	Net Price
IMAGERUNNER ADVANCE C5560I III	\$ 23,000.00	65%	\$8,040.00
IMAGERUNNER ADVANCE C5550I III	\$ 20,000.00	62%	\$7,506.00
IMAGERUNNER ADVANCE C5540I III	\$ 17,000.00	65%	\$6,003.00
IMAGERUNNER ADVANCE C5535I III	\$ 15,000.00	63%	\$5,623.00
HIGH CAPACITY CASSETTE FEEDING UNIT-A1	\$ 1,900.00	60%	\$763.00
CASSETTE FEEDING UNIT-AM1	\$ 1,523.00	70%	\$457.00
CABINET TYPE-N	\$ 300.00	61%	\$117.00
PAPER DECK UNIT-F1	\$ 2,205.00	52%	\$1,069.00
FL CASSETTE-AZ1 (REPLACEMENT FOR CASSETTE 2,3 AND 4)	\$ 116.00	40%	\$70.00
FL CASSETTE-BA1 (REPLACEMENT FOR CASSETTE 1)	\$ 116.00	40%	\$70.00
TAB ATTACHMENT-F1	\$ 80.00	45%	\$44.00
COPY TRAY-J2	\$ 47.00	49%	\$24.00
UTILITY TRAY-B1	\$ 63.00	40%	\$38.00
PLATEN COVER TYPE W	\$ 105.00	40%	\$63.00



CANON SOLUTIONS AMERICA

STAPLE FINISHER-Y1	\$ 2,555.00	56%	\$1,134.00
BOOKLET FINISHER-Y1	\$ 3,920.00	57%	\$1,668.00
INNER 2 WAY TRAY-J1	\$ 105.00	50%	\$52.00
INNER FINISHER-H1	\$ 1,260.00	60%	\$506.00
BUFFER PASS UNIT-L1	\$ 280.00	44%	\$157.00
2/3 HOLE PUNCHER UNIT-A1	\$ 893.00	61%	\$349.00
INNER 2/3 HOLE PUNCHER-B1	\$ 710.00	58%	\$296.00

City of Calabasas current future

Presented by Nathan Long MAE, Canon Solutions America



Current Equipment/Cost Analysis																	
Location	Equipment	Serial Number	Lease Term Date	Speed	Monthly Lease Payment	Term	Monthly Service Base Payment	B & W Images Included in Base	B&W Actual Monthly Usage	B&W Overage Cost Per Image	B&W Overage Costs	Color Images Included in Base	Color Actual Monthly Usage	Color Overage Cost Per Image	Color Overage Costs	Total Service Costs	Total Cost
LIBRARY Coin Op	IR2530	FTG80700	4/15/2020	25	\$232.08	60	\$38.10	9,000	81	\$0.0127	\$0.00	0			\$0.00	\$38.10	\$270.18
2ND FLOOR COPY ROOM	IRADV8205	KZT02095	4/20/2020	105	\$1,252.17	60	\$61.10	39,000	8,796	\$0.0047	\$0.00	0			\$0.00	\$61.10	\$1,313.27
COMMUNITY DEVELOPMENT	ADVC5255	JME16861	8/31/2020	55	\$602.55	60			7,025	\$0.0077	\$54.09	0	8,690	\$0.060	\$521.40	\$575.49	\$1,178.04
COM DEV / PUBLIC WORKS	IRADV6275	NMC09173	8/10/2020	75	\$678.21	60			4,846	\$0.0053	\$25.68	0			\$0.00	\$25.68	\$703.89
	Accessory				\$18.00												
SENIOR CENTER	ADVC5255	JME22147	7/23/2021	55	\$267.98	60			2,578	\$0.0077	\$19.85	0	1,552	\$0.060	\$93.12	\$112.97	\$380.95
LIBRARY FRONT / PUBLIC	IRADVC5540I	WHG01091	9/13/2021	40	\$149.88	60	\$25.20	3,000	3,366	\$0.0084	\$3.07	0	914	\$0.060	\$54.84	\$83.11	\$232.99
LIBRARY BACK OFFICE	IRADVC5540I	WHG01368	9/13/2021	40	\$149.88	60	\$25.20		1,461	\$0.0084	\$12.27	0	1,332	\$0.060	\$79.92	\$117.39	\$267.27
CHILD CARE CENTER	IRADVC5535I	WXF09673	4/11/2022	35	\$406.77	60	\$21.00	3,000	5,212	\$0.0070	\$15.48	0	2,628	\$0.050	\$131.66	\$168.15	\$574.92
PARKS CENTER	IRADVC5540IV2	XUP00663	3/29/2023	40	\$459.00	60	\$26.00	4,000	2,395	\$0.0065	\$0.00	0	710	\$0.050	\$35.57	\$61.57	\$520.57
TENNIS AND SWIM CENTER	XEROX - 7835	MX1051908	3/1/2022	35	\$288.97	60	\$0.00	0	0	\$0.0000	\$0.00	0	0	\$0.000	\$0.00	\$0.00	\$288.97
					\$0.00	60	\$0.00	0	0	\$0.0000	\$0.00	0	0	\$0.000	\$0.00	\$0.00	\$0.00
Totals					\$4,505.49		\$196.60	58,000	35,760		\$130.46	0	15,826		\$916.51	\$1,243.57	\$5,731.06

Future Equipment/Cost Analysis																	
Location	Equipment		Lease Term Date	Speed	Monthly Lease Payment	Term	Monthly Service Base Payment	B & W Images Included in Base	B&W Actual Monthly Usage	B&W Overage Cost Per Image	B&W Overage Costs	Color Images Included in Base	Color Actual Monthly Usage	Color Overage Cost Per Image	Color Overage Costs	Total Service Costs	Total Cost
LIBRARY Coin Op	IR ADV DX 4725			25	\$2,233.85	60	\$0.00	0	35,760	\$0.0071	\$253.90	0	15,826	\$0.0406	\$642.54	\$896.43	\$3,130.28
2ND FLOOR COPY ROOM	IPC 165 LITE			65													
COMMUNITY DEVELOPMENT	IR ADV DX C5760I			60													
COM DEV / PUBLIC WORKS	IR ADV DX C5760I			60													
SENIOR CENTER	IR ADV DX C5760I			60													
LIBRARY FRONT / PUBLIC	IR ADV DX C5760I			60													
LIBRARY BACK OFFICE	NO REPLACEMENT																
CHILD CARE CENTER	IR ADV DX C5740I			40													
PARKS CENTER	IR ADV DX C5740I			40													
TENNIS AND SWIM CENTER	IR ADV DX C5740I			40													
Totals					\$2,233.85		\$0.00	0	35,760	\$0.00	\$253.90	0	15,826	\$0.00	\$642.54	\$896.43	\$3,130.28

Replacing Xerox Contract - Storage & Return
 XEROX Lease - Check to City of Calabasas (18 mo. X \$288.97)
 \$ 5,201.46

Consolidating Lease Contracts from 11 to 1
 Consolidating Service Contract Invoices from 10 to 1
 All new Color Fleet City Wide
 Fleet Service Contract Fixed for 5 years

\$2,600.78 Monthly savings over your previous payment
 \$31,209.36 Annual savings

A Savings of 45%





Canon Solutions America, Inc. ("CSA")
 One Canon Park, Melville, NY 11747
 (800) 613-2228

**Master Sales & Services Agreement
 Customer Information Face Page**

MA5548

Salesperson: Nathan Long Order Date: 10/14/2020

Customer ("you"):

Company: CALABASAS, CITY OF		
Address: 100 CIVIC CENTER WAY		
City: CALABASAS		County: LOS ANGELES
State: CA	Zip: 91302-3172	Phone #: 818.224.1600
Contact: Yadira Zimmerman		Fax #:
Email: yzimmerman@cityofcalabasas.com		

Applicable Terms and Conditions	Customer Organizational Information
<p>TERMS AND CONDITIONS ARE AVAILABLE AT: ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS</p> <p>The CSA customer terms and conditions located at the above website ("Terms") form part of this Agreement. The Terms include general terms, and terms for product and service purchase, maintenance, support and leasing (pursuant to the terms of Rider G); managed print services; and quotes. The Terms applicable to each of your transactions will be referenced in the Order Schedule.</p> <p>By your initials herein and signature below, you understand and acknowledge such Terms and agree to comply with those applicable to each Order Schedule.</p> <p>_____</p> <p>Customer Initials</p>	<p>Federal Tax ID Number: _____</p> <p>Organization type: State or Local Government</p> <p>Address for Notices: Attn: Yadira Zimmerman Address: 100 CIVIC CENTER WAY Address 2: City: CALABASAS State: CA Zip: 91302-3172 Email: yzimmerman@cityofcalabasas.com</p>
<p>BY YOUR SIGNATURE BELOW, YOU AGREE TO LEASE, PURSUANT TO THE TERMS OF RIDER G, OR PURCHASE, AS SPECIFIED IN THIS AGREEMENT, THE ITEMS LISTED IN ANY SCHEDULE, RIDER OR ADDENDA (AS APPROVED BY CSA) TO THIS AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, AND AGREE TO ABIDE BY ALL OF THE TERMS AND CONDITIONS OF THIS FACE PAGE, APPLICABLE SCHEDULE(S), RIDER(S) AND SUCH ADDENDA, THE QUOTE, AND THE APPLICABLE TERMS AND CONDITIONS IDENTIFIED ABOVE, ALL OF WHICH IS INCORPORATED HEREIN AND MADE PART OF THIS AGREEMENT.</p>	

BY YOUR SIGNATURE BELOW, YOU AGREE TO LEASE, PURSUANT TO THE TERMS OF RIDER G, OR PURCHASE, AS SPECIFIED IN THIS AGREEMENT, THE ITEMS LISTED IN ANY SCHEDULE, RIDER OR ADDENDA (AS APPROVED BY CSA) TO THIS AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, AND AGREE TO ABIDE BY ALL OF THE TERMS AND CONDITIONS OF THIS FACE PAGE, APPLICABLE SCHEDULE(S), RIDER(S) AND SUCH ADDENDA, THE QUOTE, AND THE APPLICABLE TERMS AND CONDITIONS IDENTIFIED ABOVE, ALL OF WHICH IS INCORPORATED HEREIN AND MADE PART OF THIS AGREEMENT.

Customer's Authorized Signature _____

Printed Name _____ Title _____ Date _____



Lease Schedule ("Schedule") - Itemized (SER-700)

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: CALABASAS, CITY OF

CFS App #: 1668295

Salesperson: Nathan Long

Agreement #: MA5548

Transaction #: S1119618

Order Date: 10/14/20

Table with columns: Billing Information, Payment Information, Equipment Maintenance Information, Other Transaction Details. Includes fields for Customer Account, Lease Term, # of Lease Payments, Payment Summary, Lease Payment, Invoiced by CFS, Total Maintenance, Base Charge, Invoiced by CSA, Due at Signing, # of Payments in Advance, Total Due at Signing.

Table with columns: Covered Device - Rider A (Office Equip/Cut Sheet Production), Maint Base Charge Section A, Covered Images Included in Maint Base Charge, Excess Per Image Charge(s). Includes values for \$0.00, B&W: 0 Color: 0, B&W: \$0.007100 Color: \$0.040600.

Main table with columns: Item Code, Listed Items Description, Qty, Unit Pmt, Total, Ship To & Maintenance Billing Information. Lists items like IRADV DX4725I, CABINET TYPE-Q, COPY CONTROL INTERFACE KIT-A1, etc. Includes shipping and billing details.

Table for Additional Requirements. Includes text: OC: COUNTY OF DUPAGE CONTRACT FI-R-0251-18, Consumables: Toner Only, Meter Method: imageWare Remote, For CSA USE ONLY: Config: A | 55152668.

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CSA AND LESSOR AS PROVIDED IN THE LEASE TERMS. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

Customer Authorized Signature: Printed Name: Title: Date:

ACCEPTANCE CERTIFICATE

To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.

Authorized Signature: Printed Name: Title: Date:

For Internal Purposes Only:

CFS Authorized Signature: Printed Name: Title: Date:



Customer: CALABASAS, CITY OF

Agreement #: MA5548

Order Date: 10/14/20 Salesperson: Nathan Long

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section B-1	Covered Images Included in Maint Base Charge			Excess Per Image Charge(s)
		See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
4300C002	IRADVDC5760I	1	Included	Included	Shipping: 100 CIVIC CENTER WAY Delivery Date: 10/30/20	
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	Address 2: LMD OFFICE	
0618C002	INNER 2/3 HOLE PUNCHER-B1	1	Included	Included	City: CALABASAS County: LOS ANGELES State: CA Zip: 91302-3172	
0615C002	INNER FINISHER-H1	1	Included	Included	Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com	
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	Mtr Contact: Ph #: Email:	
1972V073	ESP NEXT GEN PCS POWER FILTER (120V/20A) XG-PCS-20D	1	Included	Included	IT Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com	
3806V913	INSTALL PAK DX C5750I / C5760I	1	Included	Included	Billing:	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5	
					Consumables: Toner Only Auto-Toner Fulfillment**	
					Meter Method: imageWare Remote	
					For CSA USE ONLY:	
					Config: B - 1 55152669 SN of device to add accessory to:	

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section B-2	Covered Images Included in Maint Base Charge			Excess Per Image Charge(s)
		See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
4300C002	IRADVDC5760I	1	Included	Included	Shipping: 200 CIVIC CENTER WAY Delivery Date: 10/30/20	
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	Address 2: LIBRARY CIRCULATION DESK	
0618C002	INNER 2/3 HOLE PUNCHER-B1	1	Included	Included	City: CALABASAS County: LOS ANGELES State: CA Zip: 91302-3172	
0615C002	INNER FINISHER-H1	1	Included	Included	Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com	
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	Mtr Contact: Ph #: Email:	
1972V073	ESP NEXT GEN PCS POWER FILTER (120V/20A) XG-PCS-20D	1	Included	Included	IT Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com	
3806V913	INSTALL PAK DX C5750I / C5760I	1	Included	Included	Billing:	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5	
					Consumables: Toner Only Auto-Toner Fulfillment**	
					Meter Method: imageWare Remote	
					For CSA USE ONLY:	
					Config: B - 2 55152669 SN of device to add accessory to:	



Customer: CALABASAS, CITY OF

Agreement #: MA5548

Order Date: 10/14/20 Salesperson: Nathan Long

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section C-1	Covered Images Included in Maint Base Charge		Excess Per Image Charge(s)
		See Page 1	See Page 1		See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information
4300C002	IRADVDC5760I	1	Included	Included	Shipping: 100 CIVIC CENTER WAY Delivery Date: 10/30/20 Address 2: B&S HALLWAY City: CALABASAS County: LOS ANGELES State: CA Zip: 91302-3172 Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com Mtr Contact: Ph #: Email: IT Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5 Consumables: Toner Only Auto-Toner Fulfillment** Meter Method: imageWare Remote For CSA USE ONLY: Config: C - 1 55152670 SN of device to add accessory to:
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	
0126C001	2/3 HOLE PUNCHER UNIT-A1	1	Included	Included	
0613C002	STAPLE FINISHER-Y1	1	Included	Included	
0619C002	BUFFER PASS UNIT-L1	1	Included	Included	
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	
1972V073	ESP NEXT GEN PCS POWER FILTER (120V/20A) XG-PCS-20D	1	Included	Included	
3806V913	INSTALL PAK DX C5750I / C5760I	1	Included	Included	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section C-2	Covered Images Included in Maint Base Charge		Excess Per Image Charge(s)
		See Page 1	See Page 1		See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information
4300C002	IRADVDC5760I	1	Included	Included	Shipping: 300 CIVIC CENTER WAY Delivery Date: 10/30/20 Address 2: SENIOR CENTER City: CALABASAS County: LOS ANGELES State: CA Zip: 91302-3172 Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com Mtr Contact: Ph #: Email: IT Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5 Consumables: Toner Only Auto-Toner Fulfillment** Meter Method: imageWare Remote For CSA USE ONLY: Config: C - 2 55152670 SN of device to add accessory to:
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	
0126C001	2/3 HOLE PUNCHER UNIT-A1	1	Included	Included	
0613C002	STAPLE FINISHER-Y1	1	Included	Included	
0619C002	BUFFER PASS UNIT-L1	1	Included	Included	
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	
1972V073	ESP NEXT GEN PCS POWER FILTER (120V/20A) XG-PCS-20D	1	Included	Included	
3806V913	INSTALL PAK DX C5750I / C5760I	1	Included	Included	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	



Customer: CALABASAS, CITY OF

Agreement #: MA5548

Order Date: 10/14/20 Salesperson: Nathan Long

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section D-1	Covered Images Included in Maint Base Charge			Excess Per Image Charge(s)	
		See Page 1	See Page 1			See Page 1	
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information		
4302C002	IRADVDC5740I	1	Included	Included	Shipping: 3701 LOST HILLS RD Delivery Date: 10/30/20		
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	Address 2: DE ANZA PARK		
0618C002	INNER 2/3 HOLE PUNCHER-B1	1	Included	Included	City: CALABASAS County: LOS ANGELES State: CA Zip: 91302-3172		
0615C002	INNER FINISHER-H1	1	Included	Included	Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com		
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	Mtr Contact: Ph #: Email:		
1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D	1	Included	Included	IT Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com		
3795V264	INSTALL PAK DX C5735I & C5740I	1	Included	Included	Billing:		
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Address 2:		
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: County: State: Zip:		
					Contact: Ph #: Email:		
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5		
					Consumables: Toner Only Auto-Toner Fulfillment**		
					Meter Method: imageWare Remote		
					For CSA USE ONLY:		
					Config: D - 1 55152671 SN of device to add accessory to:		

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section D-2	Covered Images Included in Maint Base Charge			Excess Per Image Charge(s)	
		See Page 1	See Page 1			See Page 1	
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information		
4302C002	IRADVDC5740I	1	Included	Included	Shipping: 23400 PARK SORRENTO Delivery Date: 10/30/20		
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	Address 2: SWIM AND TENNIS		
0618C002	INNER 2/3 HOLE PUNCHER-B1	1	Included	Included	City: CALABASAS County: LOS ANGELES State: CA Zip: 91302-3172		
0615C002	INNER FINISHER-H1	1	Included	Included	Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com		
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	Mtr Contact: Ph #: Email:		
1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D	1	Included	Included	IT Contact: Yadira Zimmerman Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com		
3795V264	INSTALL PAK DX C5735I & C5740I	1	Included	Included	Billing:		
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Address 2:		
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: County: State: Zip:		
					Contact: Ph #: Email:		
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5		
					Consumables: Toner Only Auto-Toner Fulfillment**		
					Meter Method: imageWare Remote		
					For CSA USE ONLY:		
					Config: D - 2 55152671 SN of device to add accessory to:		



Customer: CALABASAS, CITY OF

Agreement #: MA5548

Order Date: 10/14/20 Salesperson: Nathan Long

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section D-3	Covered Images Included in Maint Base Charge			Excess Per Image Charge(s)
		See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
4302C002	IRADVDC57401	1	Included	Included	Shipping: 3655 OLD TOPANGA CANYON Delivery Date: 10/30/20	
0609C002	CASSETTE FEEDING UNIT-AM1	1	Included	Included	Address 2: CREEKSIDE PRESCHOOL	
0618C002	INNER 2/3 HOLE PUNCHER-B1	1	Included	Included	City: TOPANGA	County: LOS ANGELES State: CA Zip: 90290-4373
0615C002	INNER FINISHER-H1	1	Included	Included	Contact: Yadira Zimmerman	Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	Mtr Contact:	Ph #: Email:
1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D	1	Included	Included	IT Contact: Yadira Zimmerman	Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com
3795V264	INSTALL PAK DX C5735I & C5740I	1	Included	Included	Billing:	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City:	County: State: Zip:
					Contact:	Ph #: Email:
					Elevator: No	Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5
					Consumables: Toner Only Auto-Toner Fulfillment**	
					Meter Method: imageWare Remote	
					For CSA USE ONLY:	
					Config: D - 3 55152671	SN of device to add accessory to:

Covered Device - Rider A (Office Equip/Cut Sheet Production)		Maint Base Charge Section E	Covered Images Included in Maint Base Charge			Excess Per Image Charge(s)
		See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
3831C002	IPC165	1	Included	Included	Shipping: 100 CIVIC CENTER WAY Delivery Date: 10/30/20	
3836C001	IMAGEPRESS SERVER M10	1	Included	Included	Address 2: UPSTAIRS COPY ROOM	
8002A004	X-RITE i1 SPECTROPHOTOMETER	1	Included	Included	City: CALABASAS	County: LOS ANGELES State: CA Zip: 91302-3172
3323C001	UPRIGHT CONTROL PANEL-H1	1	Included	Included	Contact: Yadira Zimmerman	Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com
0163C016	POD DECK LITE C165 SET	1	Included	Included	Mtr Contact:	Ph #: Email:
0118C010	BOOKLET FINISHER-W1 SET	1	Included	Included	IT Contact: Yadira Zimmerman	Ph #: 818.224.1600 Email: yzimmerman@cityofcalabasas.com
5738B002	PUNCHER UNIT-BS1	1	Included	Included	Billing:	
0166C007	SUPER G3 FAX BOARD-AS2	1	Included	Included	Address 2:	
1972V073	ESP NEXT GEN PCS POWER FILTER (120V/20A) XG-PCS-20D	1	Included	Included	City:	County: State: Zip:
3692V446	IMAGEPRESS LITE C165 INSTALL PAK	1	Included	Included	Contact:	Ph #: Email:
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	Elevator: No	Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5
					Consumables: Toner Only Auto-Toner Fulfillment**	
					Meter Method: imageWare Remote	
					For CSA USE ONLY:	
					Config: E 55152672	SN of device to add accessory to:



CANON SOLUTIONS AMERICA

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800) 613-2228

SPECIAL LEASED EQUIPMENT REIMBURSEMENT
& RETURN AGREEMENT

Related to transaction # _____

Salesperson _____ Order Date: ____ / ____ / ____

Form with sections: Customer ("you"), Customer Contact for Equipment Return Coordination, End of Lease Conditions and Lease Return Instructions, Customer Reimbursement, and Required Documentation.

PLEASE PRINT EQUIPMENT LOCATION INFORMATION BELOW:

Table with 9 columns: Brand, Model / Accessory Description, Serial #, Meter Reading, Lease End Date, Street, City, State, Zip.

CSA or its designee will issue a check to you for the Total Customer Reimbursement amount specified above for the sole purpose of reimbursement of early termination charges or fees and associated expenses for equipment being replaced by the listed items in the transaction number referenced above.

If you have elected to have CSA return Equipment to the Leasing Company listed above, you hereby authorize CSA to use commercially reasonable efforts to pick up the equipment listed above in its existing condition, store in a CSA designated location and transport such equipment to the Leasing Company's return location at CSA's expense.

CSA SHALL NOT BE LIABLE FOR INJURY OR DAMAGE EXCEPT TO THE EXTENT CAUSED BY CSA'S NEGLIGENCE OR WILLFUL MISCONDUCT. CSA SHALL NOT BE LIABLE FOR LOSS OF REVENUE OR PROFIT, LOSS, CORRUPTION OR RELEASE OF DATA, FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS, STORAGE CHARGES OR INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED AND EVEN IF CSA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

DATA. You acknowledge that the hard drive on the Equipment may retain images, content or other data that you may store for purposes of normal operation of the Equipment ("Data"). You acknowledge that CSA is not storing Data on behalf of you and that exposure or access to the Data by CSA, if any, is purely incidental to the services performed by CSA.

Customer's Authorized Signature _____

Printed Name _____ Title _____ Date _____



Return Schedule, Rider B of Agreement

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: CALABASAS, CITY OF

Salesperson: Nathan Long

Agreement #: MA5548

Transaction #: S1119618

Order date: 10/14/20

Customer ("You") Customer Account: 1087886 Service Requested: Buyout Reimbursement
Company: CALABASAS, CITY OF
Address: 100 CIVIC CENTER WAY
City: CALABASAS County: LOS ANGELES
State: CA Zip: 91302-3172 Phone: 818.224.1600
Contact name: Yadira Zimmerman
Email: yzimmerman@cityofcalabasas.com
Alternate Contact:
Alternate Phone:

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ 5,201.46 To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: You Reason for check issuance:

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:
[] Not Applicable: No Equipment pick up required
[] CSA will pick up the Equipment
[] Return Equipment to CFS
[] Return Equipment to CSA Original Order Date
[] You will return Equipment to leasing company according to the terms and conditions of your lease agreement
[] You will retain the equipment.
Will retained equipment remain under a CSA Maintenance Agreement?
[] No
[] Yes: SELECT ONE: under an Existing Contract [] Or New Contract []

Trade in Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Table with 8 columns: Return code, Item Code, Description, Serial #, Equipment Location, Contact Name & Phone, Email, Alt pick up date

Pick Up /Return Information:

[] Same Date as Delivery of Listed Items Specified on the Agreement
[] Other Specified Date: ___ / ___ / ___ (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: Yadira Zimmerman Phone: 818.224.1600 Email: yzimmerman@cityofcalabasas.com

Hours of Operation: 9-5 Number of Steps: 0 Elevator: No Loading Dock: No

Special Instructions:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature
Printed Name Title Date



Return Schedule, Rider B of Agreement

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: CALABASAS, CITY OF

Salesperson: Nathan Long

Agreement #: MA5548

Transaction #: S1119618

Order date: 10/14/20

Customer ("You") Customer Account: 1087886 Service Requested: Return
Company: CALABASAS, CITY OF
Address: 100 CIVIC CENTER WAY
City: CALABASAS County: LOS ANGELES
State: CA Zip: 91302-3172 Phone: 818.224.1600
Contact name: Yadira Zimmerman
Email: yzimmerman@cityofcalabasas.com
Alternate Contact:
Alternate Phone:

Table with columns: Leasing company name, Lease Number. Rows include CFS with lease numbers 001-0270884-013 through 001-0270884-019.

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.
Payable to: Reason for check issuance:

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:
[] Not Applicable: No Equipment pick up required
[] CSA will pick up the Equipment
[] Return Equipment to CFS
[] Return Equipment to CSA Original Order Date
[] You will return Equipment to leasing company according to the terms and conditions of your lease agreement
[] You will retain the equipment.
Will retained equipment remain under a CSA Maintenance Agreement?
[] No
[] Yes: SELECT ONE: under an Existing Contract [] Or New Contract []

Trade in Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Table with columns: Return code, Item Code, Description, Serial #, Equipment Location, Contact Name & Phone, Email, Alt pick up date. Contains 5 rows of equipment return information.

Pick Up /Return Information:

[] Same Date as Delivery of Listed Items Specified on the Agreement
[] Other Specified Date: / / (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: Yadira Zimmerman Phone: 818.224.1600 Email: yzimmerman@cityofcalabasas.com

Hours of Operation: 9-5 Number of Steps: 0 Elevator: No Loading Dock: No

Special Instructions:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature
Printed Name Title Date



Additional Equipment for Trade in, Upgrade, Return, Buyout Schedule (Rider B) (SLS-901)

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: CALABASAS, CITY OF

Salesperson: Nathan Long

Agreement #: MA5548

Transaction #: S1119618

Order Date: 10/14/20

Customer ("you"):

Company: CALABASAS, CITY OF
Address: 100 CIVIC CENTER WAY
City: CALABASAS

State: CA Zip: 91302-3172

Contact: Yadira Zimmerman
Phone: 818.224.1600
Email: yzimmerman@cityofcalabasas.com

Fax:

Equipment for Trade-In, Upgrade, or Return

Table with 7 columns: Return code, Item Code, Description, Serial #, Equipment Location, Contact Name & Phone, Email, Alt pick up date. Contains 4 rows of equipment data.



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 19, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: INTRODUCTION OF ORDINANCE NO. 2021-386, AMENDING SECTION 1.17.080 (ADMINISTRATIVE CITATIONS) AND SECTION 1.17.110 (AMOUNT OF ADMINISTRATIVE FINES AND PENALTIES) OF CHAPTER 1.17 (ADMINISTRATIVE ENFORCEMENT) OF TITLE 1 (GENERAL PROVISIONS) OF THE CALABASAS MUNICIPAL CODE; AND ADOPTION OF URGENCY ORDINANCE NO. 2020-385U, AMENDING SECTION 1.17.080 (ADMINISTRATIVE CITATIONS) AND SECTION 1.17.110 (AMOUNT OF ADMINISTRATIVE FINES AND PENALTIES) OF CHAPTER 1.17 (ADMINISTRATIVE ENFORCEMENT) OF TITLE 1 (GENERAL PROVISIONS) OF THE CALABASAS MUNICIPAL CODE

MEETING
DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

Staff recommends City Council introduce Ordinance No. 2021-386 [requires a majority vote] and Adopt Urgency Ordinance No. 2020-385U [requires a 4/5 vote] to amend Section 1.17.080 (Administrative Citations) and Section 1.17.110 (Amount of Administrative Fines and Penalties) of Chapter 1.17 (Administrative Enforcement) of Title 1 (General Provisions) of the Calabasas Municipal Code to establish specified administrative fine amounts for violations of the Calabasas Municipal Code and adopt related procedural provisions.

BACKGROUND:

The City has recently seen an uptick in code enforcement and nuisance abatement cases. Many of the new violations have tied to activities not allowed under the COVID-19 novel coronavirus protection orders by the City, made more consequential as many more residents are at home for most of the day. Staff has increased code enforcement efforts in response, and as part of that process has identified a need for adjustment to the City's administrative fines and citation ordinance.

ANALYSIS:

In addition to other lawful remedies and code enforcement tools, such as civil litigation or criminal prosecution, the City has the power to impose administrative fines for violations of the Calabasas Municipal Code. The City's current ordinance provides for administrative fines and citations, but does not have precisely stated fine amounts. To remedy this, staff recommends that the City Council amend the Calabasas Municipal Code, by urgency ordinance and non-urgency ordinance, to immediately adopt a specified set of administrative fines. Administrative fines will be a helpful tool for certain chronic code enforcement violations that do not lend themselves to direct abatement by the City, such as continued violations of land use codes, as distinct from a dangerous tree that could be trimmed once with appropriate authority. In addition to or separate from administrative citations, the City can still, in the appropriate cases as judged by the City Prosecutor, pursue criminal enforcement, or as authorized by the City Council, pursue civil nuisance abatement. The City can also continue to collect certain costs of code enforcement, such as nuisance abatement costs, under Government Code section 38773, et seq., and Calabasas Municipal Code Chapter 8.20.

The proposed amendments to Section 1.17.080 state that an enforcement officer does not have to first issue a Notice of Violation before issuing an administrative citation and fine, except for violations of the building code and certain portions of the zoning code— an exception required by state law for continuing violations of building, plumbing, electrical, or other similar structural or zoning code provisions.¹ This resolves a present ambiguity in the code and confirms that a Notice of Violation is not required before an enforcement officer issues a citation for any other violation, including those that are an immediate danger to health or safety.

The proposed amendments to Section 1.17.110 establish a graduated series of administrative fine amounts, set at the maximums permitted by state law.² The proposed amendments also establish a state-required administrative process for a

¹ Gov't Code, § 53069.4, subd. (a)(2).

² Gov't Code, § 36900, 36901, & 53069.4.

violator subject to the higher fines for certain building code violations to seek a hardship reduction.³

To ensure immediate and continued authority to issue administrative fines and citations, the City Attorney has drafted two related ordinances for the Council's consideration. The first is the proposed Urgency Ordinance, which requires a 4/5 vote and will take immediate effect. Second, to ensure continued administrative fine and citation authority without needing to defend the urgency findings indefinitely, staff recommends that the Council simultaneously consider a standard ordinance, adopted after first and second readings, which will take effect 30 days after adoption. This is the City Attorney's recommended standard procedure with respect to urgency ordinances that address long-term issues. The urgency ordinance may be introduced and adopted at a single meeting, and becomes effective immediately if adopted by a 4/5 vote. The non-urgency ordinance may be introduced at the same meeting, and if adopted at the following meeting, would take effect 30 days after adoption, scheduled for the City Council's next regular meeting. The standard ordinance is identical to the urgency ordinance, but does not contain the specific findings of urgency. Upon becoming effective, the standard ordinance will repeal the urgency ordinance. The reason for proceeding by this method would be to ensure that the City can immediately issue administrative citations in the specified fine amounts as appropriate code enforcement cases arise, thereby protecting and preserving the public's peace, health, and safety, while also ensuring that the City need only rely on the urgency findings for a limited period of time.

FISCAL IMPACT:

The adoption of these ordinances is expected to result in some increased revenue to the City through administrative fines, which may offset in part by increased code enforcement costs incurred to investigate violations. Unpaid administrative fines can be collected through civil actions. Further, for public nuisance code enforcement cases, the City can pursue full cost recovery through the procedures set forth in Chapter 8.20 and other applicable laws, including imposition of a nuisance abatement lien or a nuisance abatement special assessment.

REQUESTED ACTION:

Staff recommends that the City Council take the following actions:

1. Introduce Ordinance No. 2021-386, Amending Section 1.17.080 (Administrative Citations) And Section 1.17.110 (Amount Of Administrative Fines And Penalties) Of Chapter 1.17 (Administrative Enforcement) Of Title 1 (General Provisions) Of The Calabasas Municipal Code; and

³ Gov't Code, § 36900, subd. (d).

2. Adopt Urgency Ordinance No. 2020-385U, Amending Section 1.17.080 (Administrative Citations) And Section 1.17.110 (Amount Of Administrative Fines And Penalties) Of Chapter 1.17 (Administrative Enforcement) Of Title 1 (General Provisions) Of The Calabasas Municipal Code.

ATTACHMENTS:

A - Ordinance No. 2021-386

B – Ordinance No. 2020-385U

**ITEM 5 ATTACHMENT A
ORDINANCE NO. 2021-386**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA AMENDING SECTION 1.17.080 (ADMINISTRATIVE CITATIONS) AND SECTION 1.17.110 (AMOUNT OF ADMINISTRATIVE FINES AND PENALTIES) OF CHAPTER 1.17 (ADMINISTRATIVE ENFORCEMENT) OF TITLE 1 (GENERAL PROVISIONS) OF THE CALABASAS MUNICIPAL CODE.

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

SECTION 1. Code Amendment. Section 1.17.080 (Administrative Citations) of Chapter 1.17 (Administrative Enforcement) of Title 1 (General Provisions) of the Calabasas Municipal Code is hereby amended to read as follows, with underlined text denoting additions and ~~struck-through~~ text denoting deletions:

1.17.080 – Administrative citations.

~~If a responsible person(s) fails to correct a code violation within the time prescribed in a notice of violation, an enforcement officer may issue an administrative citation to each and every responsible party who knew or reasonably should have known of that notice of violation of whom the enforcement officer has knowledge.~~ An enforcement officer may, without first issuing a notice of violation, issue an administrative citation to one or more responsible persons for violations that do not concern Title 15, or the portions of Title 17 that regulate building, plumbing, electrical, or other similar structural requirements, of the code. If an administrative citation is for a continuing violation of Title 15 or the portions of Title 17 that regulate building, plumbing, electrical, or other similar structural requirements, the enforcement officer shall first issue a notice of violation, which shall include a reasonable period to correct or otherwise remedy the violation. Notwithstanding the foregoing, if the violation is an immediate danger to health or safety, a notice of violation is not required before an enforcement officer may issue an administrative citation.

SECTION 2. Code Amendment. Section 1.17.110 (Amount of Administrative Fines and Penalties) of Chapter 1.17 (Administrative Enforcement) of Title 1 (General Provisions) of the Calabasas Municipal Code is hereby amended to read as follows, with underlined text denoting additions and ~~struck-through~~ text denoting deletions:

1.17.110 – Amount of administrative fines and penalties.

~~A. The fines for a code violation shall be established from time to time by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated code violations within specific periods of time. Under the authority granted to the City by the California Constitution, Article I, section 7, and Government Code sections 36900, 36901 and 53069.4, any violation of this code that constitutes a misdemeanor may be separately subject to an administrative fine of one thousand dollars (\$1,000.00). Under the same authority, any violation of this code that constitutes an infraction may be separately subject to an administrative fine in the following amounts:~~

- ~~1. A fine of one hundred dollars (\$100.00) for a first violation;~~
- ~~2. A fine of two hundred dollars (\$200.00) for a second violation of the same provision of code or ordinance within one year;~~
- ~~3. A fine of five hundred dollars (\$500.00) for each additional violation of the same provision of code or ordinance within one year.~~

~~All such fine amounts may be modified from time to time, by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated code violations within specific periods of time.~~

~~B. If a responsible person does not pay an administrative fine on or before the due date, he or she shall also incur a penalty and interest for every day of delinquency, as the city council shall establish from time to time by resolution. Any violation of Title 15 of this code that constitutes an infraction, including any misdemeanor violation under Section 15.04.840 reduced to an infraction under the authority of Section 1.16.010, may be subject to a separate administrative fine in the following amounts:~~

- ~~1. A fine of not more than one hundred and thirty dollars (\$130.00) for a first violation;~~
- ~~2. A fine of not more than seven hundred dollars (\$700.00) for a second violation of the same provision of code or ordinance within one year;~~
- ~~3. A fine of not more than one thousand, three hundred dollars (\$1,300.00) for each additional violation of the same provision of code or ordinance within one year.~~
- ~~4. A fine of not more than two thousand, five hundred dollars (\$2,500.00) for each additional violation of the same provision of code or ordinance within two years, if the property is a commercial property that has an existing building at the time of the violation and the violation is due to any failure by the owner to remove visible refuse or failure to prohibit unauthorized use of the property.~~

The responsible party subject to any heightened administrative fine for any violation of Title 15 of this code under this subsection may apply to the City Manager, on a form to be promulgated by the City Manager, for approval of a hardship waiver to reduce, but not eliminate, the administrative fine if the City Manager finds that good cause exists to show that the responsible party has made a bona fide effort to comply with the code after the first violation and that payment of the full administrative fine would impose an undue financial burden on the responsible party. All such fine amounts may be further modified from time to time, by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated code violations within specific periods of time.

C. The due date for payment of an administrative fine is fifteen (15) days from the date of service of an administrative citation. If a responsible person does not pay an administrative fine by the due date, he or she shall also incur a late charge and interest on the unpaid administrative fine(s) for every day of delinquency. The city council shall establish the late charge amount and interest rate by resolution and may amend those amounts in the future by resolution.

SECTION 3. Effective Date. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 5. Environmental Determination. The City Council determines that the following findings reflect the independent judgment of the City Council. The City Council finds that this amendment to the Calabasas Municipal Code is exempt from California Environmental Quality Act (CEQA). The City Council has considered all of the evidence in the record, including the staff reports and any testimony received on the matter by the City Council, and hereby determines that the text amendments will not have a significant effect on the environment as the amendments impose specified fines for violations of the code and do not directly permit any changed activities in the environment. This Ordinance is therefore

exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) and Section 15378 (b)(5) of the California Code of Regulations.

SECTION 6. Urgency Ordinance Repeal. The urgency ordinance, Ordinance No. 2020-385U, adopted on October 28, 2020 is repealed as of the effective date of this ordinance as stated in Section 3.

SECTION 7. Certification; Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this _ day of _____ 2021.

Alicia Weintraub, Mayor

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

APPROVED AS TO FORM:

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

**ITEM 5 ATTACHMENT B
ORDINANCE NO. 2020-385U**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF CALABASAS, CALIFORNIA AMENDING
SECTION 1.17.080 (ADMINISTRATIVE CITATIONS) AND
SECTION 1.17.110 (AMOUNT OF ADMINISTRATIVE
FINES AND PENALTIES) OF CHAPTER 1.17
(ADMINISTRATIVE ENFORCEMENT) OF TITLE 1
(GENERAL PROVISIONS) OF THE CALABASAS
MUNICIPAL CODE.**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS,
CALIFORNIA DOES ORDAIN AS FOLLOWS:**

SECTION 1. Code Amendment. Section 1.17.080 (Administrative Citations) of Chapter 1.17 (Administrative Enforcement) of Title 1 (General Provisions) of the Calabasas Municipal Code is hereby amended to read as follows, with underlined text denoting additions and ~~struck-through~~ text denoting deletions:

1.17.080 – Administrative citations.

~~If a responsible person(s) fails to correct a code violation within the time prescribed in a notice of violation, an enforcement officer may issue an administrative citation to each and every responsible party who knew or reasonably should have known of that notice of violation of whom the enforcement officer has knowledge.~~ An enforcement officer may, without first issuing a notice of violation, issue an administrative citation to one or more responsible persons for violations that do not concern Title 15, or the portions of Title 17 that regulate building, plumbing, electrical, or other similar structural requirements, of the code. If an administrative citation is for a continuing violation of Title 15 or the portions of Title 17 that regulate building, plumbing, electrical, or other similar structural requirements, the enforcement officer shall first issue a notice of violation, which shall include a reasonable period to correct or otherwise remedy the violation. Notwithstanding the foregoing, if the violation is an immediate danger to health or safety, a notice of violation is not required before an enforcement officer may issue an administrative citation.

SECTION 2. Code Amendment. Section 1.17.110 (Amount of Administrative Fines and Penalties) of Chapter 1.17 (Administrative Enforcement) of Title 1 (General Provisions) of the Calabasas Municipal Code is hereby amended to read as

follows, with underlined text denoting additions and ~~struck-through~~ text denoting deletions:

1.17.110 – Amount of administrative fines and penalties.

A. ~~The fines for a code violation shall be established from time to time by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated code violations within specific periods of time.~~ Under the authority granted to the City by the California Constitution, Article I, section 7, and Government Code sections 36900, 36901 and 53069.4, any violation of this code that constitutes a misdemeanor may be separately subject to an administrative fine of one thousand dollars (\$1,000.00). Under the same authority, any violation of this code that constitutes an infraction may be separately subject to an administrative fine in the following amounts:

1. A fine of one hundred dollars (\$100.00) for a first violation;
2. A fine of two hundred dollars (\$200.00) for a second violation of the same provision of code or ordinance within one year;
3. A fine of five hundred dollars (\$500.00) for each additional violation of the same provision of code or ordinance within one year.

All such fine amounts may be modified from time to time, by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated code violations within specific periods of time.

B. ~~If a responsible person does not pay an administrative fine on or before the due date, he or she shall also incur a penalty and interest for every day of delinquency, as the city council shall establish from time to time by resolution. Any violation of Title 15 of this code that constitutes an infraction, including any misdemeanor violation under Section 15.04.840 reduced to an infraction under the authority of Section 1.16.010, may be subject to a separate administrative fine in the following amounts:~~

1. A fine of not more than one hundred and thirty dollars (\$130.00) for a first violation;
2. A fine of not more than seven hundred dollars (\$700.00) for a second violation of the same provision of code or ordinance within one year;
3. A fine of not more than one thousand, three hundred dollars (\$1,300.00) for each additional violation of the same provision of code or ordinance within one year.

4. A fine of not more than two thousand, five hundred dollars (\$2,500.00) for each additional violation of the same provision of code or ordinance within two years, if the property is a commercial property that has an existing building at the time of the violation and the violation is due to any failure by the owner to remove visible refuse or failure to prohibit unauthorized use of the property.

The responsible party subject to any heightened administrative fine for any violation of Title 15 of this code under this subsection may apply to the City Manager, on a form to be promulgated by the City Manager, for approval of a hardship waiver to reduce, but not eliminate, the administrative fine if the City Manager finds that good cause exists to show that the responsible party has made a bona fide effort to comply with the code after the first violation and that payment of the full administrative fine would impose an undue financial burden on the responsible party. All such fine amounts may be further modified from time to time, by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated code violations within specific periods of time.

C. The due date for payment of an administrative fine is fifteen (15) days from the date of service of an administrative citation. If a responsible person does not pay an administrative fine by the due date, he or she shall also incur a late charge and interest on the unpaid administrative fine(s) for every day of delinquency. The city council shall establish the late charge amount and interest rate by resolution and may amend those amounts in the future by resolution.

SECTION 3. Urgency Findings. The City Council of the City of Calabasas hereby finds that there is a current and immediate threat to, and a need for immediate preservation of the public peace, health, or safety that warrants this urgency measure. Individuals within the City are engaging in violations of the municipal code which pose a public health and safety hazard because of the coronavirus COVID-19 pandemic. Immediate action is required to deter such action by allowing immediate issuance of administrative fines for such violations to limit the spread of the disease.

SECTION 4. Effective Date. Under Government Code section 36937, subdivision (b), this Ordinance shall become effective immediately because its passage is required for the immediate preservation of the public peace, health and safety.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 6. Environmental Determination. The City Council determines that the following findings reflect the independent judgment of the City Council. The City Council finds that this amendment to the Calabasas Municipal Code is exempt from California Environmental Quality Act (CEQA). The City Council has considered all of the evidence in the record, including the staff reports and any testimony received on the matter by the City Council, and hereby determines that the text amendments will not have a significant effect on the environment as the amendments impose specified fines for violations of the code and do not directly permit any changed activities in the environment. This Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) and Section 15378 (b)(5) of the California Code of Regulations.

SECTION 7. Certification; Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this 28th day of October 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 19, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: MICHAEL RUSSO
 COMMUNICATIONS DIRECTOR**

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

**SUBJECT: ADOPTION OF URGENCY ORDINANCE NO. 2020-388U, REVISING
 CALABASAS MUNICIPAL CODE (CMC) CHAPTER 5.04 MOTION
 PICTURE, TELEVISION AND PHOTOGRAPHIC PRODUCTION AND
 INTRODUCTION OF ORDINANCE NO. 2020-389, REVISING CMC
 CHAPTER 5.04 MOTION PICTURE, TELEVISION AND
 PHOTOGRAPHIC PRODUCTION**

MEETING

DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

That the City Council adopts urgency Ordinance No. 2020-388U, revising CMC Chapter 5.04 Motion Picture, Television and Photographic Production [requires a 4/5 vote] and introduce Ordinance No. 2020-389, also revising CMC Chapter 5.04 Motion Picture, Television, and Photographic Production [requires a majority vote].

BACKGROUND:

At the City Council meeting of October 14, 2020 to introduce Ordinance No. 2020-385, the Council questioned staff on the applicability of the ordinance, specifically what types of filming activities are exempted. Staff agreed that additional clarity would be of benefit, and agreed to further clarify the CMC. The recommended

modifications are proposed under an urgency ordinance, which Council agreed was appropriate in order to dovetail the two revisions to CMC 5.04 at the same Council meeting. Staff requests that the Council review the clarifying language proposed by the City Attorney, and adopts the Ordinance at this meeting.

The proposed revisions add a definition for the term "Reality and Social Media Film Productions" which will require a film permit and compliance with all applicable provisions of the City's film ordinance for any kind of filming for public, commercial distribution through social media channels. The proposed revisions also add a definition and exemption from the film ordinance requirement for "Private Use Video," so private, non-public filming activities, whether commercial or non-commercial, will not require a film permit.

To ensure immediate and continued authority to apply these new definitions, the City Attorney has drafted two related ordinances for the Council's consideration. The first is the proposed Urgency Ordinance, which requires a 4/5 vote and will take immediate effect. Second, to ensure continued authority to apply the new definitions and related requirements without needing to defend the urgency findings indefinitely, staff recommends that the Council simultaneously consider a standard ordinance, adopted after first and second readings, which will take effect 30 days after adoption. This is the City Attorney's recommended standard procedure with respect to urgency ordinances that address long-term issues. The urgency ordinance may be introduced and adopted at a single meeting, and becomes effective immediately if adopted by a 4/5 vote. The non-urgency ordinance may be introduced at the same meeting, and if adopted at the following meeting, would take effect 30 days after adoption, scheduled for the City Council's next regular meeting. The standard ordinance is identical to the urgency ordinance, but does not contain the specific findings of urgency. Upon becoming effective, the standard ordinance will repeal the urgency ordinance. The reason for proceeding by this method would be to ensure that the City can immediately impose these new definitions, and related permit requirements, as appropriate code enforcement cases arise, thereby protecting and preserving the public's peace, health, and safety, while also ensuring that the City need only rely on the urgency findings for a limited period of time.

FISCAL IMPACT:

The code modifications should reduce staff efforts with permit issuance, as well as enforcement of ordinance provisions.

REQUESTED ACTION:

That the City Council:

- 1) Adopts Urgency Ordinance No. 2020-388U, revising CMC 5.04 Motion Picture, Television and Photographic Production; and
- 2) Introduce Ordinance No. 2020-389, also revising CMC Chapter 5.04 Motion Picture, Television, and Photographic Production

ATTACHMENTS:

A - Urgency Ordinance No. 2020-388U

B - Ordinance No. 2020-389

**ITEM 6 ATTACHMENT A
ORDINANCE NO. 2020-388U**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF CALABASAS, CALIFORNIA, AMENDING
CHAPTER 5.04 - MOTION PICTURE, TELEVISION AND
PHOTOGRAPHIC PRODUCTION OF THE CALABASAS
MUNICIPAL CODE**

WHEREAS, the City of Calabasas (the "City"), under the police powers delegated to it by the California Constitution, has the authority to enact laws that promote the public health, safety and general welfare of its residents; and

WHEREAS, the City adopted Ordinance 2007-238 and Ordinance No. 2020-384 to establish procedures for the review and issuance of city filming permits allowing work associated with the production of commercial filming activities, within the city of Calabasas; and

WHEREAS, it remains the intent of the City to facilitate the production of such work while protecting the residents and property owners from the potential adverse impacts of filming activities; and

WHEREAS, the City Council desires to amend certain sections of the filming ordinance to further define permitted filming activities with the City; and

WHEREAS, the City Council desires to protect the public health, safety, general welfare, and quiet enjoyment of property in the City by the adoption of this urgency ordinance.

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

SECTION 1. The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct.

SECTION 2. Environmental Determination. The City Council hereby finds and determines that it can be seen with certainty that there is no possibility that the adoption of this ordinance amending the City's regulations for motion picture, television, and photographic production permitting will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

SECTION 3. The City Council hereby amends Section 5.04.030 of the Calabasas Municipal Code, Chapter 5.04 to read as follows, with additions denoted by underlined text and deletions denoted by ~~strike-through text~~:

5.04.030 - Permit application and issuance.

For purposes of this chapter, the following definitions shall apply:

"City filming permit" means a permit issued by the city of Calabasas to allow the activities associated with the production, filming or video taping of motion picture and television shows, programs, commercials and still photography.

"City filming permit coordinator" means the city manager of the city of Calabasas or designee.

"City-produced or city-sponsored government or educational access productions" means motion picture, television, or still photography produced by or in association with the city.

"Family video" means the filming or videotaping of motion pictures or taking of still photographs solely for private use.

"Motion picture, television, or still photography" means and includes all activity attendant to staging or shooting motion pictures, television shows, Reality and Social Media Film Productions, or programs, and commercials and to the taking of single or multiple photographs for sale or commercial use where the photographer sets up stationary equipment in any one location for longer than five consecutive minutes.

"News media" means the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or cameramen.

"Reality and Social Media Film Productions" means any unscripted activity filmed by a camera person or by the subject of the activity, whether for documentary, commercial social media created for or on a social media platform for the purpose of being shared or distributed to others, digital, news, or entertainment purposes.

"Private Use Video" means filming or videotaping of motion pictures or the taking of still photographs solely for private, non-public commercial or non-commercial uses.

"Student films" means motion picture, television, or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student film maker must supply proof that he or she is currently enrolled.

"Studio" means a legally established, commercial, motion picture/television/still photography place of business where filming activities (motion or still photography) are regularly conducted inside a studio/stage upon the premises.

SECTION 4. The City Council hereby amends Section 5.04.050 of the Calabasas Municipal Code, Chapter 5.04 to read as follows, with additions denoted by underlined text and deletions denoted by ~~strike-through text~~

5.04.030 - Permit application and issuance.

The provisions of Section 5.04.040 shall not apply to the following:

- A. News media;
- B. Family Video;
- C. Studio productions;
- D. Private Use Video.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Calabasas hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. Urgency Findings. The City Council of the City of Calabasas hereby finds that there is a current and immediate threat to, and a need for immediate preservation of, the public peace, health, or safety that warrants this urgency ordinance. Individuals within the City are engaging in violations of the municipal code and holding and filming large parties and events for commercial purposes, including on commercial social media, and creating public nuisances and public safety hazards during such activities, including by holding gatherings of multiple households, engaging in illegal landform alterations, generating excessive noise, and disturbing the peace of the City's neighborhoods by converting residential homes into outdoor film studios — all of which pose a public health and

safety hazard both generally and a heightened hazard because of the coronavirus COVID-19 pandemic and the likelihood of such activities contributing to the spread of the virus. Immediate action is required to deter such action by requiring a permit for such activities and allowing immediate issuance of fines, citations, penalties, and other lawful remedies if that requirement is violated to limit the spread of the disease and reduce the threats to the public's health and safety

SECTION 7. Effective Date: Under Government Code section 36937, subdivision (b), this Ordinance shall become effective immediately because its passage is required for the immediate preservation of the public peace, health and safety.

SECTION 8. Certification: The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this 28th day of October 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**ITEM 6 ATTACHMENT B
ORDINANCE NO. 2021-389**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF CALABASAS, CALIFORNIA, AMENDING CHAPTER
5.04 - MOTION PICTURE, TELEVISION AND
PHOTOGRAPHIC PRODUCTION OF THE CALABASAS
MUNICIPAL CODE.**

WHEREAS, the City of Calabasas (the "City"), under the police powers delegated to it by the California Constitution, has the authority to enact laws that promote the public health, safety and general welfare of its residents; and

WHEREAS, the City adopted Ordinance 2007-238 and Ordinance No. 2020-384 to establish procedures for the review and issuance of city filming permits allowing work associated with the production of commercial filming activities, within the city of Calabasas; and

WHEREAS, it remains the intent of the City to facilitate the production of such work while protecting the residents and property owners from the potential adverse impacts of filming activities; and

WHEREAS, the City Council desires to amend certain sections of the filming ordinance to further define permitted filming activities with the City; and

WHEREAS, the City Council desires to protect the public health, safety, general welfare, and quiet enjoyment of property in the City by the adoption of this ordinance.

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

SECTION 1. The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct.

SECTION 2. Environmental Determination. The City Council hereby finds and determines that it can be seen with certainty that there is no possibility that the adoption of this ordinance amending the City's regulations for motion picture, television, and photographic production permitting will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

SECTION 3. The City Council hereby amends Section 5.04.030 of the Calabasas Municipal Code, Chapter 5.04 to read as follows, with additions denoted by underlined text and deletions denoted by ~~strike-through text~~:

5.04.030 - Permit application and issuance.

For purposes of this chapter, the following definitions shall apply:

"City filming permit" means a permit issued by the city of Calabasas to allow the activities associated with the production, filming or video taping of motion picture and television shows, programs, commercials and still photography.

"City filming permit coordinator" means the city manager of the city of Calabasas or designee.

"City-produced or city-sponsored government or educational access productions" means motion picture, television, or still photography produced by or in association with the city.

"Family video" means the filming or videotaping of motion pictures or taking of still photographs solely for private use.

"Motion picture, television, or still photography" means and includes all activity attendant to staging or shooting motion pictures, television shows, Reality and Social Media Film Productions, or programs, and commercials and to the taking of single or multiple photographs for sale or commercial use where the photographer sets up stationary equipment in any one location for longer than five consecutive minutes.

"News media" means the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or cameramen.

"Reality and Social Media Film Productions" means any unscripted activity filmed by a camera person or by the subject of the activity, whether for documentary, commercial social media created for or on a social media platform for the purpose of being shared or distributed to others, digital, news, or entertainment purposes.

"Private Use Video" means filming or videotaping of motion pictures or the taking of still photographs solely for private, non-public commercial or non-commercial uses.

"Student films" means motion picture, television, or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student film maker must supply proof that he or she is currently enrolled.

"Studio" means a legally established, commercial, motion picture/television/still photography place of business where filming activities (motion or still photography) are regularly conducted inside a studio/stage upon the premises.

SECTION 4. The City Council hereby amends Section 5.04.050 of the Calabasas Municipal Code, Chapter 5.04 to read as follows, with additions denoted by underlined text and deletions denoted by ~~strike-through text~~

5.04.030 - Permit application and issuance.

The provisions of Section 5.04.040 shall not apply to the following:

- A. News media;
- B. Family Video;
- C. Studio productions;
- D. Private Use Video.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Calabasas hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. Effective Date: This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937 and shall supersede any conflicting provision of any City of Calabasas ordinance.

SECTION 7. Urgency Ordinance Repeal. The urgency ordinance, Ordinance No. 20-388U, adopted on October 28, 2020 is repealed as of the effective date of this ordinance as stated in Section 6.

SECTION 8. Certification: The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this _ day of _ 2021.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 21, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: DISCUSSION AND CONSIDERATION OF DRAFT POLICIES AND PROCEDURES FOR REVIEW AND ACCEPTANCE BY THE CITY OF DONATED MEMORIALS AND PLAQUES

MEETING OCTOBER 28, 2020
DATE:

SUMMARY RECOMMENDATION:

Staff recommends that the City Council discuss and consider for adoption the draft policies and procedures for review and acceptance of donated memorials and plaques.

BACKGROUND:

Staff was asked to prepare a set of draft policies and procedures for the review and consideration by the City of new memorials and plaques proposed by persons, entities or organizations not directly affiliated with the City, and which would be donated to the City. The draft policies and procedures were to first be reviewed by the Historic Preservation Commission.

Recognizing that many other municipalities likely have enacted and follow written policies and procedures for consideration of donated memorial proposals, Staff sought out examples of existing policies and procedures adopted and used by other cities for possible use as a template. Staff's intent was to identify a set of policies and procedures which were generally thorough, to include: an understandable statement of purpose; articulation of a clear review process; and consideration of a

reasonable range of possible memorial donations. Staff also sought to locate a set of policies and procedures which had been in use successfully for a length of time. Based on this research, Staff ultimately focused on the policies and procedures adopted and used by the City of San Antonio. Staff then modified and tailored the San Antonio set of policies and procedures to fit Calabasas.

The resultant draft document was presented to the Historic Preservation Commission on August 25, 2020. The Historic Preservation Commission thoroughly reviewed the draft policies and procedures, recommending a number of additional revisions to improve applicability and appropriateness to the City of Calabasas, and make the document more readable.

The revised draft set of policies and procedures stemming from the HPC review is attached (Attachment A). In regard to review and consideration of any proposed new memorial or plaque which would be donated to the City, the draft policies and procedures address the following: 1) a statement of public purpose for the policies and procedures; 2) a listing of objective criteria for the consideration of any proposed new monument or plaque; 3) definitions of various types and scales of memorials and plaques; and, 2) clear procedures for the review by Staff, the HPC, and the City Council of any proposals.

FISCAL IMPACT/SOURCE OF FUNDING:

This item would result in the establishment of policies and procedures regarding the review and consideration of proposed new memorials and plaques, which would be proposed by other persons, entities or organizations in the future. Adoption of the policies and procedures does not result in a fiscal impact to the City. Furthermore, the draft policies and procedures specify that any proposed new memorials or plaques must be designed, fabricated, installed, and maintained (via an endowment or similar fund) by the proposing entity.

REQUESTED ACTION:

Staff recommends that the City Council discuss and consider for adoption the draft policies and procedures for review and acceptance of donated memorials and plaques.

ATTACHMENTS:

Attachment A Draft policies and procedures for the review and acceptance of donated memorials and plaques.

ITEM 7 ATTACHMENT
City of Calabasas
Policies and Procedures for Review and
Acceptance of
Monuments, Memorials, Markers and Plaques

DRAFT * DRAFT *** DRAFT *** DRAFT *** DRAFT**

PURPOSE: The purpose of this policy is to provide the City Council, City Staff, the Historic Preservation Commission (HPC), and the general public with guidance for determinations of appropriateness, acceptance, placement, and maintenance of monuments, memorials, markers, and plaques proposed by outside entities or persons. From time to time requests are received from individuals and organizations for permission to place on City property monuments, memorials, markers or plaques to recognize or honor an individual, organization or event. When properly designed, planned, fabricated and displayed, memorials can furnish the general public with essential information, as well as an enhanced sense of place and understanding of the community.

As the steward of public lands within the City, the City of Calabasas is committed to protecting the parks, open spaces, public buildings, and other public areas of the city while providing opportunities for appropriately designed monuments, memorials, markers, and plaques that honor an individual, organization or event beneficial to the greater good of the community.

NOTE: These policies and procedures are not intended to address proposals of commemorative public artwork – works of art are addressed in Calabasas Municipal Code chapter 17.24, Art in Public Places. Similarly, these policies and procedures are not intended to address street naming requests, which are reviewed and considered under separate City policies and guidance.

INITIAL CRITERIA FOR SUBMITTED PROJECTS:

Before proceeding with the subsequent steps of this process, applicants desiring to place a monument, memorial, marker or plaque should submit to the City’s Historic Preservation Officer a letter that outlines in sufficient detail the main purpose and concept of their proposal. Staff will then schedule a feasibility consultation with the applicant to inform and advise of the content of this policy, the appropriateness of the proposed memorial or monument in light of this policy, and the necessary courses of action required to complete the application. In the case of proposals for significant memorials or monuments, Staff reserves the right to submit the applicant’s preliminary proposal directly to the Historic Preservation Commission

for a review of the concept before embarking on further costly planning and study.

To be considered for acceptance, the proposed project must meet the following criteria.

1. **Use of Public Space:** Donors of monuments, memorials, markers, and plaques shall consider the primary uses of public spaces and facilities in their request for a location or suitable site. While appropriate memorials may enrich an area, public parklands, civic spaces and open spaces are precious commodities. Therefore, monuments, memorials, markers, and plaques should be carefully reviewed to appropriately balance these two public benefits to protect the greater good.
2. **Timelessness:** The quality of timelessness shall be considered in the significance of the individual, organization, or event being memorialized. Memorial proposals should represent long-standing values and principles of the greater community, and will therefore offer meaning and relevance not only to the present day citizenry, but also to future generations.
3. **Community Significance:** Proposed projects must serve to commemorate or to identify a particularly significant historic event, organization or person, and should appeal to the broader interests of the community. To assure that the significance of an event or person has withstood the test of time, a project may commemorate only an event one year or older, and only a person one year or more posthumously. The City Council may waive this requirement for those individuals with exceptional community significance in cases of unusual and compelling circumstances.
4. **Past Honors:** The City inventories all publicly owned fine artworks, public art, and design enhancements, in addition to all commemorative monuments, memorials, markers, and plaques. In consideration of any proposed new memorial, it is recognized that some individuals, organizations or events may have been sufficiently honored in the past, and that additional recognition may be unwarranted or redundant.
5. **Maintenance Planning:** Maintenance concerns should be an essential consideration, with adequate financial provision made for continued future maintenance. In all cases, permanent memorials should be made from durable materials that will stand up over time. Memorials that include moveable parts or technological elements may not be as enduring and will require additional consideration and review.
6. **Financial Responsibility:** The donor of a proposed memorial is required to pay for the complete design, fabrication, installation, and maintenance (via an endowment) to ensure adequate quality of care for the memorial. Funding contributions toward the endowment or maintenance fund may be combined with other donations to benefit not only the donated memorial, but also other memorials. Donations made towards larger scale projects will be pooled and the larger project(s) will appropriately recognize both individual and group donations.

7. **Ownership:** Improvements made on City lands, including any donated monument, memorial, marker, or plaque, become the property of the City of Calabasas.
 8. **Structures Over Six Feet in Height:** The California Building Code, the current building code adopted by the City, requires that any structure over six feet in height be designed according to professional engineering practices and will require an engineer's letter as well as a building permit.
 9. **Calabasas Civic Center Plaza:** The Civic Center Plaza, which includes the Calabasas City Hall, Calabasas Public Library, and the Calabasas Senior Center, is a cohesively designed civic campus, which serves as the centerpiece of the city. Outdoor spaces and amenities throughout the plaza are as integral to the overall appearance and feel as the individual buildings. This valuable resource deserves special protection. The following standards shall apply to any proposed new memorial within the Civic Center Plaza.
 - a. California State Historical markers and markers pertaining to events or persons of national significance are permitted, if mounted to walls or structures. Pole-mounted markers are not permitted.
 - b. Plaques recognizing donors for significant improvements or acknowledging the naming of a significant improvement such as, but not limited to, pocket parks, fountains, gardens, gazebos, overlooks and other significant features may be placed within the Calabasas Civic Center Plaza. The plaques may be no larger than four (4) square feet and must be made of either cast bronze, cast aluminum (or other suitable metal), carved stone, or tile. Any such acknowledgement shall utilize wording similar to: "sponsored by...", "underwritten by...", or "a gift from...", and shall not contain any corporate logos. Plaques must be placed on or immediately adjacent to the improvement being recognized.
 - c. Plaques acknowledging the gift of a public bench, drinking fountain, or other similarly small scale memorial shall be bronze and no larger than ten inches by four inches (10" x 4"). Memorial plaques for trees or other plantings are not permitted.
 - d. Approval of monuments, memorials, markers and plaques within the Civic Center campus will be under the jurisdiction of the City Council, following a review and recommendation from the HPC.
 10. **Headwaters Corner Property:** For projects associated with the Headwaters Corner property, applications shall be reviewed first by the HPC, and the Commission shall forward its recommendation to the City Council.
-

CRITERIA FOR REVIEW OF DESIGN & PLACEMENT:

The basic types of memorials vary greatly in the impact they have upon the city and open spaces. The review process for allowing them to occur on City owned land should reflect those differences. Accordingly, all proposed memorials will be judged for appropriateness based upon the following criteria.

Design Criteria:

- The quality, scale, and character of the memorial should be at a level commensurate with the particular location or setting.
- The memorial contributes to the location from a functional and design standpoint.
- The memorial should be designed by a qualified professional in the field appropriate to the size, scale, and complexity of the proposal.
- Logos (symbols or trademarks designed for easy and definite recognition) may not be used in the overall design concept of the memorial. Logos may not appear on a plaque acknowledging the memorial's donors. An acknowledgment plaque should be incidental to the memorial and not the main focus of the memorial.

Placement Criteria:

- The location under consideration shall be an appropriate setting for the memorial. There must be some specific geographic justification for the memorial being located in the proposed location.
- It should be considered that a particular location may reach a saturation point and it would be appropriate to limit future memorial installations at a particular location or area.
- The location of the memorial should complement and enhance existing and proposed circulation and use patterns.
- The location of the memorial should be supported by, and not conflict with, the City's General Plan policies, as well as any adopted public art master plan, applicable neighborhood or community plan, park plan or area design guidelines.

BASIC APPLICATION REQUIREMENTS: The following items must be provided in order to file an application for review by the HPC.

1. **All Inclusive Costs:** The cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits etc. must be financed by the sponsoring or requesting party. The memorial proposal shall list all-inclusive costs, and any cost exclusion shall be stated clearly in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the City that may include and not be limited

to: general liability, automobile insurance, professional liability insurance, performance insurance bonds, workman's compensation coverage, and others as may be required by the City.

2. **Site:** All proposed monuments or memorials must relate to and support their proposed site and/or community. Any party proposing to install a monument, plaque or memorial must propose a specific location, along with written justification that explains the significance and relationship to the proposed memorial or monument. The City reserves the right to consider alternative locations.
3. **Maintenance:** All monuments, memorials, markers, and plaques require insurance, bond, and/or an endowment fund (as appropriate). Furthermore, a maintenance schedule shall be prepared by the memorial donor adequate to ensure long-term care at conditions satisfactory to both the donor and the City. The posted insurance or bond should also cover costs of replacement and/or removal. If an adequate level of maintenance is not continued, the City reserves the right to remove or modify the memorial or any portion of the memorial.
4. **Wording on memorial plaques:** Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the HPC prior to the fabrication of the plaque.

APPROVAL PROCESS FOR SIMPLE PLAQUES, ADORNED PLAQUES, MARKERS, AND SITE ACCESSORIES AND AMENITIES

1. **Written Proposal:** After an initial feasibility of the applicant's proposed memorial has been established, the applicant will be requested to submit a written proposal with as much information as possible as to the design, size, materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, renderings, a rendering of the plaque or site accessory at the proposed site, and estimated costs. A maintenance plan must also be submitted prior to final approval.
2. **Proposal Review:** The requesting party is required to complete the following steps before presentation to the HPC for recommendation:
 - a. Prepare any additional submission requests as required by staff.
 - b. Provide evidence of financing or fund raising activities.
 - c. Submit proof of insurance requirements, and a written statement of knowledge and intent to post the necessary surety for long-term maintenance.
 - d. Provide site plans, detailed designs, and schematic drawings. (Any engineering, structural, or site impact questions raised by Staff must be addressed before the proposal can be placed on the HPC agenda for recommendation.)
 - e. Submit information about the materials, coatings and patinas to be used.

Once all of the requirements listed above have been completed, the proposal will be placed on the next available HPC agenda. The HPC will consider all information, including the staff recommendation, the written proposal and concepts, and public testimony in its decision making process. The HPC may approve the placement of the proposed plaque, marker or site accessory, or the HPC may request additional information on the proposal, or deny the proposal.

Following an approval by the HPC, the requesting party will be required to enter into a contractual agreement with the City of Calabasas prior to the commencement of any work. No work may begin unless the applicant can provide evidence of funding sufficient to cover 100% of all costs associated with the design, construction, and placement of the memorial. The applicant must also provide evidence of funding of a maintenance surety or endowment equal to 10% of the total cost of the memorial. All construction documents applicable to the project must be submitted and reviewed by the appropriate City departments before construction may begin.

APPROVAL PROCESS FOR COMPLEX AND LARGE-SCALE MEMORIALS

1. **Written Proposal:** After an initial feasibility of the applicant's proposed memorial has been established, the applicant will be requested to submit a written proposal with as much information as possible as to the design, size, materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, artists renderings and/or models, a rendering of the memorial at the proposed site, and estimated costs. A maintenance plan developed and approved by a qualified professional submitted prior to final approval.
2. **Proposal Review:** All written proposals shall be reviewed by staff and a recommendation shall be made.
3. **Conceptual Approval, Approval with Modification, or Disapproval:** Upon completion of the City staff review, a written report will be forwarded to the HPC recommending either acceptance and approval, denial, or modifications to the proposal. The requesting party is required to complete the following steps before presentation to the HPC for approval:
 - a. Prepare any additional submission requests as required during proposal review.
 - b. Provide evidence of financing or fund raising activities.
 - c. Submit proof of insurance requirements.
 - d. Provide site plans, detailed designs, and schematic drawings.
 - e. Any engineering, structural, or site impact questions must be addressed before the proposal can be placed on the HPC's agenda for action.
 - f. Submit information concerning the type of materials to be used, the type of coatings and patinas, and the involved artists or design professionals.

Once all of the requirements listed above have been completed, the proposal will be placed on the next regularly scheduled meeting agenda. The HPC will consider all information, including the staff HPC recommendation, the written proposal and concepts, and public

testimony in its decision making process. The HPC may recommend approval of the placement of the proposed memorial, request additional information on the proposal, or recommend denial of the placement of the memorial.

After a recommendation of approval is received from the HPC, the recommendation will be forwarded to City Council for final review. Following an approval by the City Council, the requesting party will be required to enter into a contractual agreement with the City of Calabasas prior to the commencement of any work.

No work may begin unless the applicant can provide evidence of funding sufficient to cover 100% of all costs associated with the design, construction, and placement of the memorial. The applicant must also provide evidence of funding of a maintenance endowment equal to 10% of the total cost of the memorial. All construction documents applicable to the project must be submitted and reviewed by the appropriate City departments before commencing construction.

DEFINITIONS

Distinctions are made between simple plaques and markers, versus more elaborate memorials. The various types of memorials are categorized as follows:

Simple Memorials and Plaques

1. Simple Plaques are those mounted flush with the ground, flush with a wall, or flush with some other existing durable support object (such as an existing exterior wall, post, boulder, or rock outcropping). The size of the plaque should be appropriately designed to suit the limitations and consideration of the setting.
2. Adorned Plaques are those installed within, and as part of, a larger, more intricate setting. These include plaque installations within, and inclusive of, a decorative surround or frame; and plaque installations which include a new durable support object or base (for example, plaques mounted on a raised pedestal, boulder, wall, or other vertical element, where the support object is proposed new, as a component of the overall monument proposal.
3. Markers are small scale, conspicuous, stand-alone objects used to distinguish or mark something.
4. Basic Site Accessories and Amenities include landscaping, benches, seating, picnic tables, drinking fountains, sundials, shade structures, mosaics, unique pathways, etc.

Complex and Large-Scale Memorials


5. Memorials are medium scale and serve as a remembrance of a person or an event.
6. Monuments are large scale and venerated for their enduring significance or association with an especially notable past person or event.
7. Fountains can range from being fairly simple to large and complex features combining other site accessories, sculptural elements, and landscaping. And all fountains require supportive plumbing and electrical systems. Fountains therefore require additional consideration and review because of the infrastructure required, additional maintenance implied, and possible environmental issues. Some monuments or memorials will incorporate a fountain element as part of the overall design.
8. Memorial gardens and plazas may include one or more of the objects listed above, but will also include an overall spatial experience that usually includes elaborate landscaping.
9. Other Memorials is a category to cover proposals that may not fit into any of the categories previously described.



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 21, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER 

SUBJECT: FIRST QUARTER GENERAL FUND BUDGET UPDATE FY 2020-21

MEETING DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

Staff is providing this first quarter General Fund budget update to City Council for discussion. Staff is not making any recommended changes to the budget at this time. The mid-year budget report will be presented to the City Council in February 2021.

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 during the June 10th and June 24th meetings and adopted a budget with an estimated loss of approximately \$433,000. The City Council requested staff return each quarter with an update regarding the progress of the budget.

DISCUSSION:

The table below depicts the last three full years of actual revenues and expenses along with the original budget for 2021 and a revised 2021 estimate.

CITY of CALABASAS
GENERAL FUND
1ST QUARTER BUDGET REPORT
FY 2020-21

	Actuals 2018	Actuals 2019	Actuals 2020	Budget 2021	<i>Revised 2021</i>
Property Tax	3,399,242	3,815,995	3,839,932	4,000,000	4,000,000
Sales Tax	5,178,580	5,824,369	5,979,032	5,200,000	<i>5,300,000</i>
Franchise TV	299,750	344,016	307,865	310,000	310,000
Franchise Edison	379,646	365,850	372,844	380,000	380,000
TOT	2,003,514	2,114,825	1,571,867	1,100,000	<i>1,000,000</i>
UUT Electric	1,736,736	1,620,719	1,691,338	1,650,000	<i>1,675,000</i>
UUT Gas	362,052	441,082	483,986	430,000	<i>450,000</i>
UUT Phone	814,146	747,556	678,819	800,000	<i>700,000</i>
Building Fees	2,130,041	1,648,193	1,776,011	1,776,200	1,776,200
VLF	2,406,088	2,504,434	2,619,375	2,720,000	2,720,000
Other	4,795,782	4,414,676	3,344,219	4,414,000	4,414,000
	23,505,577	23,841,715	22,665,288	22,780,200	22,725,200
Expenses	23,226,700	23,678,513	23,952,942	23,212,827	<i>23,000,000</i>
Income/(Loss)	\$ 278,877	\$ 163,202	(\$ 1,287,654)	(\$ 432,627)	(\$ 274,800)

FY 2018 the General Fund had net income of \$278,877 while FY 2019 the net income was \$163,202. FY 2020 shows an actual loss of **\$1.3 million**. During budget discussions with the City Council this past spring, staff estimated the 2020 loss to be \$2.0 million to \$2.9 million. The City reduced expenses because of the Governor’s order to shut down. Revenues actually came in higher than estimated as well; mainly from Sales Tax. The original budget for 2021 has an estimated loss of **\$432,627** while the revised estimate for 2021 shows a loss of **\$274,800**. The “Revised 2021” column shows changes from the original budget by using *italized* font style.

Sales Tax

Please note that Sales Tax actually came in greater than the prior year 2019. This occurred despite the entire state being on full-lockdown from March 13th to the end of May 2020. Staff estimated the April – June 2020 quarter for sales tax to be a loss; it actually was a gain of over 13% from the prior year. That was a real surprise. The City's sales tax consultants, HdL, will provide a full report on this quarter in November. Staff will forward portions of that report to the City Council when it becomes available. Given this April-June data showing an increase, staff has revised the estimate for Sales Tax to be \$5.3 million (an increase of \$100,000 from the budget). This still remains a 10% reduction from actuals from the prior year 2019. As each quarter occurs staff will revise this figure to reflect what is actually happening.

Transient Occupancy Tax (TOT)

The trend in this revenue is for \$1 million to be generated this year from the three hotels. This is a \$100,000 reduction from the original budget. Staff provides a monthly update to the City Council regarding this revenue. As of the writing of this report, staff has not received all of the hotel tax payments for September 2020 yet.

UUT Electric & Gas

Both of these revenues have been increasing these past few years and the revised estimates reflect this trend. Staff has increased the estimates by \$25,000 and \$20,000 respectively.

UUT Phone

This revenues has been trending lower the past few years and the revised estimated has been decreased by \$100,000 to reflect this.

All other General Fund revenues

Given that only three months have elapsed in the year, staff is not estimating any changes in other revenues. The mid-year report will reflect six months of actual data and provide a better estimate for the full year.

General Fund Expenses

The expenses show a slight decrease to \$23 million. This reflects that the City is not fully operational and therefore there are staff cost savings. The table below depicts the actual expenses for the past three years along with this year's actual expenses. Staff uses this data to extrapolate a full-years expense estimate for 2021.

The July YTD row reflects one-month's actual expenses for each of the four years. FY 2021 for July were the highest amongst the four years and extrapolates to a full year of \$28.8 million. The August YTD row shows two months of actual expenses for each year with FY 2021 being the lowest. The full year estimate based on two months actual is \$21.9 million. The September YTD row depicts three months of actual expenses and 2021 is the lowest figure. The full year estimate is \$20.7 million. The \$23 million, reflects in the table on the prior page, is at the upper end of the estimates for the entire fiscal year. The mid-year report will show six months of actual expenses and provide a more accurate full-year estimate.

<u>Expenses</u>	Actuals 2018	Actuals 2019	Actuals 2020	Actuals 2021	<i>Estimate</i> <i>Full Year</i> 2021
July YTD	1,950,482	1,497,813	1,975,493	2,208,223	28,839,775
August YTD	3,562,303	3,483,977	3,777,293	3,343,785	21,892,766
September YTD	5,790,387	5,263,306	5,217,532	4,749,006	20,665,674

FISCAL IMPACT/SOURCE OF FUNDING:

None.

REQUESTED ACTION:

No recommended changes to the General Fund budget for this current year. Staff recommends the City Council receive and file this report.

ATTACHMENTS:


None.



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER 

SUBJECT: CONSIDER CITY'S PENSION UNFUNDED ACCRUED LIABILITY (UAL) OF \$8 MILLION AND OPTIONS TO PAY DOWN THIS DEBT

MEETING DATE: OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

Staff is seeking direction from the City Council regarding the City of Calabasas' (City) pension plan with California Public Employees Retirement System (CalPERS); specifically the unfunded accrued liability (UAL) of approximately \$8 million. The City's pension funding is currently at 79%. The goal is to be 100% funded which requires the City to pay off the \$8 million UAL. Based on the City Council direction this evening; staff will present a recommendation to the City Council on how to pay off the \$8 million at the mid-year budget report anticipated for February 2021.

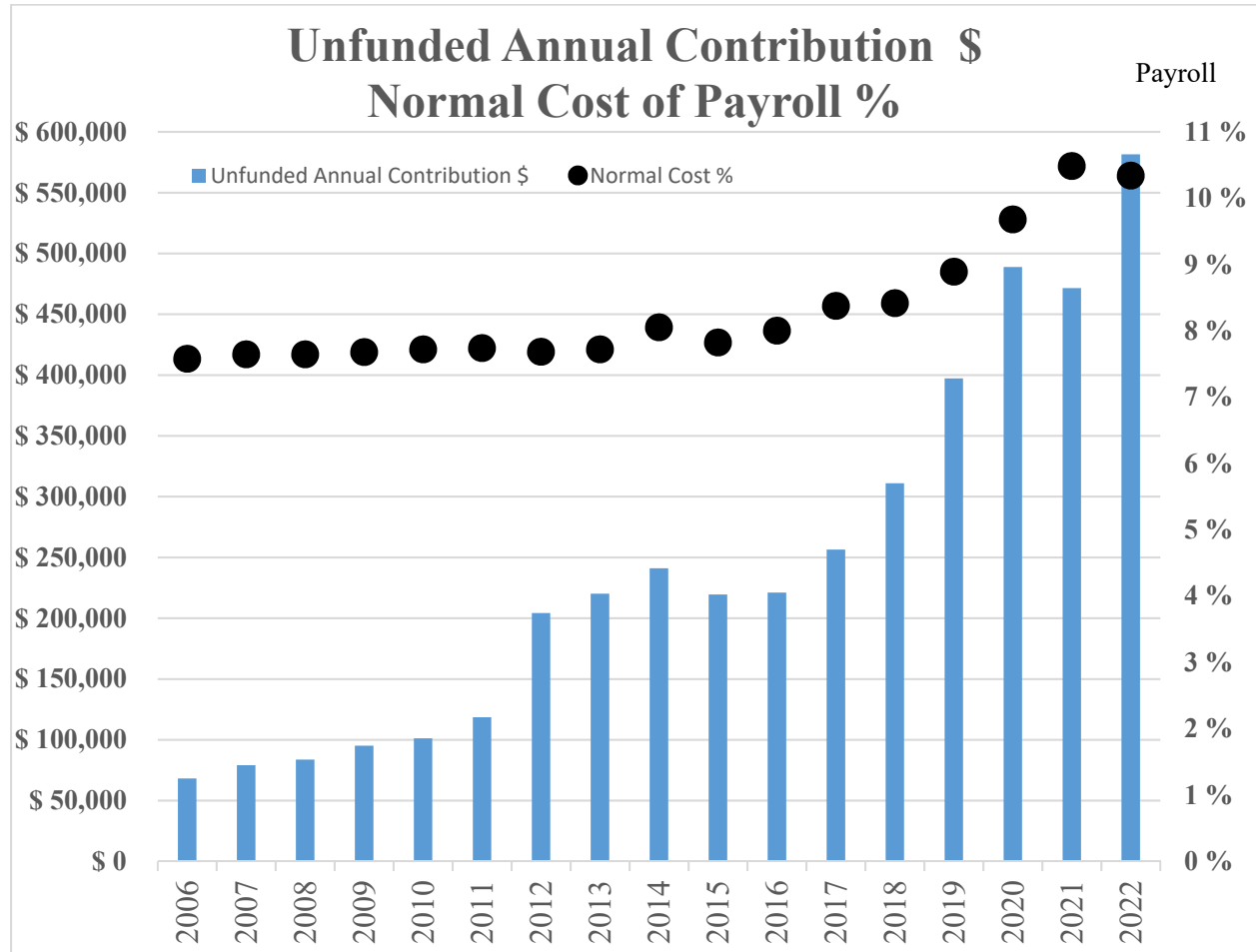
BACKGROUND:

The City's current debt load is too large at \$49.8 million. The debit is composed of \$38.8 million in Certificates of Participation (COP), \$8 million in pension UAL and \$3 million in Other Post-Employment Benefits (OPEB) which is retiree medical insurance liability.

This report concerns the pension UAL of \$8 million as the City is paying 7% interest on this debt. The on-going savings of paying off this debt are substantial given the high 7% annual interest charge.

Annual Pension Payments

The chart below depicts the City’s annual pension payments as two figures: normal cost expressed as a percentage of payroll and the unfunded annual contribution expressed as a dollar amount.



The scale on the left is the annual dollar contribution for the UAL which are the columns. The scale on the right is the normal cost payment which is a percentage of payroll and represented by the black dots. Please note the overall direction is upward for both columns and dots. In fiscal year (FY) 2006, the City paid \$68,238 as a contribution to the UAL and the normal cost was 7.578% of payroll. This current year, FY 2021, the UAL contribution is \$471,438 and the normal cost is 10.484% of payroll. The UAL contribution is predicted by CalPERS to increase substantially each of the next 10 years to greater than \$900,000. CalPERS predicts the normal cost to remain constant at 10.3%. Staff predicts that the normal cost percentage will increase to a minimum of 11% if not 12% by the end of the decade.

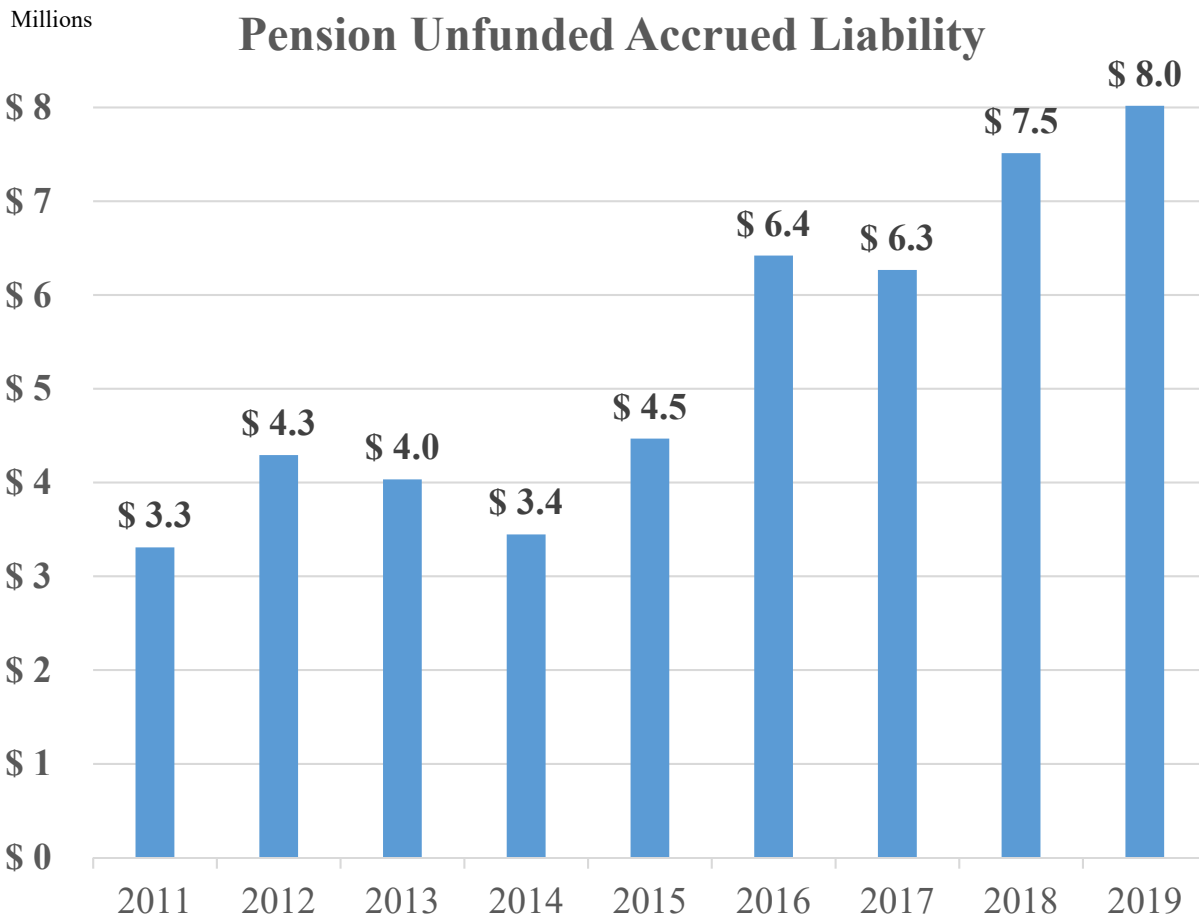
The current annual UAL contributions are not sufficient to pay off the \$8 million UAL; that is why the columns keep increasing and growing faster. If the City pays off the

\$8 million in pension UAL the annual UAL contributions (columns) will be reduced to near zero.

Pension Unfunded Accrued Liability (UAL)

The chart below depicts the City's pension UAL from June 30, 2011 to June 30, 2019 (latest number). In FY 2011, the pension UAL was \$3.3 million and has grown in eight years to \$8 million. This is an increase of 142%! This growth rate is incredibly steep and the entire liability needs to be eliminated.

The City is paying a 7% interest charge on this \$8 million which calculates to \$560,000 annually. However, the City contributed \$488,796 in FY 2020 which is less than the \$560,000. Therefore, the City is **NOT** covering the interest payment. The City has a history of paying **ONLY** the annual required minimum that CalPERS calculates. This is very poor financial management.

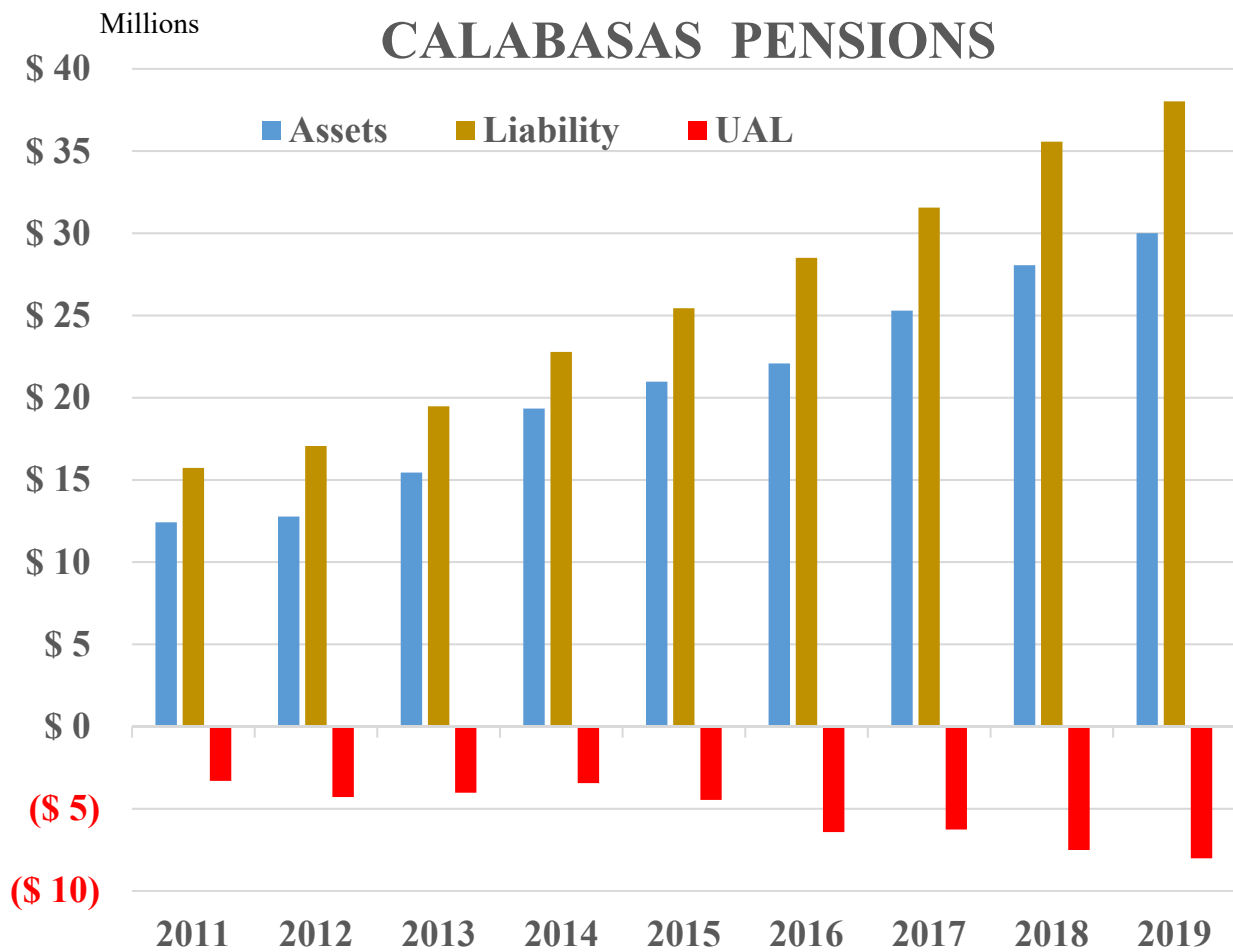


City Pension Assets & Liabilities

The UAL is actually the difference between the assets and liabilities of the City's pension plan with CalPERS. The City's pension plan is funded by three sources: Employee contributions of 7% of payroll, Employer contributions and Investment

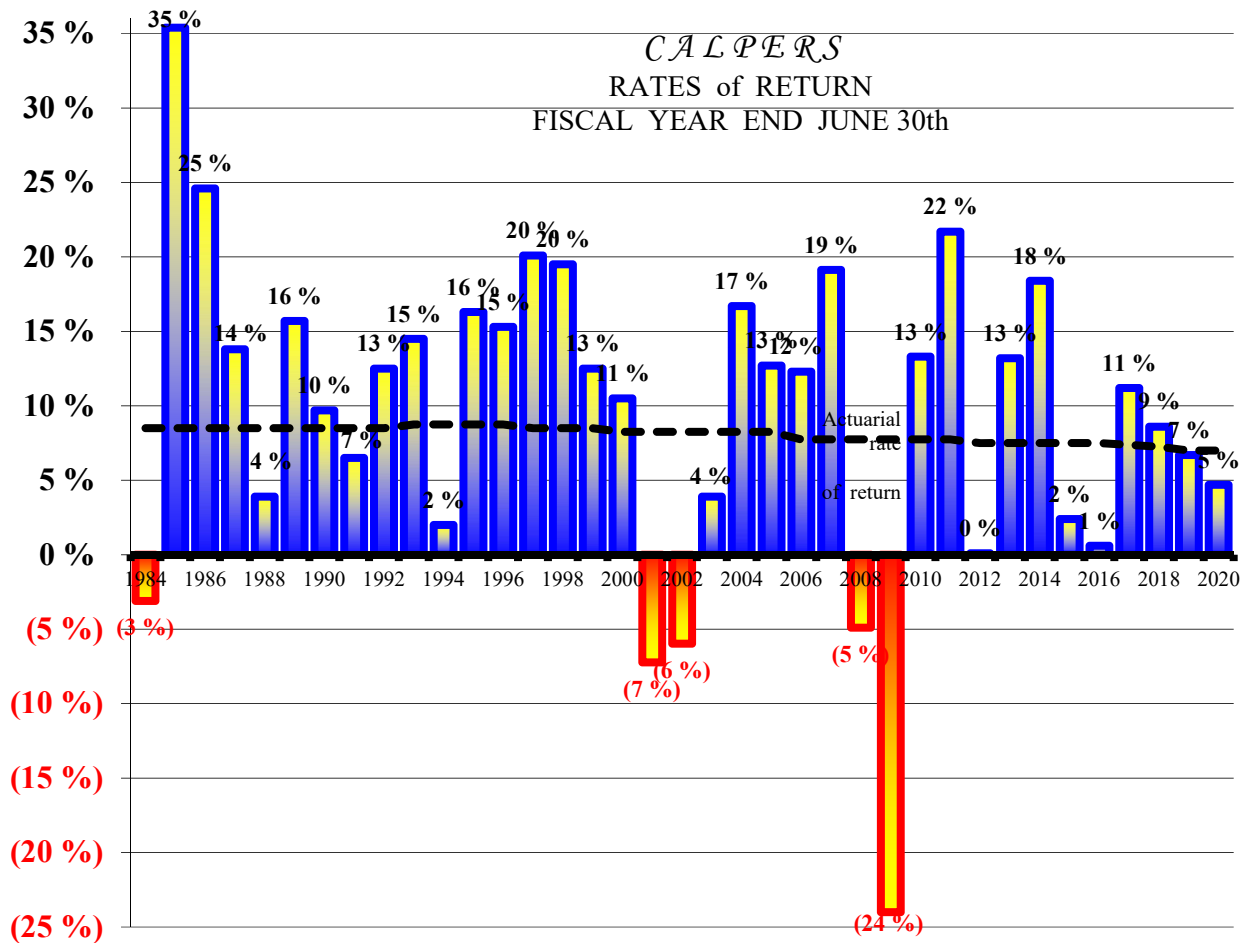
earnings. The State of California does not contribute. The Employee contributions are fixed by state law at 7% of payroll. The investment earnings vary from year to year; either positive or negative. Therefore, the City (Employer) contributions make up the shortfall, if any. On June 30, 2011 the City had \$12.4 million in assets with CalPERS and \$15.7 million in liabilities which calculates to a UAL of **\$3.3 million**. For June 30, 2019, the assets were \$30 million and the liabilities were \$38 million which equates to an **\$8 million** UAL.

Staff predicts the UAL for June 30, 2020 to be a minimum of \$9 million and it could be greater than \$9.5 million. The time to act was a few years ago; therefore the time to take charge is now.



Investment Earnings

The City currently has \$30 million invested with CalPERS. Therefore, the investment earnings on the \$30 million have a tremendous impact on the funding of the Calabasas pension plan. Each one percent return equates to \$300,000 annually. CalPERS assumes a 7% return which equals \$2.1 million annually (\$30 million x 7%). The chart below shows the CalPERS investment earnings from FY 1983 to current. The dashed black line depicts the CalPERS assumed investment return for each year. For many years CalPERS assumed investment returns of 8½%, 8¼% and 8%, and only recently has the return assumption been reduced to 7%. Whenever the investment return is below the assumption, the City (Employer) makes up the shortfall. For example, this last year CalPERS earned a positive 4.7%, which is less than the 7% assumption. The year before CalPERS earned 6.7% which is less than 7%.



AMORTIZATION BASES

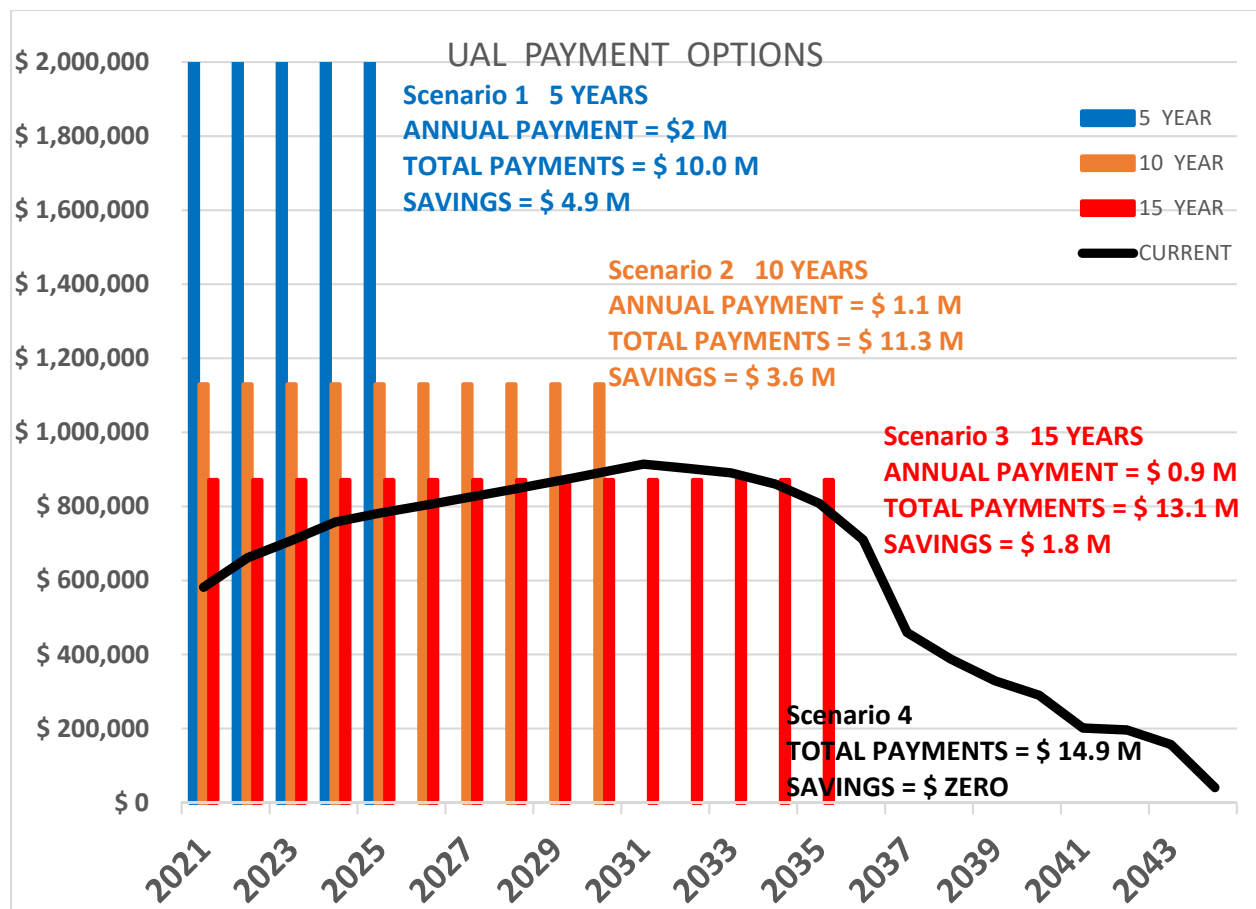
Please refer to pages 11-12 of the attached report "*Miscellaneous Plan of the City of Calabasas, Annual Valuation Report as of June 30, 2019.*" The City currently has 21 amortization bases and these are "similar but not equal" to a home mortgage. Each amortization base has a positive (City owes CalPERS) or negative (CalPERS owes City) figure. The column heading "Amort. Period" is the critical number here as any number greater than 21 years results in negative amortization. In other words, the City is not even paying the full interest charges and thereby the balance is actually increasing each year. Overall, the City is not paying enough towards the UAL since the total amount is increasing: **\$8,017,806** (6/30/19) to **\$8,122,461** (6/30/20) to **\$8,203,377** (6/30/21).

Staff recommends the City Council direct CalPERS to refinance (CalPERS term ~ "fresh start") these 21 amortization bases into one consolidated base with an amortization period of 12 years or less. The rationale for the 12 years is the average age of the Classic employee is 50.9 years. If we assume the average employee age at retirement is 63.0 years, then the average remaining tenure of the classic employee is 12.1 years ($63.0 - 50.9 = 12.1$). Therefore, the City pays off the current Classic plan UAL when the last Classic employee retires (on average).

DISCUSSION:

With the prior graphs as background data, the decision before the City Council is how to pay off the \$8 million in UAL. If the City does nothing, the City will continue to underpay and not cover the annual interest charges on the \$8 million UAL. The unfunded annual contributions will continue to grow and will be greater than \$900,000 annually by the end of the decade.

Staff recommends the City take an active role in the financial management of the City’s pension plan and make additional payments towards the \$8 million UAL. The chart below displays four scenarios for the City Council to consider.



The City can continue to make the minimum required payments to CalPERS (Scenario 4, black line). The City will pay \$14.9 million from 2021 to 2044 with zero savings. The annual contributions will increase to \$914,091 in FY 2031 and then decrease. These are CalPERS projections and staff has zero confidence that these figures will actually happen (in other words, the figures will be larger). CalPERS has a long history of underestimating as can be discerned from the City’s history of payments.

Three Options to Consider

The City can decide to make additional contributions to shorten the payment plan and save on interest charges. The 15-year plan (Scenario 3, red) has annual payments of \$0.9 million; therefore total payments of \$13.1 million and savings of \$1.8 million. The 10-year plan (Scenario 2, orange) has annual payments of \$1.1 million; therefore total payments of \$11.3 million and savings of \$3.6 million. The 5-year plan (Scenario 1, blue) has annual payments of \$2 million; therefore total payment of \$10 million with savings of \$4.9 million.

Recommended Action to Consider

Staff recommends the City Council consider paying \$4 million this current fiscal year (FY 2021) and \$4 million next year (FY 2022) along with refinancing the amortization bases into one base with a term of 12 years. In 12 months CalPERS will issue their annual report for June 30, 2020 and the City Council can consider the next steps in paying off the remaining balance in the UAL.

FISCAL IMPACT/SOURCE OF FUNDING:

The source of funding will be distributed to various funds where employee salaries are posted. The majority of the money would be funded by: General Fund, Library Fund, Tennis & Swim Center, landscape district funds and other grant funds.

General Fund Reserves

As of June 30, 2020 the General Fund Reserve (Fund 10) is \$13.7 million and the Management Reserve (Fund 60) is \$5.3 million for a total of \$19 million. The City has historically stated that the minimum reserve required is \$10 million. Therefore, there is \$9 million available to pay down the pension UAL as of June 30, 2020. The General Fund would pay the majority of the UAL but not the entire amount.

REQUESTED ACTION:

City Council direct staff on which option they prefer. Staff will return at the mid-year budget study session in February 2021 with a recommendation and appropriation in order to make the first payment to CalPERS for the additional unfunded contributions.

ATTACHMENTS:

A - *CalPERS ~ Miscellaneous Plan of the City of Calabasas,
Annual Valuation Report as of June 30, 2019.*

B - *CalPERS ~ PEPPRA Miscellaneous Plan of the City of Calabasas,
Annual Valuation Report as of June 30, 2019.*


California Public Employees' Retirement System
Actuarial Office

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov
July 2020
**Miscellaneous Plan of the City of Calabasas
(CalPERS ID: 1664188432)
Annual Valuation Report as of June 30, 2019**

Dear Employer,

Attached to this letter, you will find the June 30, 2019 actuarial valuation report of your CalPERS pension plan. **Provided in this report is the determination of the minimum required employer contributions for fiscal year 2021-22.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2019.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous or Safety Risk Pool Actuarial Valuation Report as appropriate.

Your June 30, 2019 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2020.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution rates as needed. This valuation is based on an investment return assumption of 7.0% which was adopted by the board in December 2016. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017.

Required Contribution

The exhibit below displays the minimum employer contributions, before any cost sharing, for fiscal year 2021-22 along with estimates of the required contributions for fiscal year 2022-23. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2021-22	10.34%	\$581,490
<i>Projected Results</i>		
2022-23	10.3%	\$661,000

The actual investment return for fiscal year 2019-20 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.00%. ***To the extent the actual investment return for fiscal year 2019-20 differs from 7.00%, the actual contribution requirements for fiscal year 2022-23 will differ from those shown above.*** For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through fiscal year 2026-27.

Changes from Previous Year's Valuation

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed as a level dollar amount. In addition, the new policy does not utilize a 5-year ramp-up and ramp-down on Unfunded Accrued Liability (UAL) bases attributable to assumption and method changes and non-investment gains/losses. The new policy does not utilize a 5-year ramp-down on investment gains/losses. These changes apply only to new UAL bases established on or after June 30, 2019.

Further descriptions of general changes are included in the "Highlights and Executive Summary" section and in Appendix A, "Actuarial Methods and Assumptions." The effects of the changes on the required contributions are included in the "Reconciliation of Required Employer Contributions" section.

Questions

We understand that you might have some questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1, 2020 to contact us with actuarial questions. If you have other questions, you may call the Customer Contact Center at (888)-CalPERS or **(888-225-7377)**.

Sincerely,



SCOTT TERANDO
Chief Actuary



**Actuarial Valuation
as of June 30, 2019**

**for the
Miscellaneous Plan
of the
City of Calabasas
(CalPERS ID: 1664188432)**

**Required Contributions
for Fiscal Year
July 1, 2021 - June 30, 2022**

Table of Contents

Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Plan Specific Information for the Miscellaneous Plan of the City of Calabasas

**(CalPERS ID: 1664188432)
(Valuation Rate Plan ID: 1725)**

Table of Contents

Actuarial Certification	1
Highlights and Executive Summary	
Introduction	3
Purpose of Section 1	3
Required Employer Contributions	4
Additional Discretionary Employer Contributions	5
Plan's Funded Status	6
Projected Employer Contributions	6
Cost	7
Changes Since the Prior Year's Valuation	8
Subsequent Events	8
Assets and Liabilities	
Breakdown of Entry Age Normal Accrued Liability	10
Allocation of Plan's Share of Pool's Experience/Assumption Change	10
Development of Plan's Share of Pool's Market Value of Assets	10
Schedule of Plan's Amortization Bases	11
Amortization Schedule and Alternatives	13
Employer Contribution History	15
Funding History	15
Risk Analysis	
Future Investment Return Scenarios	17
Discount Rate Sensitivity	18
Mortality Rate Sensitivity	18
Maturity Measures	19
Maturity Measures History	20
Hypothetical Termination Liability	21
Participant Data	22
List of Class 1 Benefit Provisions	22
Plan's Major Benefit Options	23

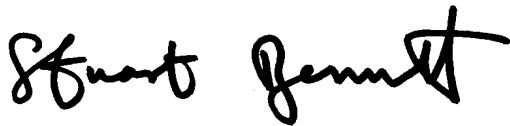
Actuarial Certification

Section 1 of this report is based on the member and financial data contained in our records as of June 30, 2019 which was provided by your agency and the benefit provisions under your contract with CalPERS. Section 2 of this report is based on the member and financial data as of June 30, 2019 provided by employers participating in the Miscellaneous Risk Pool to which the plan belongs and benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool containing your Miscellaneous Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my opinion as the plan actuary that the Unfunded Accrued Liability amortization bases as of June 30, 2019 and employer contribution as of July 1, 2021 have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary for CalPERS, a member of both the American Academy of Actuaries and Society of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



STUART BENNETT, ASA, MAAA
Senior Pension Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Employer Contributions**
- **Additional Discretionary Employer Contributions**
- **Plan's Funded Status**
- **Projected Employer Contributions**
- **Cost**
- **Changes Since the Prior Year's Valuation**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2019 actuarial valuation of the Miscellaneous Plan of the City of Calabasas of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the required employer contributions for fiscal year 2021-22.

Purpose of Section 1

This Section 1 report for the Miscellaneous Plan of the City of Calabasas of CalPERS was prepared by the plan actuary in order to:

- Set forth the assets and accrued liabilities of this plan as of June 30, 2019;
- Determine the minimum required employer contribution for this plan for the fiscal year July 1, 2021 through June 30, 2022; and
- Provide actuarial information as of June 30, 2019 to the CalPERS Board of Administration and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the recommendations of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 6.0% and 8.0%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2017.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	2021-22
Employer Normal Cost Rate	10.34%
<i>Plus, Either</i>	
1) Monthly Employer Dollar UAL Payment	\$48,457.50
<i>Or</i>	
2) Annual UAL Prepayment Option*	\$562,148
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Any prepayment totaling over \$5 million requires a 72-hour notice email to FCSD_public_agency_wires@calpers.ca.gov. Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.</i></p> <p><i>In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.</i></p>	

	Fiscal Year	Fiscal Year
	2020-21	2021-22
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	17.392%	17.25%
Surcharge for Class 1 Benefits ²		
None	0.000%	0.00%
Phase out of Normal Cost Difference ³	0.000%	0.00%
Plan's Total Normal Cost	17.392%	17.25%
Formula's Expected Employee Contribution Rate	6.908%	6.91%
Employer Normal Cost Rate	10.484%	10.34%
Projected Payroll for the Contribution Fiscal Year	\$6,649,995	\$6,205,124
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$697,186	\$641,610
Plan's Payment on Amortization Bases ⁴	471,438	581,490
% of Projected Payroll (illustrative only)	7.089%	9.37%
Estimated Total Employer Contribution	\$1,168,624	\$1,223,100
% of Projected Payroll (illustrative only)	17.573%	19.71%

¹ The results shown for fiscal year 2020-21 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after April 30, 2019.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100% for the first year of pooling and is incrementally reduced by 20% of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ See Schedule of Plan's Amortization Bases.

Additional Discretionary Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for the 2021-22 fiscal year is \$581,490. CalPERS allows employers to make additional discretionary payments (ADPs) at any time and in any amount. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Employers can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during fiscal year 2021-22 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see the "Amortization Schedule and Alternatives" section of the report.

If you are considering making an ADP, please contact your actuary for additional information.

Minimum Required Employer Contribution for Fiscal Year 2021-22

Estimated Normal Cost	Minimum UAL Payment	ADP	Total UAL Contribution	Estimated Total Contribution
\$641,610	\$581,490	\$0	\$581,490	\$1,223,100

Alternative Fiscal Year 2021-22 Employer Contributions for Greater UAL Reduction

Funding Target	Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
20 years	\$641,610	\$581,490	\$167,093	\$748,583	\$1,390,193
15 years	\$641,610	\$581,490	\$289,237	\$870,727	\$1,512,337
10 years	\$641,610	\$581,490	\$547,635	\$1,129,125	\$1,770,735
5 years	\$641,610	\$581,490	\$1,352,686	\$1,934,176	\$2,575,786

¹ The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

Note that the calculations above are based on the projected Unfunded Accrued Liability as of June 30, 2021 as determined in the June 30, 2019 actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

Plan's Funded Status

	June 30, 2018	June 30, 2019
1. Present Value of Projected Benefits (PVB)	\$42,695,671	\$44,401,631
2. Entry Age Normal Accrued Liability (AL)	35,564,514	38,024,724
3. Plan's Market Value of Assets (MVA)	28,052,262	30,006,918
4. Unfunded Accrued Liability (UAL) [(2) - (3)]	7,512,252	8,017,806
5. Funded Ratio [(3) / (2)]	78.9%	78.9%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows the required and projected employer contributions (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. As of the preparation date of this report, the year to date return for the 2019-20 fiscal year was well below the 7% assumed return. Actual contribution rates during this projection period could be significantly higher than the projection shown below.

Fiscal Year	Required Contribution	Projected Future Employer Contributions (Assumes 7.00% Return for Fiscal Year 2019-20)				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Normal Cost %	10.34%	10.3%	10.3%	10.3%	10.3%	10.3%
UAL Payment	\$581,490	\$661,000	\$708,000	\$758,000	\$782,000	\$802,000

For some sources of UAL, the change in UAL is amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years when there is a large increase in UAL, the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section.

Cost

Actuarial Determination of Pension Plan Cost

Contributions to fund the pension plan are comprised of two components:

- The Normal Cost, expressed as a percentage of total active payroll
- The Amortization of the Unfunded Accrued Liability (UAL), expressed as a dollar amount

For fiscal years prior to FY 2016-17, the Amortization of UAL component was expressed as a percentage of total active payroll. Starting with FY 2016-17, the Amortization of UAL component was expressed as a dollar amount and invoiced on a monthly basis. There continues to be an option to prepay this amount during July of each fiscal year.

The Normal Cost component will continue to be expressed as a percentage of active payroll with employer and employee contributions payable as part of the regular payroll reporting process.

The determination of both components requires complex actuarial calculations. The calculations are based on a set of actuarial assumptions which can be divided into two categories:

- Demographic assumptions (e.g., mortality rates, retirement rates, employment termination rates, disability rates)
- Economic assumptions (e.g., future investment earnings, inflation, salary growth rates)

These assumptions reflect CalPERS' best estimate of future experience of the plan and are long term in nature. We recognize that all assumptions will not be realized in any given year. For example, the investment earnings at CalPERS have averaged 5.8% over the 20 years ending June 30, 2019, yet individual fiscal year returns have ranged from -23.6% to +20.7%. In addition, CalPERS reviews all actuarial assumptions by conducting in-depth experience studies every four years, with the most recent experience study completed in 2017.

Changes Since the Prior Year's Valuation

Benefits

The standard actuarial practice at CalPERS is to recognize mandated legislative benefit changes in the first annual valuation following the effective date of the legislation. Voluntary benefit changes by plan amendment are generally included in the first valuation that is prepared after the amendment becomes effective, even if the valuation date is prior to the effective date of the amendment.

This valuation generally reflects plan changes by amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" and Appendix B for a summary of the plan provisions used in this valuation. The effect of any mandated benefit changes or plan amendments on the unfunded liability is shown in the "(Gain)/Loss Analysis" and the effect on the employer contribution is shown in the "Reconciliation of Required Employer Contributions." It should be noted that no change in liability or contribution is shown for any plan changes which were already included in the prior year's valuation.

Actuarial Methods and Assumptions

The CalPERS Board of Administration adopted a new amortization policy effective with this actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed as a level dollar amount. In addition, the new policy does not utilize a 5-year ramp-up and ramp-down on UAL bases attributable to assumption and method changes and non-investment gains/losses. The new policy also does not utilize a 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers, the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan.

Subsequent Events

The contribution requirements determined in this actuarial valuation report are based on demographic and financial information as of June 30, 2019. Changes in the value of assets subsequent to that date are not reflected. Investment returns below the assumed rate of return will increase future required contributions while investment returns above the assumed rate of return will decrease future required contributions.

The projected employer contributions on Page 6 are calculated under the assumption that the discount rate remains at 7.0% going forward and that the realized rate of return on assets for fiscal year 2019-20 is 7.0%.

This actuarial valuation report reflects statutory changes, regulatory changes and CalPERS Board actions through January 2020. Any subsequent changes or actions are not reflected.

Assets and Liabilities

- **Breakdown of Entry Age Normal Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's Market Value of Assets**
- **Schedule of Plan's Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Normal Accrued Liability

Active Members	\$21,044,544
Transferred Members	4,741,798
Terminated Members	2,826,691
Members and Beneficiaries Receiving Payments	9,411,691
Total	\$38,024,724

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$38,024,724
2. Projected UAL balance at 6/30/2019	7,723,672
3. Pool's Accrued Liability ¹	18,394,114,919
4. Sum of Pool's Individual Plan UAL Balances at 6/30/2019 ¹	4,268,374,183
5. Pool's 2018/19 Investment (Gain)/Loss ¹	68,711,010
6. Pool's 2018/19 Non-Investment (Gain)/Loss ¹	70,985,020
7. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (2)] \div [(3) - (4)] \times (5)$	147,392
8. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (3) \times (6)$	146,742
9. Plan's New (Gain)/Loss as of 6/30/2019: $(7) + (8)$	294,133
10. Other Changes in the UAL ²	0

¹ Does not include plans that transferred to Pool on the valuation date.

² May include Golden Handshakes, Service Purchases, etc. See Schedule of Plan's Amortization Bases for details.

Development of the Plan's Share of Pool's Market Value of Assets

11. Plan's UAL: $(2) + (9) + (10)$	\$8,017,806
12. Plan's Share of Pool's MVA: $(1) - (11)$	\$30,006,918

Schedule of Plan's Amortization Bases

Note that there is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2019.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: fiscal year 2021-22.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment on the UAL for a fiscal year is equal to the Expected Employer Contribution for the fiscal year minus the Expected Normal Cost for the year. The Employer Contribution for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Reason for Base	Date Est.	Ramp Level 2021-22	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/19	Expected Payment 2019-20	Balance 6/30/20	Expected Payment 2020-21	Balance 6/30/21	Minimum Required Payment 2021-22
Share of Pre-2013 Pool UAL	6/30/13	No Ramp		2.75%	16	1,452,256	116,594	1,433,308	118,269	1,411,301	121,521
Non-Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.75%	24	(25,687)	(1,723)	(25,703)	(1,744)	(25,698)	(1,792)
Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.75%	24	2,606,859	174,860	2,608,463	176,950	2,608,017	181,816
Non-Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.75%	25	2,336	124	2,371	157	2,375	161
Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.75%	25	(2,174,540)	(115,429)	(2,207,357)	(145,966)	(2,210,884)	(149,980)
Side Fund	2013 or Prior	No Ramp		2.75%	0	90,687	94,252	(460)	(476)	0	0
Assumption Change	6/30/14	100%	Up/Down	2.75%	15	1,355,524	100,816	1,346,126	128,002	1,307,949	131,522
Non-Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.75%	26	(114,272)	(4,560)	(117,554)	(6,149)	(119,422)	(7,897)
Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.75%	26	1,457,921	58,183	1,499,791	78,445	1,523,632	100,753
Non-Investment (Gain)/Loss	6/30/16	80%	Up/Down	2.75%	27	(223,457)	(6,037)	(232,854)	(9,151)	(239,688)	(12,537)
Investment (Gain)/Loss	6/30/16	80%	Up/Down	2.75%	27	1,899,876	51,325	1,979,776	77,803	2,037,880	106,589
Assumption Change	6/30/16	80%	Up/Down	2.75%	17	590,786	21,806	609,585	33,189	617,925	45,469
Non-Investment (Gain)/Loss	6/30/17	60%	Up/Down	2.75%	28	(48,477)	(674)	(51,173)	(1,360)	(53,348)	(2,097)
Investment (Gain)/Loss	6/30/17	60%	Up/Down	2.75%	28	(994,661)	(13,819)	(1,049,993)	(27,911)	(1,094,621)	(43,017)
Assumption Change	6/30/17	60%	Up/Down	2.75%	18	692,346	13,077	727,283	26,521	750,759	40,875
Non-Investment (Gain)/Loss	6/30/18	40%	Up/Down	2.75%	29	144,737	0	154,869	2,115	163,522	4,347
Investment (Gain)/Loss	6/30/18	40%	Up/Down	2.75%	29	(309,330)	0	(330,983)	(4,521)	(349,475)	(9,290)
Method Change	6/30/18	40%	Up/Down	2.75%	19	284,684	(2,941)	307,654	5,736	323,256	11,788

Schedule of Plan's Amortization Bases (continued)

Reason for Base	Date Est.	Ramp Level 2021-22	Ramp Shape	Escala-tion Rate	Amort. Period	Balance 6/30/19	Expected Payment 2019-20	Balance 6/30/20	Expected Payment 2020-21	Balance 6/30/21	Minimum Required Payment 2021-22
Assumption Change	6/30/18	40%	Up/Down	2.75%	19	1,036,084	(44,450)	1,154,589	21,527	1,213,143	44,238
Non-Investment (Gain)/Loss	6/30/19	No Ramp		0.00%	20	146,742	0	157,014	0	168,005	15,331
Investment (Gain)/Loss	6/30/19	20%	Up Only	0.00%	20	147,392	0	157,709	0	168,749	3,690
Total						8,017,806	441,404	8,122,461	471,436	8,203,377	581,490

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pool's Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized in accordance with the CalPERS amortization policy in effect at the time the base was established.

Amortization Schedule and Alternatives

The amortization schedule on the previous page shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over a reasonable period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2021	8,203,377	581,490	8,203,376	870,727	8,203,376	1,129,125
6/30/2022	8,176,116	661,281	7,876,925	870,727	7,609,636	1,129,125
6/30/2023	8,064,409	708,006	7,527,623	870,726	6,974,335	1,129,125
6/30/2024	7,896,550	758,147	7,153,871	870,727	6,294,562	1,129,125
6/30/2025	7,665,075	781,854	6,753,955	870,727	5,567,205	1,129,125
6/30/2026	7,392,872	802,428	6,326,045	870,726	4,788,933	1,129,125
6/30/2027	7,080,333	823,566	5,868,182	870,727	3,956,182	1,129,125
6/30/2028	6,724,055	845,284	5,378,268	870,727	3,065,139	1,129,125
6/30/2029	6,320,369	867,600	4,854,060	870,726	2,111,723	1,129,126
6/30/2030	5,865,341	890,532	4,293,158	870,727	1,091,567	1,129,126
6/30/2031	5,354,741	914,091	3,692,992	870,726		
6/30/2032	4,784,028	902,848	3,050,815	870,726		
6/30/2033	4,184,996	890,321	2,363,686	870,726		
6/30/2034	3,556,988	860,273	1,628,458	870,727		
6/30/2035	2,916,105	808,008	841,763	870,726		
6/30/2036	2,284,421	710,162				
6/30/2037	1,709,733	459,382				
6/30/2038	1,354,228	387,023				
6/30/2039	1,048,684	328,882				
6/30/2040	781,893	290,097				
6/30/2041	536,548	201,422				
6/30/2042	365,754	196,283				
6/30/2043	188,320	156,974				
6/30/2044	39,126	40,472				
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
6/30/2050						
Total		14,866,426		13,060,898		11,291,252
Interest Paid		6,663,049		4,857,522		3,087,877
Estimated Savings				1,805,527		3,575,172

Employer Contribution History

The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation. It does not account for prepayments or benefit changes made during a fiscal year.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)
2016 - 17	8.377%	\$256,434
2017 - 18	8.418%	310,924
2018 - 19	8.892%	397,208
2019 - 20	9.680%	488,796
2020 - 21	10.484%	471,438
2021 - 22	10.34%	581,490

Funding History

The funding history below shows the plan's actuarial accrued liability, share of the pool's market value of assets, share of the pool's unfunded liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/2011	\$15,721,975	\$12,413,559	\$3,308,416	79.0%	\$6,621,864
06/30/2012	17,059,973	12,767,483	4,292,490	74.8%	6,261,372
06/30/2013	19,473,480	15,440,253	4,033,227	79.3%	6,519,004
06/30/2014	22,783,979	19,338,684	3,445,295	84.9%	6,588,270
06/30/2015	25,439,779	20,972,543	4,467,236	82.4%	6,630,480
06/30/2016	28,499,287	22,078,874	6,420,413	77.5%	6,479,398
06/30/2017	31,554,805	25,289,018	6,265,787	80.1%	6,143,343
06/30/2018	35,564,514	28,052,262	7,512,252	78.9%	6,130,217
06/30/2019	38,024,724	30,006,918	8,017,806	78.9%	5,720,118

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Maturity Measures History**
- **Hypothetical Termination Liability**

Future Investment Return Scenarios

Analysis was performed to determine the effects of various future investment returns on required employer contributions. The projections below provide a range of results based on five investment return scenarios assumed to occur during the next four fiscal years (2019-20, 2020-21, 2021-22 and 2022-23). The projections also assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

For fiscal years 2019-20, 2020-21, 2021-22, and 2022-23, each scenario assumes an alternate fixed annual return. The fixed return assumptions for the five scenarios are 1.0%, 4.0%, 7.0%, 9.0% and 12.0%.

These alternate investment returns were chosen based on stochastic analysis of possible future investment returns over the four-year period ending June 30, 2023. Using the expected returns and volatility of the asset classes in which the funds are invested, we produced five thousand stochastic outcomes for this period based on the most recently completed Asset Liability Management process. We then selected annual returns that approximate the 5th, 25th, 50th, 75th, and 95th percentiles for these outcomes. For example, of all the 4-year outcomes generated in the stochastic analysis, approximately 25% had an average annual return of 4.0% or less.

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 1.0% or greater than 12.0% over this four-year period, the likelihood of a single investment return less than 1.0% or greater than 12.0% in any given year is much greater.

Assumed Annual Return From 2019-20 through 2022-23	Projected Employer Contributions			
	2022-23	2023-24	2024-25	2025-26
1.0%				
Normal Cost	10.3%	10.3%	10.3%	10.3%
UAL Contribution	\$706,000	\$843,000	\$1,030,000	\$1,235,000
4.0%				
Normal Cost	10.3%	10.3%	10.3%	10.3%
UAL Contribution	\$684,000	\$776,000	\$897,000	\$1,016,000
7.0%				
Normal Cost	10.3%	10.3%	10.3%	10.3%
UAL Contribution	\$661,000	\$708,000	\$758,000	\$782,000
9.0%				
Normal Cost	10.6%	10.8%	11.0%	11.2%
UAL Contribution	\$650,000	\$676,000	\$694,000	\$673,000
12.0%				
Normal Cost	10.6%	10.8%	11.0%	11.2%
UAL Contribution	\$628,000	\$606,000	\$548,000	\$419,000

These projections reflect the impact of the CalPERS risk mitigation policy, which reduces the discount rate when investment returns exceed specified trigger points.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.50% and 2.50%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2019 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 7.0% as well as alternate discount rates of 6.0% and 8.0%. The rates of 6.0% and 8.0% were selected since they illustrate the impact of a 1.0% increase or decrease to the 7.0% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2019	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	6.0%	7.0%	8.0%
Inflation	2.5%	2.5%	2.5%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	21.50%	17.25%	14.00%
b) Accrued Liability	\$43,978,423	\$38,024,724	\$33,178,910
c) Market Value of Assets	\$30,006,918	\$30,006,918	\$30,006,918
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$13,971,505	\$8,017,806	\$3,171,992
e) Funded Status	68.2%	78.9%	90.4%

Sensitivity to the Price Inflation Assumption

As of June 30, 2019	1% Lower Inflation Rate	Current Assumptions	1% Higher Inflation Rate
Discount Rate	6.0%	7.0%	8.0%
Inflation	1.5%	2.5%	3.5%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	18.39%	17.25%	15.89%
b) Accrued Liability	\$40,484,117	\$38,024,724	\$34,974,443
c) Market Value of Assets	\$30,006,918	\$30,006,918	\$30,006,918
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$10,477,199	\$8,017,806	\$4,967,525
e) Funded Status	74.1%	78.9%	85.8%

Mortality Rate Sensitivity

The following table looks at the change in the June 30, 2019 plan costs and funded ratio under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2017. This type of analysis highlights the impact on the plan of improving or worsening mortality over the long-term.

As of June 30, 2019	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	17.55%	17.25%	16.97%
b) Accrued Liability	\$38,778,762	\$38,024,724	\$37,328,044
c) Market Value of Assets	\$30,006,918	\$30,006,918	\$30,006,918
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$8,771,844	\$8,017,806	\$7,321,126
e) Funded Status	77.4%	78.9%	80.4%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2018	June 30, 2019
1. Retired Accrued Liability	7,224,428	9,411,691
2. Total Accrued Liability	35,564,514	38,024,724
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.20	0.25

Another measure of maturity level of CalPERS and its plans is to look at the ratio of actives to retirees, also called the Support Ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures, and members retire, the ratio starts declining. A mature plan will often have a ratio near or below one. The average support ratio for CalPERS public agency plans is 1.25.

Support Ratio	June 30, 2018	June 30, 2019
1. Number of Actives	78	69
2. Number of Retirees	45	51
3. Support Ratio [(1) / (2)]	1.73	1.35

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio (AVR)

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility than a plan with an asset-to-payroll ratio of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

Liability Volatility Ratio (LVR)

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with LVR ratio of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The AVR, described above, will tend to move closer to the LVR as a plan matures.

Contribution Volatility	June 30, 2018	June 30, 2019
1. Market Value of Assets	\$28,052,262	\$30,006,918
2. Payroll	6,130,217	5,720,118
3. Asset Volatility Ratio (AVR) [(1) / (2)]	4.6	5.2
4. Accrued Liability	\$35,564,514	\$38,024,724
5. Liability Volatility Ratio (LVR) [(4) / (2)]	5.8	6.6

Maturity Measures History

Valuation Date	Ratio of Retiree Accrued Liability to Total Accrued Liability	Support Ratio	Asset Volatility Ratio	Liability Volatility Ratio
06/30/2017	0.21	1.98	4.1	5.1
06/30/2018	0.20	1.73	4.6	5.8
06/30/2019	0.25	1.35	5.2	6.6

Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2019. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while limiting the funding risk. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 19-month period from 12 months before the valuation date to 7 months after.

Market Value of Assets (MVA)	Hypothetical Termination Liability^{1,2} @ 1.75%	Funded Status	Unfunded Termination Liability @ 1.75%	Hypothetical Termination Liability^{1,2} @ 3.25%	Funded Status	Unfunded Termination Liability @ 3.25%
\$30,006,918	\$81,958,574	36.6%	\$51,951,656	\$63,537,019	47.2%	\$33,530,101

¹ The hypothetical liabilities calculated above include a 5% mortality contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.31% on June 30, 2019, and was 1.83% on January 31, 2020.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2018	June 30, 2019
Reported Payroll	\$6,130,217	\$5,720,118
Projected Payroll for Contribution Purposes	\$6,649,995	\$6,205,124
Number of Members		
Active	78	69
Transferred	44	43
Separated	55	60
Retired	45	51

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- None

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which your agency has contracted. A description of principal standard and optional plan provisions is in Section 2.

	Benefit Group	
Member Category	Misc	
Demographics		
Actives	Yes	
Transfers/Separated	Yes	
Receiving	Yes	
Benefit Provision		
Benefit Formula	2% @ 55	
Social Security Coverage	No	
Full/Modified	Full	
Employee Contribution Rate	7.00%	
Final Average Compensation Period	Three Year	
Sick Leave Credit	Yes	
Non-Industrial Disability	Standard	
Industrial Disability	No	
Pre-Retirement Death Benefits		
Optional Settlement 2	Yes	
1959 Survivor Benefit Level	Level 3	
Special	No	
Alternate (firefighters)	No	
Post-Retirement Death Benefits		
Lump Sum	\$500	
Survivor Allowance (PRSA)	No	
COLA	2%	

Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Risk Pool Actuarial Valuation Information

**Section 2 may be found on the CalPERS website
(www.calpers.ca.gov) in the Forms and
Publications section**


California Public Employees' Retirement System
Actuarial Office

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

July 2020
PEPRA Miscellaneous Plan of the City of Calabasas
(CalPERS ID: 1664188432)
Annual Valuation Report as of June 30, 2019

Dear Employer,

Attached to this letter, you will find the June 30, 2019 actuarial valuation report of your CalPERS pension plan. **Provided in this report is the determination of the minimum required employer contributions for fiscal year 2021-22.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2019.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "*Forms & Publications*" and select "*View All*". In the search box, enter "*Risk Pool*" and from the results list download the Miscellaneous or Safety Risk Pool Actuarial Valuation Report as appropriate.

Your June 30, 2019 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2020.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution rates as needed. This valuation is based on an investment return assumption of 7.0% which was adopted by the board in December 2016. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017.

Required Contribution

The exhibit below displays the minimum employer contributions, before any cost sharing, for fiscal year 2021-22 along with estimates of the required contributions for fiscal year 2022-23. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Employee Rate
2021-22	7.59%	\$4,499	6.75%
<i>Projected Results</i>			
2022-23	7.6%	\$4,700	TBD

The actual investment return for fiscal year 2019-20 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.00%. ***To the extent the actual investment return for fiscal year 2019-20 differs from 7.00%, the actual contribution requirements for fiscal year 2022-23 will differ from those shown above.*** For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through fiscal year 2026-27.

Changes from Previous Year's Valuation

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed as a level dollar amount. In addition, the new policy does not utilize a 5-year ramp-up and ramp-down on Unfunded Accrued Liability (UAL) bases attributable to assumption and method changes and non-investment gains/losses. The new policy does not utilize a 5-year ramp-down on investment gains/losses. These changes apply only to new UAL bases established on or after June 30, 2019.

Further descriptions of general changes are included in the "Highlights and Executive Summary" section and in Appendix A, "Actuarial Methods and Assumptions." The effects of the changes on the required contributions are included in the "Reconciliation of Required Employer Contributions" section.

Questions

We understand that you might have some questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1, 2020 to contact us with actuarial questions. If you have other questions, you may call the Customer Contact Center at (888)-CalPERS or **(888-225-7377)**.

Sincerely,



SCOTT TERANDO
Chief Actuary



**Actuarial Valuation
as of June 30, 2019**

**for the
PEPRA Miscellaneous Plan
of the
City of Calabasas
(CalPERS ID: 1664188432)**

**Required Contributions
for Fiscal Year
July 1, 2021 - June 30, 2022**

Table of Contents

Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Plan Specific Information for the PEPRA Miscellaneous Plan of the City of Calabasas

**(CalPERS ID: 1664188432)
(Valuation Rate Plan ID: 26372)**

Table of Contents

Actuarial Certification	1
Highlights and Executive Summary	
Introduction	3
Purpose of Section 1	3
Required Employer Contributions	4
Additional Discretionary Employer Contributions	5
Plan's Funded Status	6
Projected Employer Contributions	6
Cost	7
Changes Since the Prior Year's Valuation	8
Subsequent Events	8
Assets and Liabilities	
Breakdown of Entry Age Normal Accrued Liability	10
Allocation of Plan's Share of Pool's Experience/Assumption Change	10
Development of Plan's Share of Pool's Market Value of Assets	10
Schedule of Plan's Amortization Bases	11
Amortization Schedule and Alternatives	12
Employer Contribution History	14
Funding History	14
Risk Analysis	
Future Investment Return Scenarios	16
Discount Rate Sensitivity	17
Mortality Rate Sensitivity	17
Maturity Measures	18
Maturity Measures History	19
Hypothetical Termination Liability	20
Participant Data	21
List of Class 1 Benefit Provisions	21
Plan's Major Benefit Options	22
PEPRA Member Contribution Rates	23

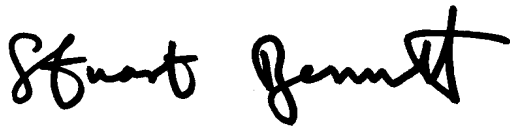
Actuarial Certification

Section 1 of this report is based on the member and financial data contained in our records as of June 30, 2019 which was provided by your agency and the benefit provisions under your contract with CalPERS. Section 2 of this report is based on the member and financial data as of June 30, 2019 provided by employers participating in the Miscellaneous Risk Pool to which the plan belongs and benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool containing your PEPRA Miscellaneous Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my opinion as the plan actuary that the Unfunded Accrued Liability amortization bases as of June 30, 2019 and employer contribution as of July 1, 2021 have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary for CalPERS, a member of both the American Academy of Actuaries and Society of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



STUART BENNETT, ASA, MAAA
Senior Pension Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Employer Contributions**
- **Additional Discretionary Employer Contributions**
- **Plan's Funded Status**
- **Projected Employer Contributions**
- **Cost**
- **Changes Since the Prior Year's Valuation**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2019 actuarial valuation of the PEPRA Miscellaneous Plan of the City of Calabasas of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the required employer contributions for fiscal year 2021-22.

Purpose of Section 1

This Section 1 report for the PEPRA Miscellaneous Plan of the City of Calabasas of CalPERS was prepared by the plan actuary in order to:

- Set forth the assets and accrued liabilities of this plan as of June 30, 2019;
- Determine the minimum required employer contribution for this plan for the fiscal year July 1, 2021 through June 30, 2022; and
- Provide actuarial information as of June 30, 2019 to the CalPERS Board of Administration and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the recommendations of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 6.0% and 8.0%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2017.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	2021-22
Employer Normal Cost Rate	7.59%
<i>Plus, Either</i>	
1) Monthly Employer Dollar UAL Payment	\$374.92
<i>Or</i>	
2) Annual UAL Prepayment Option*	\$4,349
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Any prepayment totaling over \$5 million requires a 72-hour notice email to FCSD_public_agency_wires@calpers.ca.gov. Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.</i></p> <p><i>In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.</i></p>	

	Fiscal Year	Fiscal Year
	2020-21	2021-22
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	14.482%	14.34%
Surcharge for Class 1 Benefits ²		
None	0.000%	0.00%
Phase out of Normal Cost Difference ³	0.000%	0.00%
Plan's Total Normal Cost	14.482%	14.34%
Plan's Employee Contribution Rate ⁴	6.750%	6.75%
Employer Normal Cost Rate	7.732%	7.59%
Projected Payroll for the Contribution Fiscal Year	\$843,940	\$1,181,335
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$65,253	\$89,663
Plan's Payment on Amortization Bases ⁵	4,130	4,499
% of Projected Payroll (illustrative only)	0.489%	0.38%
Estimated Total Employer Contribution	\$69,383	\$94,162
% of Projected Payroll (illustrative only)	8.221%	7.97%

¹ The results shown for fiscal year 2020-21 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after April 30, 2019.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100% for the first year of pooling and is incrementally reduced by 20% of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ For detail regarding the determination of the required PEPRA employee contribution rate see Section on PEPRA Member Contribution Rates.

⁵ See Schedule of Plan's Amortization Bases.

Additional Discretionary Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for the 2021-22 fiscal year is \$4,499. CalPERS allows employers to make additional discretionary payments (ADPs) at any time and in any amount. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Employers can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during fiscal year 2021-22 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see the "Amortization Schedule and Alternatives" section of the report.

If you are considering making an ADP, please contact your actuary for additional information.

Minimum Required Employer Contribution for Fiscal Year 2021-22

Estimated Normal Cost	Minimum UAL Payment	ADP	Total UAL Contribution	Estimated Total Contribution
\$89,663	\$4,499	\$0	\$4,499	\$94,162

Alternative Fiscal Year 2021-22 Employer Contributions for Greater UAL Reduction

Funding Target	Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
20 years	\$89,663	\$4,499	\$14	\$4,513	\$94,176
15 years	\$89,663	\$4,499	\$750	\$5,249	\$94,912
10 years	\$89,663	\$4,499	\$2,308	\$6,807	\$96,470
5 years	\$89,663	\$4,499	\$7,161	\$11,660	\$101,323

¹ The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

Note that the calculations above are based on the projected Unfunded Accrued Liability as of June 30, 2021 as determined in the June 30, 2019 actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

Plan's Funded Status

	June 30, 2018	June 30, 2019
1. Present Value of Projected Benefits (PVB)	\$1,510,795	\$2,094,509
2. Entry Age Normal Accrued Liability (AL)	336,489	495,261
3. Plan's Market Value of Assets (MVA)	310,704	453,126
4. Unfunded Accrued Liability (UAL) [(2) - (3)]	25,785	42,135
5. Funded Ratio [(3) / (2)]	92.3%	91.5%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows the required and projected employer contributions (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. As of the preparation date of this report, the year to date return for the 2019-20 fiscal year was well below the 7% assumed return. Actual contribution rates during this projection period could be significantly higher than the projection shown below.

Fiscal Year	Required Contribution	Projected Future Employer Contributions (Assumes 7.00% Return for Fiscal Year 2019-20)				
		2021-22	2022-23	2023-24	2024-25	2025-26
Normal Cost %	7.59%	7.6%	7.6%	7.6%	7.6%	7.6%
UAL Payment	\$4,499	\$4,700	\$4,800	\$5,000	\$5,200	\$5,300

For some sources of UAL, the change in UAL is amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years when there is a large increase in UAL, the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section.

Cost

Actuarial Determination of Pension Plan Cost

Contributions to fund the pension plan are comprised of two components:

- The Normal Cost, expressed as a percentage of total active payroll
- The Amortization of the Unfunded Accrued Liability (UAL), expressed as a dollar amount

For fiscal years prior to FY 2016-17, the Amortization of UAL component was expressed as a percentage of total active payroll. Starting with FY 2016-17, the Amortization of UAL component was expressed as a dollar amount and invoiced on a monthly basis. There continues to be an option to prepay this amount during July of each fiscal year.

The Normal Cost component will continue to be expressed as a percentage of active payroll with employer and employee contributions payable as part of the regular payroll reporting process.

The determination of both components requires complex actuarial calculations. The calculations are based on a set of actuarial assumptions which can be divided into two categories:

- Demographic assumptions (e.g., mortality rates, retirement rates, employment termination rates, disability rates)
- Economic assumptions (e.g., future investment earnings, inflation, salary growth rates)

These assumptions reflect CalPERS' best estimate of future experience of the plan and are long term in nature. We recognize that all assumptions will not be realized in any given year. For example, the investment earnings at CalPERS have averaged 5.8% over the 20 years ending June 30, 2019, yet individual fiscal year returns have ranged from -23.6% to +20.7%. In addition, CalPERS reviews all actuarial assumptions by conducting in-depth experience studies every four years, with the most recent experience study completed in 2017.

Changes Since the Prior Year's Valuation

Benefits

The standard actuarial practice at CalPERS is to recognize mandated legislative benefit changes in the first annual valuation following the effective date of the legislation. Voluntary benefit changes by plan amendment are generally included in the first valuation that is prepared after the amendment becomes effective, even if the valuation date is prior to the effective date of the amendment.

This valuation generally reflects plan changes by amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" and Appendix B for a summary of the plan provisions used in this valuation. The effect of any mandated benefit changes or plan amendments on the unfunded liability is shown in the "(Gain)/Loss Analysis" and the effect on the employer contribution is shown in the "Reconciliation of Required Employer Contributions." It should be noted that no change in liability or contribution is shown for any plan changes which were already included in the prior year's valuation.

Actuarial Methods and Assumptions

The CalPERS Board of Administration adopted a new amortization policy effective with this actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed as a level dollar amount. In addition, the new policy does not utilize a 5-year ramp-up and ramp-down on UAL bases attributable to assumption and method changes and non-investment gains/losses. The new policy also does not utilize a 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers, the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan.

Subsequent Events

The contribution requirements determined in this actuarial valuation report are based on demographic and financial information as of June 30, 2019. Changes in the value of assets subsequent to that date are not reflected. Investment returns below the assumed rate of return will increase future required contributions while investment returns above the assumed rate of return will decrease future required contributions.

The projected employer contributions on Page 6 are calculated under the assumption that the discount rate remains at 7.0% going forward and that the realized rate of return on assets for fiscal year 2019-20 is 7.0%.

This actuarial valuation report reflects statutory changes, regulatory changes and CalPERS Board actions through January 2020. Any subsequent changes or actions are not reflected.

Assets and Liabilities

- **Breakdown of Entry Age Normal Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's Market Value of Assets**
- **Schedule of Plan's Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Normal Accrued Liability

Active Members	\$439,206
Transferred Members	38,482
Terminated Members	17,573
Members and Beneficiaries Receiving Payments	0
Total	\$495,261

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$495,261
2. Projected UAL balance at 6/30/2019	38,000
3. Pool's Accrued Liability ¹	18,394,114,919
4. Sum of Pool's Individual Plan UAL Balances at 6/30/2019 ¹	4,268,374,183
5. Pool's 2018/19 Investment (Gain)/Loss ¹	68,711,010
6. Pool's 2018/19 Non-Investment (Gain)/Loss ¹	70,985,020
7. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (2)] \div [(3) - (4)] \times (5)$	2,224
8. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (3) \times (6)$	1,911
9. Plan's New (Gain)/Loss as of 6/30/2019: $(7) + (8)$	4,135
10. Other Changes in the UAL ²	0

¹ Does not include plans that transferred to Pool on the valuation date.

² May include Golden Handshakes, Service Purchases, etc. See Schedule of Plan's Amortization Bases for details.

Development of the Plan's Share of Pool's Market Value of Assets

11. Plan's UAL: $(2) + (9) + (10)$	\$42,135
12. Plan's Share of Pool's MVA: $(1) - (11)$	\$453,126

Schedule of Plan's Amortization Bases

Note that there is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2019.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: fiscal year 2021-22.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment on the UAL for a fiscal year is equal to the Expected Employer Contribution for the fiscal year minus the Expected Normal Cost for the year. The Employer Contribution for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Reason for Base	Date Est.	Ramp Level 2021-22	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/19	Expected Payment 2019-20	Balance 6/30/20	Expected Payment 2020-21	Balance 6/30/21	Minimum Required Payment 2021-22
Fresh Start	6/30/18	No Ramp		2.75%	14	38,000	(4,956)	45,787	4,130	44,720	4,243
Non-Investment (Gain)/Loss	6/30/19	No Ramp		0.00%	20	1,911	0	2,045	0	2,188	200
Investment (Gain)/Loss	6/30/19	20%	Up Only	0.00%	20	2,224	0	2,380	0	2,547	56
Total						42,135	(4,956)	50,212	4,130	49,455	4,499

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pool's Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized in accordance with the CalPERS amortization policy in effect at the time the base was established.

Amortization Schedule and Alternatives

The amortization schedule on the previous page shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over a reasonable period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2021	49,455	4,499	49,455	5,249	49,455	6,807
6/30/2022	48,262	4,671	47,487	5,249	45,876	6,807
6/30/2023	46,808	4,847	45,381	5,249	42,046	6,807
6/30/2024	45,070	5,025	43,128	5,249	37,948	6,807
6/30/2025	43,026	5,206	40,717	5,249	33,563	6,807
6/30/2026	40,653	5,337	38,138	5,249	28,871	6,807
6/30/2027	37,978	5,471	35,378	5,249	23,851	6,807
6/30/2028	34,977	5,608	32,425	5,250	18,479	6,807
6/30/2029	31,625	5,749	29,264	5,249	12,731	6,807
6/30/2030	27,892	5,896	25,883	5,250	6,581	6,807
6/30/2031	23,745	6,043	22,264	5,249		
6/30/2032	19,157	6,198	18,393	5,250		
6/30/2033	14,087	6,353	14,250	5,249		
6/30/2034	8,501	6,515	9,818	5,250		
6/30/2035	2,357	478	5,075	5,250		
6/30/2036	2,028	478				
6/30/2037	1,675	479				
6/30/2038	1,297	477				
6/30/2039	894	478				
6/30/2040	462	478				
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
6/30/2050						
Total		80,286		78,740		68,070
Interest Paid		30,831		29,285		18,615
Estimated Savings				1,546		12,216

Employer Contribution History

The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation. It does not account for prepayments or benefit changes made during a fiscal year.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)
2016 - 17	6.555%	\$13
2017 - 18	6.533%	409
2018 - 19	6.842%	649
2019 - 20	6.985%	1,057
2020 - 21	7.732%	4,130
2021 - 22	7.59%	4,499

Funding History

The funding history below shows the plan's actuarial accrued liability, share of the pool's market value of assets, share of the pool's unfunded liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/2014	\$4,846	\$5,062	(\$216)	104.5%	\$76,422
06/30/2015	21,846	20,637	1,209	94.5%	317,191
06/30/2016	103,909	94,611	9,298	91.1%	541,858
06/30/2017	210,313	201,565	8,748	95.8%	633,869
06/30/2018	336,489	310,704	25,785	92.3%	777,976
06/30/2019	495,261	453,126	42,135	91.5%	1,088,999

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Maturity Measures History**
- **Hypothetical Termination Liability**

Future Investment Return Scenarios

Analysis was performed to determine the effects of various future investment returns on required employer contributions. The projections below provide a range of results based on five investment return scenarios assumed to occur during the next four fiscal years (2019-20, 2020-21, 2021-22 and 2022-23). The projections also assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

For fiscal years 2019-20, 2020-21, 2021-22, and 2022-23, each scenario assumes an alternate fixed annual return. The fixed return assumptions for the five scenarios are 1.0%, 4.0%, 7.0%, 9.0% and 12.0%.

These alternate investment returns were chosen based on stochastic analysis of possible future investment returns over the four-year period ending June 30, 2023. Using the expected returns and volatility of the asset classes in which the funds are invested, we produced five thousand stochastic outcomes for this period based on the most recently completed Asset Liability Management process. We then selected annual returns that approximate the 5th, 25th, 50th, 75th, and 95th percentiles for these outcomes. For example, of all the 4-year outcomes generated in the stochastic analysis, approximately 25% had an average annual return of 4.0% or less.

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 1.0% or greater than 12.0% over this four-year period, the likelihood of a single investment return less than 1.0% or greater than 12.0% in any given year is much greater.

Assumed Annual Return From 2019-20 through 2022-23	Projected Employer Contributions			
	2022-23	2023-24	2024-25	2025-26
1.0%				
Normal Cost	7.6%	7.6%	7.6%	7.6%
UAL Contribution	\$5,400	\$6,900	\$9,100	\$12,000
4.0%				
Normal Cost	7.6%	7.6%	7.6%	7.6%
UAL Contribution	\$5,000	\$5,900	\$7,100	\$8,700
7.0%				
Normal Cost	7.6%	7.6%	7.6%	7.6%
UAL Contribution	\$4,700	\$4,800	\$5,000	\$5,200
9.0%				
Normal Cost	7.8%	7.9%	7.4%	7.5%
UAL Contribution	\$4,500	\$4,400	\$4,100	\$3,700
12.0%				
Normal Cost	7.8%	7.9%	7.4%	7.5%
UAL Contribution	\$4,200	\$3,400	\$0	\$0

These projections reflect the impact of the CalPERS risk mitigation policy, which reduces the discount rate when investment returns exceed specified trigger points.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.50% and 2.50%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2019 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 7.0% as well as alternate discount rates of 6.0% and 8.0%. The rates of 6.0% and 8.0% were selected since they illustrate the impact of a 1.0% increase or decrease to the 7.0% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2019	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	6.0%	7.0%	8.0%
Inflation	2.5%	2.5%	2.5%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	17.78%	14.34%	11.71%
b) Accrued Liability	\$604,869	\$495,261	\$409,904
c) Market Value of Assets	\$453,126	\$453,126	\$453,126
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$151,743	\$42,135	(\$43,222)
e) Funded Status	74.9%	91.5%	110.5%

Sensitivity to the Price Inflation Assumption

As of June 30, 2019	1% Lower Inflation Rate	Current Assumptions	1% Higher Inflation Rate
Discount Rate	6.0%	7.0%	8.0%
Inflation	1.5%	2.5%	3.5%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	15.33%	14.34%	13.16%
b) Accrued Liability	\$528,105	\$495,261	\$455,081
c) Market Value of Assets	\$453,126	\$453,126	\$453,126
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$74,979	\$42,135	\$1,955
e) Funded Status	85.8%	91.5%	99.6%

Mortality Rate Sensitivity

The following table looks at the change in the June 30, 2019 plan costs and funded ratio under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2017. This type of analysis highlights the impact on the plan of improving or worsening mortality over the long-term.

As of June 30, 2019	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	14.61%	14.34%	14.09%
b) Accrued Liability	\$505,440	\$495,261	\$485,887
c) Market Value of Assets	\$453,126	\$453,126	\$453,126
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$52,314	\$42,135	\$32,761
e) Funded Status	89.6%	91.5%	93.3%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2018	June 30, 2019
1. Retired Accrued Liability	0	0
2. Total Accrued Liability	336,489	495,261
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.00	0.00

Another measure of maturity level of CalPERS and its plans is to look at the ratio of actives to retirees, also called the Support Ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures, and members retire, the ratio starts declining. A mature plan will often have a ratio near or below one. The average support ratio for CalPERS public agency plans is 1.25.

Support Ratio	June 30, 2018	June 30, 2019
1. Number of Actives	14	19
2. Number of Retirees	0	0
3. Support Ratio [(1) / (2)]	N/A	N/A

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio (AVR)

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility than a plan with an asset-to-payroll ratio of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

Liability Volatility Ratio (LVR)

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with LVR ratio of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The AVR, described above, will tend to move closer to the LVR as a plan matures.

Contribution Volatility	June 30, 2018	June 30, 2019
1. Market Value of Assets	\$310,704	\$453,126
2. Payroll	777,976	1,088,999
3. Asset Volatility Ratio (AVR) [(1) / (2)]	0.4	0.4
4. Accrued Liability	\$336,489	\$495,261
5. Liability Volatility Ratio (LVR) [(4) / (2)]	0.4	0.5

Maturity Measures History

Valuation Date	Ratio of Retiree Accrued Liability to Total Accrued Liability	Support Ratio	Asset Volatility Ratio	Liability Volatility Ratio
06/30/2017	0.00	N/A	0.3	0.3
06/30/2018	0.00	N/A	0.4	0.4
06/30/2019	0.00	N/A	0.4	0.5

Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2019. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while limiting the funding risk. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 19-month period from 12 months before the valuation date to 7 months after.

Market Value of Assets (MVA)	Hypothetical Termination Liability^{1,2} @ 1.75%	Funded Status	Unfunded Termination Liability @ 1.75%	Hypothetical Termination Liability^{1,2} @ 3.25%	Funded Status	Unfunded Termination Liability @ 3.25%
\$453,126	\$1,079,778	42.0%	\$626,652	\$745,448	60.8%	\$292,322

¹ The hypothetical liabilities calculated above include a 5% mortality contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.31% on June 30, 2019, and was 1.83% on January 31, 2020.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2018	June 30, 2019
Reported Payroll	\$777,976	\$1,088,999
Projected Payroll for Contribution Purposes	\$843,940	\$1,181,335
Number of Members		
Active	14	19
Transferred	1	2
Separated	2	4
Retired	0	0

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- None

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which your agency has contracted. A description of principal standard and optional plan provisions is in Section 2.

	Benefit Group	
Member Category	Misc	
Demographics		
Actives	Yes	
Transfers/Separated	Yes	
Receiving	No	
Benefit Provision		
Benefit Formula	2% @ 62	
Social Security Coverage	No	
Full/Modified	Full	
Employee Contribution Rate	6.75%	
Final Average Compensation Period	Three Year	
Sick Leave Credit	Yes	
Non-Industrial Disability	Standard	
Industrial Disability	No	
Pre-Retirement Death Benefits		
Optional Settlement 2	Yes	
1959 Survivor Benefit Level	Level 3	
Special	No	
Alternate (firefighters)	No	
Post-Retirement Death Benefits		
Lump Sum	\$500	
Survivor Allowance (PRSA)	No	
COLA	2%	

PEPRA Member Contribution Rates

The California Public Employees’ Pension Reform Act of 2013 (PEPRA) established new benefit formulas, final compensation period, and contribution requirements for “new” employees (generally those first hired into a CalPERS-covered position on or after January 1, 2013). In accordance with Government Code Section 7522.30(b), “new members ... shall have an initial contribution rate of at least 50% of the normal cost rate.” The normal cost rate is dependent on the plan of retirement benefits, actuarial assumptions and demographics of the risk pool, particularly members’ entry age. Should the total normal cost rate change by more than 1% from the base total normal cost rate, the new member rate shall be 50% of the new normal cost rate rounded to the nearest quarter percent.

The table below shows the determination of the PEPRA member contribution rates effective July 1, 2021, based on 50% of the total normal cost rate as of the June 30, 2019 valuation.

Rate Plan Identifier	Benefit Group Name	Basis for Current Rate		Rates Effective July 1, 2021			
		Total Normal Cost	Member Rate	Total Normal Cost	Change	Change Needed	Member Rate
26372	Miscellaneous PEPRA Level	13.735%	6.75%	14.34%	0.605%	No	6.75%

Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Risk Pool Actuarial Valuation Information

**Section 2 may be found on the CalPERS website
(www.calpers.ca.gov) in the Forms and
Publications section**



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 19, 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 RESOLUTION NO. 2020-1708, AMENDING
RESOLUTION NO. 2017-1571 ESTABLISHING THE AMOUNT AND
PROCEDURE FOR HEALTH BENEFIT REIMBURSEMENT FOR
MANAGEMENT RETIREES

**MEETING
DATE:** OCTOBER 28, 2020

SUMMARY RECOMMENDATION:

Staff recommends City Council consider adoption of Resolution No. 2020-1708 amending Resolution 2017-1571 establishing the amount and procedure for health benefit reimbursement for management retirees.

REPORT:

BACKGROUND

In March 2020, the California Attorney General published a legal opinion that a City could not provide benefits to City Council Members greater than those available to the most generously benefitted group of non-safety employees, and further required that cities take steps to correct the situation.¹ At present, the City's program complies with the Opinion and underlying applicable law, because the City offers the same health and other benefits to current City Council Members as are offered to the

¹ 103 Ops.Cal.Atty.Gen. 8 (March 3, 2020)

City's management employees group, on the same terms and at the same prices. The City Attorney and the Finance Department further reviewed the retiree medical benefits program and determined that the program should be adjusted to confirm its intent as a reimbursement for specified health insurance costs borne by eligible retirees. The proposed resolution amends Resolution 2017-1571 to revise the retiree health benefits program to be a reimbursement, up to a defined cap, of the medical benefits premium costs incurred by each eligible retiree.

ANALYSIS

The City may pay the premiums, dues, or other charges for health and welfare benefits² for retired employees and retired Council Members, if retired Council Members are provided the same benefits, on the same terms and prices, as a large group of employees.³ The benefits extended to retired City Council Members must not be more generous than those provided to the most generously benefitted group of non-safety employees, meaning persons who are not sworn law enforcement, firefighter, or other public safety employees.⁴

At present the City makes available retiree medical benefits to the management group of employees. The City also makes available the same benefits to retired Council Members as are available to other retired management employees. In compliance with applicable law, this resolution provides that retirees eligible for retiree medical benefits will receive a reimbursement of their premiums, dues, and other charges for health and welfare benefits, up to a cap defined as the cost of the "PERS Choice Medical Supplement" coverage for the employee and one dependent, to be adjusted each year as PERS changes that price.

FISCAL IMPACT.

The adoption of this Resolution may result in reduced retiree medical benefits for the City, if any eligible retirees receive reduced reimbursement payments as a result of having medical benefits premiums costs below the defined maximum reimbursement amount.

REQUESTED ACTION:

Staff recommends that the City Council adopt the Proposed Resolution.

ATTACHMENT:

Resolution No. 2020-1708

² Gov't Code, § 53205.

³ Gov't Code, § 53202.3.

⁴ Gov't Code, § 53208.5, subd. (b.).

**ITEM 10 ATTACHMENT
RESOLUTION NO. 2020-1708**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, AMENDING RESOLUTION
NO. 2017-1571 ESTABLISHING THE AMOUNT AND
PROCEDURE FOR HEALTH BENEFIT REIMBURSEMENT
FOR MANAGEMENT RETIREES.**

WHEREAS, the City desires to pay medical insurance premiums for Management Retirees who meet certain eligibility requirements.

NOW THEREFORE, effective October 28, 2020, Resolution 2017-1571 is hereby amended to read as follows:

Section 1. Definitions.

- a. City. The City of Calabasas, California

- b. Dependent. The term used synonymously with the Internal Revenue Service's (IRS's) definition of a "spouse" or a "permanently and totally disabled" person. Proper legal documentation verifying a legal marriage, or a permanent and total disability, is required. Recognition of a "dependent" is determined at the time the Management Retiree ends employment with the City.

- c. Management Retiree. An individual who held one of the following job classifications and who is no longer working for the City:
 - i) City Councilmember;
 - ii) City Manager;
 - iii) Chief Financial Officer;
 - iv) Community Development Director;
 - v) Community Services Director;
 - vi) Communications Director
 - vii) Public Works Director.

- d. PERS. California Public Employees Retirement System.

Section 2. Eligibility to receive medical insurance premium payments after retiring from PERS.

A Management Retiree is eligible to receive medical insurance premium payments if he/she:

- a. Has been employed full-time by the City for a minimum of five (5) years; and

- b. Retires from the PERS System with the City of Calabasas being the Management Retiree's last place of PERS employment; or
- c. Retires from the PERS System at another PERS agency ("the Second PERS Agency") if he/she was simultaneously employed by City and the Second PERS Agency while employed by the City.

Section 3. Provision for Medical Insurance Premium Payments after Retiring from PERS.

The City shall reimburse each eligible Management Retiree for the eligible Management Retiree's medical benefit premiums, in an amount not to exceed the "Supplement/Managed Medicare Monthly Rate (M)" listed under "Employee & 1 Dependent" for the "PERS Choice Medical Supplement" coverage identified on the rate sheet entitled: "*CalPERS 20__ Regional Health Premiums (Actives and Annuitants)*" for the Los Angeles area provided by PERS for each year.

In the event that the Management Retiree dies, the qualifying dependent, if one exists, shall receive a reduced medical insurance premium reimbursement payment, in an amount not to exceed the "Supplement/Managed Medicare Monthly Rate (M)" listed under "Employee Only" for the "PERS Choice Medical Supplement" coverage identified on the rate sheet entitled: "*CalPERS 20__ Regional Health Premiums (Actives and Annuitants)*" for the Los Angeles area provided by PERS for each year, until the time of his/her death, or until he/she re-marries. This "Dependent Benefit" shall only be provided to Management Retirees who retire after January 25, 2017.

As these rates are adjusted by PERS, likewise will the maximum reimbursement amount to the Management Retiree or his/her qualifying dependent be adjusted so that the maximum reimbursement amount and the cost identified by PERS are identical.

The benefit reimbursement payment will be made by the City directly to the Management Retiree or his/her qualifying Dependent on at least a quarterly basis. Neither concurrent retirement from PERS and the City, nor a minimum age requirement is necessary to receive this benefit, however Medical Insurance Premium Payments will begin only after retirement from PERS has occurred, under the conditions specified above in Section 2.

This is a reimbursement program only. On a monthly or other basis as required by the City, the Management Retiree is responsible to provide documentary proof to the City that medical insurance was in-force and paid for by the Management

Retiree. The reimbursement calculation includes any mandatory city contributions to the PERS medical insurance program on behalf of the management retiree.

Section 4. Conflict with Other Documents.

Should any provision herein conflict with any applicable memorandum of understanding or employment agreement, the provisions of those other documents shall prevail. All other and former retirement health benefits contrary to, or inconsistent with any provisions hereof are amended to conform herewith.

Section 5. 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 28th day of October 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: OCTOBER 16, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: SCOTT H. HOWARD, COLANTUONO HIGHSMITH & WHATLEY
CONTRACT CITY ATTORNEY**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1707, APPOINTMENT AND
EMPLOYMENT CONTRACT FOR INTERIM CITY MANAGER**

MEETING

DATE: OCTOBER 28, 2020

SUMMARY:

In May 2020 the City Council interviewed candidates for Interim City Manager and retained Ray Taylor as the Interim City Manager while the City recruits for the permanent position. The recruitment for a permanent position continues and Mr. Taylor's agreed contract term is expiring in November. In order to have continuity and leadership during the recruitment, the Council requires another Interim City Manager to serve for a fixed term and has determined that Don Penman (also interviewed in May 2020) could fill the temporary position until the recruitment is concluded. The attached agreement confirms the appointment of Don Penman. The provisions of the agreement are exactly the same as the agreement between the city and Ray Taylor, and includes provisions for salary, and other terms and conditions of the temporary employment consistent with state laws and regulations. The Agreement, if approved becomes effective November 16, 2020, and would terminate by May 14, 2021, unless sooner terminated by the parties.

FISCAL IMPACT/SOURCE OF FUNDING:

The City's current budget contains sufficient payroll appropriations to cover the salary.

SUMMARY RECOMMENDATION:

If the Council desires to approve the agreement for Interim City Manager as outlined above, you should approve Resolution No. 2020-1707, appointing Don Penman and the employment agreement, and authorize the Mayor to sign it on behalf of the City.

ATTACHMENT:

A - Resolution No. 2020-1707

B - Employment Agreement with Don Penman

**ITEM 11 ATTACHMENT A
RESOLUTION NO. 2020-1707**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, APPOINTING DONALD E.
PENMAN AS INTERIM CITY MANAGER.**

WHEREAS, the City of Calabasas needs to fill the position of City Manager on an Interim basis to prevent stoppage of public business, continue Municipal operations, and address issues associated with the current declared federal, state, county, and city States of Emergency during recruitment for a permanent appointment; and

WHEREAS, the position of City Manager is one which requires specialized skills including the authority to issue Executive Orders to protect public health and safety under a declared state of emergency; and

WHEREAS, The President of the United States, California Governor Gavin Newsom, the Los Angeles County Board of Supervisors, and the City Council of the City of Calabasas have all declared a State of Emergency to address the Coronavirus Global Pandemic (COVID -19); and

WHEREAS, the City Manager and Interim City Manager assumes the role of Director of Emergency Services during a State of Emergency and is empowered by law to issue and modify Executive Orders to protect public health and safety during a declared State of Emergency; and

WHEREAS, the designated Interim City Manager would be filling a vacant position for a short duration pursuant to Government Code section 21221(h) and 21224(a); and

WHEREAS, Although it is not intended that the individual retained as Interim City Manager will work more than 960 hours in a fiscal year for this, or any other employer, and Government Code sections 21221 and 21224 limit the number of hours a retired annuitant may work to 960 hours in a fiscal year, Executive Orders N-25-20 and N-35-20, and CalPERS Circular Letter 200-015-20 suspends work hour limitations for retired annuitants; and

WHEREAS, Donald E. Penman is a retired annuitant with specialized skills as a former City Manager who has experience managing a public agency during a declared state of emergency and who can assist the City for a short duration with navigating through the current declared federal, state, county, and city States of Emergency while the City is recruiting for a permanent City Manager; and

WHEREAS, Donald E. Penman's compensation shall not exceed the maximum monthly base salary paid to the former City Manager; and Donald E.

1 Penman will not receive any benefits, incentives, compensation in lieu of benefits,
2 or any other forms of compensation in addition to the hourly rate; and

3 **WHEREAS**, Donald E. Penman has not received unemployment insurance
4 compensation within the 12 month period prior to his appointment; and

5 **WHEREAS**, should the State of Emergency be terminated or Executive
6 Orders N-25-20 and N-35-20 be rescinded, Donald E. Penman's maximum number
7 of hours will then, calculated from that day forward, not exceed 960 hours in a
fiscal year consistent with CalPERS Circular Letter 200-015-20; and

8 **WHEREAS**, the City of Calabasas desires to hire Donald E. Penman for the
9 position of Interim City Manager for the period of November 16, 2020 to a date not
beyond May 14, 2021; and

10 **WHEREAS**, Donald E. Penman has agreed to fill the position of Interim City
11 Manager under the terms outlined above and pursuant to a written agreement
12 approved by the City Council.

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

15 **SECTION 1.** The City Council of the City of Calabasas hereby
16 appoints Donald E. Penman to the position of Interim City Manager
17 for a period effective November 16, 2020 to a date not beyond
May 14, 2021.

18 **SECTION 2.** The appointment of Donald E. Penman is hereby
19 certified to comply with the requirements of Government Code
20 sections 21221(h), and 21224, Executive Orders N-25-20 and N-
35-20 and CalPERS Circular Letter 200-015-20.

21 **SECTION 3.** A copy of this Resolution shall be sent to the
22 Director of the California Department of Human Resources.

PASSED, APPROVED, AND ADOPTED this 28th day of October 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

**AT-WILL LIMITED DURATION EMPLOYMENT AGREEMENT
BETWEEN CITY OF CALABASAS AND
DONALD E. PENMAN
FOR INTERIM CITY MANAGER**

This At-Will Employment Agreement ("Agreement") is entered into effective November 16, 2020, by and between the CITY OF CALABASAS , a municipal corporation, hereafter referred to the "CITY" and Donald E. Penman, hereafter referred to as "EMPLOYEE".

WHEREAS, the CITY has commenced recruitment, and has posted an active recruitment to fill the vacant position of City Manager. During the recruitment period the City has a vital need for an Interim City Manager to allow for organizational and operational continuity, to prevent the stoppage of public business during a state of emergency until a permanent replacement can be appointed; and

WHEREAS, EMPLOYEE has served as a City Manager and Interim City Manager in various cities and has exceptional skills which make him qualified as an Interim City Manager, on a temporary basis, including, but not limited to, guiding cities through a state of emergency, while the City recruits for a permanent replacement to fill this vacancy.

NOW THEREFORE, in consideration of the above stated desires and the mutual covenants, terms and conditions, herein contained, the parties hereto mutually and freely agree as follows:

SECTION 1- EMPLOYMENT CONDITIONS AND DUTIES

- a. EMPLOYEE is appointed by and shall serve at the pleasure of the City Council in a temporary capacity as the Interim City Manager during the City's recruitment for the City Manager position.
- b. As Interim City Manager, EMPLOYEE's duties shall be as set forth in the Calabasas Municipal Code section 2.08.070 and as directed by the City Council.
- c. As Interim City Manager, EMPLOYEE shall attend all regular and special City Council meetings and workshops, and other meetings as directed by the council, unless otherwise excused by the council.
- d. EMPLOYEE acknowledges that this temporary position is an "at-will" position and that EMPLOYEE has no property interest in or expectation of continued

employment or any due process right to a hearing before or after a decision by the City Council to terminate this position. Further, EMPLOYEE acknowledges that this Agreement and his temporary position is not a guarantee of continued employment.

SECTION 2- EMPLOYMENT TERM

- a. The City agrees to employ EMPLOYEE as "Interim City Manager" This is a salaried management position which is FLSA-exempt and is likely to require in excess of 40 hours of work per week. Employee agrees to remain in this position from November 16, 2020 until May 14, 2021 or such time as the permanent appointment is made for a City Manager, pursuant to the City's ongoing recruitment for this position, whichever occurs first. The temporary position of Interim City Manager is an at-will position and EMPLOYEE has no property interest in his position.
- b. During the term of this Agreement, EMPLOYEE shall not serve other entities or development clients in other jurisdictions which would interfere with, or be incompatible or in conflict with the EMPLOYEE'S performance of the duties required under this agreement. The determination of incompatibility will be made by the City Council in their sole discretion and shall be final.
- c. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the City to terminate the services of the EMPLOYEE at any time during such employment term or any renewal thereof. EMPLOYEE acknowledges and agrees that, as Interim City Manager, EMPLOYEE is not within the confines of Calabasas Municipal Code section 2.08.090.
- d. Nothing in this Agreement shall prevent, limit, or otherwise interfere with EMPLOYEE'S right to resign at any time from this position with the City, subject to the provisions as set forth in this agreement.

SECTION 3- COMPENSATION

- a. The City shall pay EMPLOYEE for all services rendered and worked pursuant to this agreement at an hourly rate calculated based on a monthly salary of \$20,140 divided by 173.333 for an hourly rate of \$116.19 per hour. This is an exempt position under the Fair Labor Standards Act. Employee's compensation will be paid in conformance with the City's established pay periods and pay days.
- b. EMPLOYEE shall not receive nor be entitled to any benefits, incentives, or compensation in lieu of benefits under this agreement, including, but not limited to, medical, dental, vision, deferred compensation, holiday, vacation pay, management or administrative leave, sick leave, PERS contributions, severance, auto allowance, or any other incentives or benefits provided by CITY to permanent full or part time employees.

c. EMPLOYEE is a CalPERS retiree annuitant and as such will be required to comply with CalPERS regulations limiting annuitant's post retirement employment to the extent that such limitations have not been rescinded or suspended by statute or by the Governor through Executive orders issued during the Coronavirus Pandemic (COVID-19) State of Emergency. In addition, pursuant to Government Code section 21221(h) EMPLOYEE is filling what has recently become a vacant position. EMPLOYEE has specialized skills needed to perform the work under this agreement and assist the city through a state of emergency. EMPLOYEE is further providing the City with specialized skills needed for the City's response to the current state of emergency and to maintain the City's essential services, under Government Code section 21224(a). EMPLOYEE desires that he not be reinstated from retirement and that he provide the aforementioned services without interruption of retirement benefits. This employment is structured by CITY and EMPLOYEE to take advantage of, and be in compliance with Government Code sections 21221(h) and 21224(a) as modified by Executive Orders N-25-20 and N-35-20 (see also CalPERS Circular Letter 200-015-20).

SECTION 4-WORK HOURS

The EMPLOYEE shall coordinate the work schedule based upon needs of the City. EMPLOYEE'S work schedule will be as established by the City Council and can be expected to exceed 40 hours per week, due to required attendance at City Council and other meetings.

SECTION 5- EMPLOYMENT TERMINATION

The City Council may terminate or remove the EMPLOYEE with or without cause at any time. EMPLOYEE has no property interest in his position and understands that this is a temporary position of limited duration.

SECTION 6 – INDEMNIFICATION

City will defend and indemnify EMPLOYEE, using legal counsel selected by City or its insurers, against liability for acts or omissions by EMPLOYEE occurring in the course and scope of employment under this Agreement, in accordance with Government Code Sections 825, 995 and 995.2 through 995.8. In the event of a legal conflict as determined by city or its insurer which necessitates independent counsel, city or its insurer shall select and pay the reasonable fees of such counsel.

SECTION 7- MISCELLANEOUS

- a. This agreement supersedes any and all other agreements between the parties hereto with respect to the employment of the EMPLOYEE by the City and contains all of the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducement, promise, or agreements have been made by any

party or anyone acting on behalf of any party orally or otherwise which are not embodied herein.

- b. No other agreement, statement or promise not contained in this Agreement shall be valid or binding or shall be used in interpreting the meaning of this Agreement.
- c. Amendments, modifications or changes may be made to this Agreement and shall become effective on the date contained therein when executed in writing and mutually signed by both parties to this Agreement.
- d. This Agreement and any amendments, modifications or changes thereto shall be binding upon the City during its term.
- e. This Agreement and any amendments, modifications or changes thereto shall be binding upon the EMPLOYEE and inure to the benefit of the heirs at law and executors of the EMPLOYEE.
- f. Except as otherwise provided in the Agreement, EMPLOYEE shall comply with all rules and regulations of the City, including the City's Personnel Rules and Regulations.
- g. EMPLOYEE shall not engage in any activity which is or may become a conflict of interest, a prohibited contract or which may create incompatibility of office as defined under California law.

SECTION 8- SEVERABILITY

If any provision or any portion hereof is held to be unconstitutional invalid or unenforceable, the remainder to this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

"EMPLOYEE"

"CITY"

Donald E. Penman

Donald E. Penman

Alicia Weintraub, Mayor

APPROVED AS TO LEGAL FORM:

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

ATTEST:

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



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/02/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:08:29AM

Page 1 of 6

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Administrative Services					
109487	10/12/2020	PRODOCUMENT SOLUTIONS, INC.	ELECTION SERVICES	12,886.99	Administrative Services
Total Amount for 1 Line Item(s) from Administrative Services				\$12,886.99	
City Attorney					
109481	10/12/2020	BURKE, WILLIAMS, SORENSEN, LLP	LEGAL SERVICES	210.00	City Attorney
Total Amount for 1 Line Item(s) from City Attorney				\$210.00	
City Council					
109483	10/12/2020	CHABAD OF CALABASAS	DONATION	180.00	City Council
109482	10/12/2020	CALABASAS ROTARY CLUB	DONATION	100.00	City Council
109446	10/12/2020	AMERICAN CANCER SOCIETY	DONATION- D. SHAPIRO	100.00	City Council
109486	10/12/2020	HABITAT FOR HUMAN GREATER	DONATION	100.00	City Council
109484	10/12/2020	CONGREGATION OR AMI	DONATION	100.00	City Council
Total Amount for 5 Line Item(s) from City Council				\$580.00	
Civic Center O&M					
109473	10/12/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,778.08	Civic Center O&M
109473	10/12/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,778.08	Civic Center O&M
109462	10/12/2020	LIFTECH ELEVATOR SERVICES INC	ELEVATOR SERVICES	697.00	Civic Center O&M
109450	10/12/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109450	10/12/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109453	10/12/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
109453	10/12/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
109459	10/12/2020	INNER-I ...SECURITY IN FOCUS	AUG-OCT 2020 MONITORING- CITY	90.00	Civic Center O&M
Total Amount for 8 Line Item(s) from Civic Center O&M				\$6,210.16	
Community Development					
109464	10/12/2020	M6 CONSULTING, INC.	PLAN CHECK SERVICES	24,188.58	Community Development
109472	10/12/2020	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	22,701.75	Community Development
109464	10/12/2020	M6 CONSULTING, INC.	INSPECTION SERVICES	16,824.88	Community Development
109464	10/12/2020	M6 CONSULTING, INC.	PERMIT SERVICES	14,020.00	Community Development
109472	10/12/2020	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	5,450.00	Community Development



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/02/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:08:54AM

Page 2 of 6

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109472	10/12/2020	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	3,813.43	Community Development
109485	10/12/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	654.73	Community Development
109485	10/12/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	594.72	Community Development
109445	10/12/2020	ACORN NEWSPAPER	LEGAL ADVERTISING	473.76	Community Development
109485	10/12/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	450.00	Community Development
109485	10/12/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	420.00	Community Development
109485	10/12/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	420.00	Community Development
109485	10/12/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	420.00	Community Development
109460	10/12/2020	J THAYER COMPANY, INC.	OFFICE SUPPLIES	207.46	Community Development
109478	10/12/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	150.00	Community Development
109478	10/12/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	Community Development
109460	10/12/2020	J THAYER COMPANY, INC.	OFFICE SUPPLIES	14.21	Community Development
109452	10/12/2020	CYBERCOPY, INC.	COPY/PRINTING SERVICE	13.75	Community Development
Total Amount for 18 Line Item(s) from Community Development				\$90,862.27	

Community Services

109479	10/12/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,279.01	Community Services
109473	10/12/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,778.08	Community Services
109471	10/12/2020	R P BARRICADE INC	EQUIPMENT RENTAL- DE ANZA	720.00	Community Services
109479	10/12/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	536.32	Community Services
109454	10/12/2020	ESGRO/DONNA BURKE//	RECREATION INSTRUCTOR	467.60	Community Services
109463	10/12/2020	LITTLEJOHN COMMUNICATIONS INC	PAY PHONE SVC- JUL-SEPT 2020	300.00	Community Services
109473	10/12/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	281.75	Community Services
109473	10/12/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GRAPE	281.75	Community Services
109453	10/12/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
109477	10/12/2020	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	165.18	Community Services
109473	10/12/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- DEANZA	165.08	Community Services
109449	10/12/2020	CHARIOT FIRE & ELECTRIC INC.	ALARM MONITORING- CRKSD	120.00	Community Services
109449	10/12/2020	CHARIOT FIRE & ELECTRIC INC.	ALARM MONITORING- CRKSD	120.00	Community Services
109449	10/12/2020	CHARIOT FIRE & ELECTRIC INC.	ALARM MONITORING- CRKSD	120.00	Community Services
109451	10/12/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	111.00	Community Services
109469	10/12/2020	PORT-A-STOR INC.	STORAGE - A E WRIGHT	109.00	Community Services
109473	10/12/2020	SECURAL SECURITY CORP	ALARM RESPONSE- DEANZA	67.68	Community Services

Total Amount for 17 Line Item(s) from Community Services

\$8,807.45

Library



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/02/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:08:54AM

Page 3 of 6

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109467	10/12/2020	OCLC, INC.	MEMBERSHIP DUES- OCT 2020	760.48	Library
109460	10/12/2020	J THAYER COMPANY, INC.	OFFICE SUPPLIES	246.84	Library
109465	10/12/2020	MIDWEST TAPE, LLC	DVD'S-LIBRARY	84.87	Library
109465	10/12/2020	MIDWEST TAPE, LLC	DVD'S-LIBRARY	32.41	Library
Total Amount for 4 Line Item(s) from Library				\$1,124.60	

LMD #22

109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	15,941.56	LMD #22
109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	11,745.00	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	9,130.93	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7,566.61	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,080.30	LMD #22
109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	5,315.00	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,473.51	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,456.43	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,184.93	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,126.41	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,884.70	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,819.04	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,559.29	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,585.58	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,573.33	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,519.55	LMD #22
109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,495.00	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	861.45	LMD #22
109479	10/12/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	611.00	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	580.31	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	343.10	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	286.10	LMD #22
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	278.03	LMD #22
109479	10/12/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	141.00	LMD #22
Total Amount for 24 Line Item(s) from LMD #22				\$87,558.16	

LMD #24

109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	245.00	LMD #24
--------	------------	-------------------------------	----------------------------	--------	---------



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/02/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:08:54AM

Page 4 of 6

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Total Amount for 1 Line Item(s) from LMD #24				\$245.00	
LMD #32					
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	998.87	LMD #32
Total Amount for 1 Line Item(s) from LMD #32				\$998.87	
LMD 22 - Common Benefit Area					
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	17,246.63	LMD 22 - Common Benefit Area
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	10,063.24	LMD 22 - Common Benefit Area
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,941.97	LMD 22 - Common Benefit Area
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,832.17	LMD 22 - Common Benefit Area
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,892.73	LMD 22 - Common Benefit Area
109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	745.00	LMD 22 - Common Benefit Area
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	684.68	LMD 22 - Common Benefit Area
Total Amount for 7 Line Item(s) from LMD 22 - Common Benefit Area				\$40,406.42	
Media Operations					
109474	10/12/2020	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations
109474	10/12/2020	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations
109474	10/12/2020	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations
109475	10/12/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,615.00	Media Operations
109447	10/12/2020	AT&T	TELEPHONE SERVICE	1,112.70	Media Operations
109457	10/12/2020	FUSION CLOUD COMPANY	DSL SERVICE	579.20	Media Operations
109475	10/12/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	504.44	Media Operations
109475	10/12/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	289.98	Media Operations
109447	10/12/2020	AT&T	TELEPHONE SERVICE	164.68	Media Operations
Total Amount for 9 Line Item(s) from Media Operations				\$11,316.00	
Non-Departmental - Finance					
109448	10/12/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	38.24	Non-Departmental - Finance
109455	10/12/2020	FEDERAL EXPRESS CORP.	COURIER SERVICE	15.83	Non-Departmental - Finance



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/02/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:08:54AM

Page 5 of 6

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Total Amount for 2 Line Item(s) from Non-Departmental - Finance				\$54.07	
Public Works					
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	10,521.14	Public Works
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	9,385.74	Public Works
109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,150.00	Public Works
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	899.39	Public Works
109470	10/12/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	875.00	Public Works
109470	10/12/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	837.50	Public Works
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	811.61	Public Works
109480	10/12/2020	WILLDAN ASSOCIATES INC.	PARCEL MAP REVIEW	438.75	Public Works
109480	10/12/2020	WILLDAN ASSOCIATES INC.	PARCEL MAP REVIEW	390.00	Public Works
109461	10/12/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	303.63	Public Works
109466	10/12/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	240.00	Public Works
Total Amount for 11 Line Item(s) from Public Works				\$25,852.76	
Recoverable / Refund / Liability					
109468	10/12/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	756.79	Recoverable / Refund / Liability
Total Amount for 1 Line Item(s) from Recoverable / Refund / Liability				\$756.79	
Tennis & Swim Center					
109449	10/12/2020	CHARIOT FIRE & ELECTRIC INC.	ALARM MONITORING- T&SC	120.00	Tennis & Swim Center
109449	10/12/2020	CHARIOT FIRE & ELECTRIC INC.	ALARM MONITORING- T&SC	120.00	Tennis & Swim Center
109449	10/12/2020	CHARIOT FIRE & ELECTRIC INC.	ALARM MONITORING- T&SC	120.00	Tennis & Swim Center
Total Amount for 3 Line Item(s) from Tennis & Swim Center				\$360.00	
Transportation					
109456	10/12/2020	FUSCOE ENGINEERING, INC.	ENGINEERING SERVICES	16,713.40	Transportation
109458	10/12/2020	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE SEP 2020	14,929.00	Transportation
109476	10/12/2020	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- OCT 2020	3,835.59	Transportation
Total Amount for 3 Line Item(s) from Transportation				\$35,477.99	



CITY of CALABASAS

Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/02/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:08:29AM

Page 6 of 6

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
GRAND TOTAL for 116 Line Items				<u>\$323,707.53</u>	



Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 09/29/2020 to 10/12/2020

Date: 10/19/2020

Time: 10:10:12AM

Page 1 of 1

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Tennis & Swim Center					
13919	10/12/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	6,007.24	Tennis & Swim Center
13920	10/12/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	1,106.05	Tennis & Swim Center
13921	10/12/2020	WILSON SPORTING GOODS	FACILITY EXPENSE	1,067.26	Tennis & Swim Center
13918	10/12/2020	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	631.62	Tennis & Swim Center
13922	10/12/2020	XEROX FINANCIAL SERVICES	ADMINISTRATIVE EXPENSES	587.24	Tennis & Swim Center
Total Amount for 5 Line Item(s) from Tennis & Swim Center				\$9,399.41	
GRAND TOTAL for 5 Line Items				\$9,399.41	

10-Nov

1	CC	Presentation	Recognition of departing MYC Board members
2	CC	Consent	Adoption of Resolution No. 2020-1709, reaffirming and extending the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic
3	CC	New Business	Update on Status of the Agoura Hills/Calabasas Community Center
4	CC	New Business	Appointment to the Board of Trustees of the Los Angeles County West Vector & Vector-Borne Disease Control District for a term expiring Dec 2022
5	AS	Consent	Amendment to Michael Baker Intl., Master agreement and CDBG agreement to reflect the new LA County Rental Relief Program, CDBG and CDBG-CV programs in the amount of \$\$
6	AS/HR	New Business	Adoption of Resolution No. 2020-1704, updating HR Guidelines

Future Items

7	CD	New Business	Discussion of rent stabilization options for rental housing properties in Calabasas
8	CD	New Business	Council Study Session regarding Housing Element
9	PW	New Business	Mulholland Corridor Study
10	PW	New Business	PS and TTC recommendation regarding Automatic Plate Readers Report
11	PW	New Business	Update regarding anticoagulants
12	CD/Finance	New Business	Annexation update
13	PW	New Business	MTA's review of fare-free transit services
14	CD	New Business	Planning Commission recommendations regarding amendments to the City's Story Pole Procedures
15	CD	New Business	Annual Rental Registration Program Report
16	CA	New Business	Closed session regarding State's mandate for affordable housing
17	CD	Public Hearing	West Village Project
18	CC	Presentation	Chuck Becerra and Sheriff's discussion on use of force
19	CD	New Business	Ordinance regulating construction work hours
20	CC	Special Item	Recognition of outgoing Councilmember Fred Gaines
21	CC	New Business	Election certification/Council reorganization
22	CC	New Business	Commission appointments

2020 Meeting Dates	
11-Nov Canceled - Veteran's Day	9-Dec - Election Certification/ Council Reorg.
25-Nov Canceled - Thanksgiving Eve	23-Dec - Canceled
Dec 2 - Special Meeting	