



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
SPECIAL MEETING – TUESDAY, NOVEMBER 10, 2020
VIA ZOOM TELECONFERENCE
www.cityofcalabasas.com**

IMPORTANT NOTICE REGARDING THE NOVEMBER 10, 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/89950423132?pwd=bG0zTC83VXpEeHA3Qy85Nkl5NmxrZz09>

When asked to enter Passcode Number: 720025

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: 899 5042 3132

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 outgoing Mayor's Youth Council members
- Recognition of Ray Taylor for his service as Interim City Manager

ANNOUNCEMENTS/INTRODUCTIONS – 7:40 P.M.

ORAL COMMUNICATION – PUBLIC COMMENT – 8:10 P.M.

CONSENT ITEMS – 8:20 P.M.

1. [Approval of minutes of October 21 and 28, 2020](#)
2. [Adoption of Resolution No. 2020-1709, 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. [Appointment to the Board of Trustees of the Los Angeles County West Vector & Vector-Borne Disease Control District for a term expiring December 31, 2022](#)
4. [Recommendation to approve a Professional Services Agreement with Michael Baker International, Inc. for the Community Development Block Grant Program consulting and the Los Angeles County Rental Assistance Program consulting in an amount not to exceed \\$100,000](#)

NEW BUSINESS – 8:30 P.M.

5. [Update on status of the Agoura Hills/Calabasas Community Center](#)

INFORMATIONAL REPORTS – 9:10 P.M.

6. [Check Register for the period of October 13-October 29, 2020](#)

TASK FORCE REPORTS – 9:15 P.M.

CITY MANAGER’S REPORT – 9:20 P.M.

FUTURE AGENDA ITEMS – 9:25 P.M.

ADJOURN – 9:30 P.M.

The City Council will adjourn to a special meeting scheduled on Friday, November 13, 2020, at 11:00 a.m.

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, OCTOBER 21, 2020**

Mayor Weintraub called the meeting to order at 5:32 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: Heather Renschler

CLOSED SESSION

1. Public Employee Appointment - City Manager

ADJOURN

The meeting adjourned at 6:25 p.m. to a regular meeting scheduled on Wednesday, October 28, 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 28, 2020**

Mayor Weintraub called the meeting to order at 7:03 p.m. via Zoom Teleconferencing.

ROLL CALL

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

Absent: None

Staff: Ahlers, Bartlett, Hernandez, McConville, Russo, Summers and Taylor

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Weintraub.

APPROVAL OF AGENDA

Councilmember Shapiro moved, seconded by Councilmember Maurer 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

PRESENTATIONS

➤ Recognition of Agoura Hills/Calabasas Community Center employees

Mayor pro Tem Bozajian recognized Linda Schroeder, Jenna Ferguson, Brandon Ferguson, Thelma Arnold and Roberto Gonzalez and expressed gratitude for their many years of hard work and commitment.

Michelle James and Yuna Erickson spoke on this Item.

Councilmembers expressed appreciation for staff's incredible service.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Maurer:

- The winter Calabasas Recreation Brochure is now available.

Councilmember Gaines:

- Congratulated the Dodgers for winning the 2020 World Series.
- Wished everyone a safe and Happy Halloween.
- Expressed gratitude for the Calabasas Chamber of Commerce staff and extended an invitation to their Halloween Mixer on October 29.
- Extended an invitation to the VICA Business Forecast Conference on October 29-30.
- Encouraged everyone to vote on November 3.

Councilmember Shapiro:

- Reiterated the importance of voting.
- Extended an invitation to the Nights of Jack at King Gillette Ranch.
- Congratulated the Dodgers and the Lakers on their Championships.

Mayor pro Tem Bozajian:

- Whished everyone a very Happy Halloween and 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.

Mayor Weintraub:

- Captain Chuck Becerra has put out an official statement that the station will have extra deputies and longer shifts on Election Day as a safety precaution.

ORAL COMMUNICATIONS – PUBLIC COMMENT

None.

CONSENT ITEMS

1. Approval of minutes from 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

Councilmember Gaines moved, seconded by Mayor pro Tem Bozajian to

approve Consent Item Nos. 1-4. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

NEW BUSINESS

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

Mr. Summers presented the report.

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

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

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

Mr. Summers presented the report.

Councilmember Gaines moved, seconded by Councilmember Maurer to approve Item No. 6. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

7. Discussion and consideration of draft Policies and Procedures for review and acceptance by the City of donated memorials and plaques

Mr. Bartlett presented the report.

After discussion, Mayor pro Tem Bozajian moved, seconded by

Councilmember Shapiro to table Item No. 7 to a future meeting. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

8. First quarter General Fund budget update FY 2020-2021

Mr. Ahlers presented the report.

No action taken on this item.

9. Consider City's pension Unfunded Accrued Liability (UAL) of \$8 million and options to pay down this debt

Mr. Ahlers presented the report.

Mark Citron spoke on Item No. 9.

The City Council provided direction to staff.

10. Adoption of Resolution No. 2020-1708, amending Resolution No. 2017-1571 establishing the amount and procedure for health benefit reimbursement for management retirees

The City Council requested this item be postponed to a future meeting.

11. Adoption of Resolution No. 2020-1707, appointment and employment contract for interim City Manager

Mayor Weintraub introduced Mr. Don Penman, the new interim City Manager as of November 16. She announced that Mr. Taylor's last day will be on November 13.

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

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

INFORMATIONAL REPORTS

12. Check Register for the period of October 2-12, 2020

No action taken on this item.

TASK FORCE REPORTS

Councilmember Gaines reported that Councilmember Maurer and he attended a Headwaters Corner meeting, and they are pleased to report that the construction of the bridge is now complete.

Mayor pro Tem Bozajian reported his participation in the annual CJPIA meeting on behalf of the City. He also reported that updated information on the AHCCC will be presented at the November 10 City Council meeting. Additionally, the LOCC announced that all events would be virtual until spring 2021. Lastly, the CCCA will also continue hosting all events virtually until further notice.

Councilmember Shapiro reported his participation in a virtual Valley Economic Alliance Board of Directors meeting. Additionally, he is participating in the annual VICA Business Forecast Conference on October 29-30. Lastly, he reported his attendance to the annual conference and expo for the LOCC.

Mayor Weintraub reported her participation in weekly calls with the County's Public Health. She expressed the importance of continuing the use of masks and practicing social distancing.

Councilmember Gaines expressed appreciation to Mayor Weintraub for doing such an incredible job of keeping the community informed during these unprecedented times.

CITY MANAGER'S REPORT

Mr. Taylor acknowledged City Clerk, Mari Hernandez, for making a positive impact on seniors and persons with disabilities while working at the Flex Vote Center on October 27.

Ms. Hernandez reported that the Flex Vote Center had a great turnout with approximately 80 participants. Furthermore, she reported that a light has been installed over the vote by mail ballot drop box that is located directly in front of City Hall and is being monitored by Secural throughout the night.

Councilmember Gaines reported there have been several complaints surrounding the handling of phone calls coming in to City Hall.

Mr. Taylor reported that staff is working on a solution to improve the handling of incoming phone calls.

FUTURE AGENDA ITEMS

None.

ADJOURN

The meeting adjourned at 9:57 p.m. to a special meeting scheduled on Friday, November 6, 2020, at 11:00 a.m.

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





CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 2, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RAY TAYLOR, INTERIM CITY MANAGER 

BY: MARICELA HERNANDEZ, CITY CLERK, MMC, CPMC 

SUBJECT: ADOPTION OF RESOLUTION 2020-1709, CONFIRMING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' LOCAL EMERGENCY EXECUTIVE ORDERS ISSUED PURSUANT TO THE MARCH 16, 2020, LOCAL EMERGENCY DECLARATION IN RESPONSE TO THE NOVEL CORONAVIRUS COVID-19 PANDEMIC AND AFFIRMING THE CONTINUED LOCAL STATE OF EMERGENCY

MEETING DATE: NOVEMBER 10, 2020

SUMMARY RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 2020-1709, confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued in respond to the Novel Coronavirus COVID-19 Pandemic and affirming the continued Local State of Emergency.

REPORT:

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

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

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

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

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

On June 25, 2020 the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 13, rescinding Executive Order No. 2020-01, which restricted residential evictions for inability to pay rent due to circumstances related

to the COVID-19 pandemic. In addition, rescinding Executive Order No. 2020-03, which, restricted commercial evictions for inability to pay rent due to circumstances related to the COVID-19 pandemic.

On July 17, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 14, allowing for any business located within the City to establish or expand outdoor operations areas, provided they follow guidelines set by the City; and allowing for any gym or fitness business to establish outdoor operations areas in open areas of a public park, provided they follow guidelines set by the City.

On October 5, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 15, allowing for outdoor playgrounds, park restrooms, tennis courts, swimming pools, and related parking lots located outdoors in the City may be opened to the public subject to the restrictions stated in the California Department of Public Health Guidelines on Outdoor Playgrounds and other Outdoor Recreational Facilities.

On October 30, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 16, prohibiting all motion picture, television, or still photography production for commercial purposes on residential property, except for those types of filming exempted from a City filming permit requirement by Calabasas Municipal Code Section 5.04.050.

The City Manager may issue further executive orders after the posting of the agenda report before the City Council meeting of November 10, 2020. If so, the list of Executive Orders proposed for ratification will be updated orally at the City Council meeting.

Under Calabasas Municipal Code section 2.44.060(a), the City Council must confirm such orders at the earliest practicable time. Under Government Code section 8630(c), Council must review the need for continuing the local emergency at least once every 60 days until the Council adopts a resolution terminating the local emergency. Staff, therefore, recommends that the City Council adopt Resolution 2020-1709, confirming the issuance of Executive Orders to protect public health and safety by the City Manager, acting as the Director of Emergency Services and deem that the local emergency continue to exist till Council has proclaimed its termination.

ATTACHMENT:

Resolution No. 2020-1709

**ITEM 2 ATTACHMENT
RESOLUTION NO. 2020-1709**

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

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

WHEREAS, the Governor has declared a State Health Emergency in response to the Novel Coronavirus COVID-19 Pandemic; and

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

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

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

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

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

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

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

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

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

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

WHEREAS, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on June 24, 2020, by adoption of Resolution No. 2020-1692; and

WHEREAS, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on August 5, 2020, by adoption of Resolution No. 2020-1697; and

WHEREAS, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on October 14, 2020, by adoption of Resolution No. 2020-1706; and

WHEREAS, the City Manager has further issued an Executive Order after October 14, 2020, acting as the Director of Emergency Services under Calabasas

Municipal Code section 2.44.060, to protect the public health and safety of persons and property within the City; and

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

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

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

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

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

PASSED, APPROVED AND ADOPTED THIS 10th day of November 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 29, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RAYMOND TAYLOR, INTERIM CITY MANAGER 

BY: MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK 

SUBJECT: APPOINTMENT BY THE CITY COUNCIL TO THE BOARD OF TRUSTEES OF THE LOS ANGELES COUNTY WEST VECTOR & VECTOR-BORNE DISEASE CONTROL DISTRICT

MEETING DATE: NOVEMBER 10, 2020

SUMMARY RECOMMENDATION:

That the City Council make an appointment to the Board of Trustees of the Los Angeles County West Vector & Vector-Borne Disease Control District.

BACKGROUND:

At the November 28, 2018, Council meeting, Mayor pro Tem Bozajian was appointed to the Board of Trustees of the Los Angeles County West Vector & Vector-Borne Disease Control District (District) for a term ending on December 31, 2020. The City Council may reappoint the existing trustee (Mayor pro Tem Bozajian) or appoint a new trustee for the two (2) year term expiring on December 31, 2022.

REQUESTED ACTION:

That the City Council make an appointment to the Board of Trustees of the Los Angeles County West Vector & Vector-Borne Disease Control District.

ATTACHMENTS:

Los Angeles County West Vector & Vector-Borne Disease Control District
appointment information.

ITEM 3 ATTACHMENT
Los Angeles County West Vector
& Vector-Borne Disease Control District
6750 Centinela Avenue, Culver City, California 90230
(310) 915-7370 ext. 223
rsaviskas@lawestvector.org

Appointment of Trustee
City of Calabasas

Below is information with respect to the appointment of a Trustee to the Board of the Los Angeles County West Vector & Vector-Borne Disease Control District (District):

1. A trustee must be a resident and an elector (registered to vote) of the city from which the appointment is made. City councilmembers or general residents may be appointed. Care should be taken with the choice since the appointee cannot be removed by the city council until the term expires.
2. Each term is two (2) years in length.
3. Term periods are permanently preset for each city to provide evenly spaced turnover on the Board of Trustees.
4. **Present Term**: The present term period for the City of Calabasas began on January 1, 2019 and will end on December 31, 2020. If a new trustee is appointed after January 1, 2019 and before December 31, 2020, that new trustee will be finishing out the city's present two-year term period that will end on December 31, 2020. At the end of this term on December 31, 2020, the city council may reappoint the existing trustee for another two (2) year term or appoint a new trustee for the two (2) year term. Once a trustee has been appointed by a city to the Board that appointment counts against the quorum of any meeting whether the trustee attends or not until the term expires. After the term expires and if the city does not reappoint the existing trustee or appoint a new one for the next two year term, the position will not count against the quorum until another appointment is made.
5. **Regular Meetings**: The regular meetings of the Board of Trustees are held:
When: Once every two months on the 2nd Thursday of the month at 7:30 p.m.
Location: 6750 Centinela Avenue, Culver City (District's Headquarters)
Total Number of Meetings/yr. (6): There are a total of six (6) meetings per year in alternate months (January, March, May, July, Sept., & Nov.)
6. Trustees who attend the regularly scheduled meeting are compensated with a payment of \$100 in lieu of expenses. By law, trustees must attend the meeting to receive this compensation.
7. **Procedure for appointing a Trustee by a city**: Appointments or reappointments need to be put on the agenda of a regularly scheduled city council meeting. After the item is addressed in open session, a vote is taken to confirm the appointment or reappointment.

Codes require that the District be notified of the appointment by email or in writing through US mail from the City Clerk.

Statement of Economic Interest, Form 700: New trustees are required by the Fair Political Practices Commission to fill out a Statement of Economic Interest, Form 700 (assuming office) and return it to our office. It must be a wet-signature copy that is sent in to us for filing and forwarding to the commission. A photocopy is not acceptable.

Please contact me at any of the numbers below if have any additional questions.

Best regards,

Robert Saviskas M.S., R.E.H.S.
Executive Director
Los Angeles County West Vector
& Vector-Borne Disease Control District
6750 Centinela Avenue Culver City, CA 90230
Ph.: (310) 915-7370 Ext. 223
Email: rsaviskas@lawestvector.org



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 2, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER
MICHAEL NEAL, CDBG CONSULTANT
MICHAEL KLEIN, SENIOR PLANNER**

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL BAKER INTERNATIONAL, INC. FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSULTING AND THE LOS ANGELES COUNTY RENTAL ASSISTANCE PROGRAM CONSULTING IN THE AMOUNT NOT-TO EXCEED \$100,000

**MEETING
DATE: NOVEMBER 10, 2020**

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve a Professional Services Agreement with Michael Baker International, Inc. (MBI), for the Los Angeles County Rent Relief Assistance Program (RAP) and the Community Development Block Grant (CDBG) for a total not-to-exceed the amount of \$100,000.

A new Professional Services Agreement is now required to add the Administrative Services Department's Los Angeles County Rent Relief Assistance Program (RAP) consulting for a not to exceed total of \$70,000 for RAP Consulting. MBI provides consulting services for each of these separate projects.

BACKGROUND:

The City Council previously approved a combined PSA with MBI, most recently on September 11, 2019, for the Lost Hills Interchange Design Support during construction for the project and the CDBG consulting for the Administrative Services Division. Since construction of the Lost Hills Interchange Project has been completed, the design support for that project is no longer required. The CDBG consulting is still ongoing and averages approximately \$20,000 per year through September 15, 2021. A new PSA will include one remaining year of consulting for an amount of not-to-exceed \$30,000. The scope of work for the CDBG consulting project remains the same as previously approved by the City Council.

As required by the Los Angeles County Development Authority (LACDA), which oversees the CDBG program, staff prepared a Request for Proposals and Qualifications for the City of Calabasas' 2016-17 CDBG Housing Rehabilitation Program Implementation and Management consulting. Two bids were received and MBI was selected based on its experience with the City and its competitive fees. LACDA guidelines allow a contract award of up to five years.

This is a new Professional Services Agreement superseding the current MBI contract which is required in order to accommodate the required CDBG Housing Rehabilitation consulting work and will update the scope of services and fee schedule, as well the contract related to the separate work performed for the Public Works Department.

The proposed new Professional Services Agreement will continue the Housing Rehabilitation projects such as new roofs, ADA handicapped accessibility modification, heating, air conditioning and ventilation systems replacements, energy efficient water heaters and windows for low and moderate income residents in Calabasas. This amendment does not represent an increase in cost and continues the popular CDBG Housing Rehabilitation program for the fifth consecutive year and twelfth year overall.

ANALYSIS:

The Professional Service Agreement not-to-exceed amount of \$100,000 is for staff and consultant time, not for the actual rent payments which LACDA pays. Planning staff will be processing 30 client applications and MBI will processing 70 applications. The RAP services low-moderate income qualified citizens some of whom are senior citizens. The RAP program end date is 12/30/2020.

The Los Angeles County Rent Relief Assistance Program (Program) provides rental assistance to income-eligible households financially impacted due to a loss of

household income and are unable to pay their rent due to the COVID-19 pandemic. Those who are most at need will be targeted with more assistance.

- Those who are currently at 30% of the median income may receive up to \$10,000.
- Those who are currently at 50% of the median income may receive up to \$7,500.
- Rent to be covered between March 1 and December 30, 2020 with no monthly maximum but cannot exceed monthly rent.

The City will administer the Program for the LACDA to meet the needs of tenants who have been unable to pay rent, or a portion thereof, due to the economic impacts caused by the COVID-19 pandemic. The duration and assistance amount will be designed to ensure households are provided with the maximum benefit possible under program limits. Emergency rental assistance shall be paid based on the current lease agreement and Agency program staff will verify cannot exceed monthly rent.

Upon receiving referrals from 211 LA, City will: 1) Contact applicants and obtain completed Tenant Application; 2) Review Tenant Application and ensure it is complete and accurate; 3) Obtain all necessary Program Documents to support Tenant Application and 4) Update client profile in 211 LA's system. Program Documents include:

- A copy of the Tenant's current residential lease agreement for the address in the Application. If this is not available, the Property Owner may furnish other documents that substantiate the monthly rental amounts that have paid and/or are to be paid by the Tenant.
- Tenant Notice to Property Owner of inability to pay rent due to COVID-19 emergency.
- A completed Vendor Registration, including W-9 form, from the Property Owner in order to proceed with payment of rent.
- A signed Program Participation-payment Acceptance Agreement from the Property Owner in order to proceed with payment of rent. Once documents are reviewed and eligibility of the applicant is determined, City will submit the Program Documents to the LACDA. Upon approval of the Program Documents, the LACDA will issue payments to the Property Owners on behalf of the applicants. City may use the funds for personnel, non-personnel and indirect costs. City is required to

use 211 LA County's CarelinQ system to update client data and comply with the Program Guidelines issued by the LACDA. The City must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable. The City shall maintain during the term of this Contract and for a period of five (5) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the LACDA to assure proper accounting for all program funds and to support all program expenditures.

The City shall confirm that each applicant served resides within the contract service area; thereby ensuring benefits to residents of the SPA areas. The City shall verify tenant certification of low income status in Application to ensure that applicant is qualified for this program Subrecipient Agreement/Consultant Services - The City shall execute a professional services agreement with each consultant/contractor prior to incurring any costs or distributing any funds in compliance with deferral contractual requirements.

FISCAL IMPACT/SOURCE OF FUNDING:

The MBI consulting contract for CDBG program is funded from Fund 35 and is reimbursed to the City by the Federal Housing and Urban Development Department (HUD).

The MBI consulting contract for the RAP program is funded from Fund 35 and is reimbursed to the City by the Los Angeles County Development Authority.

REQUESTED ACTION:

Staff recommends that the City Council approve a Professional Services Agreement with Michael Baker International, Inc. for the Los Angeles County Rent Relief Assistance Program (RAP) and CDBG program consulting for a not-to-exceed total of \$100,000. MBI provides consulting services for each of these separate projects.

ATTACHMENTS:

Exhibit A: Scope of Services/ Fee Schedule: CDBG Consulting

Exhibit B: Scope of Services/ Fee Schedule: RAP Consulting

Exhibit C: Professional Services Agreement



We Make a Difference

May 31, 2016

John Bingham, Senior Management Analyst

CITY OF CALABASAS

Administrative Services Department

100 Civic Center Way

Calabasas, CA 91302

RE: PROPOSAL TO IMPLEMENT AND MANAGE THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDED HOUSING REHABILITATION PROGRAM

Dear Mr. Bingham:

Michael Baker International (Michael Baker) is pleased to submit this proposal to implement and manage the City's CDBG-funded Housing Rehabilitation Program. Michael Baker is a Pennsylvania corporation that provides planning, environmental, engineering, and other municipal services to public agencies, special districts, and public-oriented organizations. Kurt Bergman is the firm's President, Brian Lutes is Chief Financial Officer, Michael Tylman is Assistant Secretary, and Albert Warot is Manager and Agent for Service of Process.

This proposal is based on the information provided in the City's Request for Proposals (RFP), as well as our familiarity with applicable federal and county regulations and our considerable experience in administering housing rehabilitation programs for cities across California and particularly in the City of Calabasas.

We are pleased to offer the services of our skilled and dedicated staff, extensive experience with housing programs, and knowledge of the City of Calabasas. Michael Baker is proposing to provide all of the services required for the continued successful implementation of the City's Housing Rehabilitation Program at a cost that falls within the activity delivery fee allowed by the Los Angeles County Community Development Commission for such services. Micheal Neal, Michael Baker's designated project manager, will be responsible for administering the program and is uniquely qualified to serve in this capacity. He is intimately familiar with local housing conditions, the City's program guidelines, and the City's procedures and expectations, having managed the program for the last six years.

We believe that our proposal is fully responsive to the City's RFP and that the services being offered by Michael Baker will fulfill the City's needs in a comprehensive, well-integrated, and cost-effective manner.

We sincerely appreciate the opportunity to submit this proposal and look forward to assisting the City with the implementation and management of its CDBG-funded Housing Rehabilitation Program. If you have any questions regarding this proposal, please contact Micheal Neal at (909) 261-2770 or mneal@mbakerintl.com.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael Tylman".

Michael Tylman
Senior Vice President

A handwritten signature in cursive script, appearing to read "Albert V. Warot".

Albert V. Warot
Managing Director

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TECHNICAL APPROACH

Michael Baker's project approach will efficiently and effectively assist the City of Calabasas with the continued successful implementation of its CDBG-funded Housing Rehabilitation Program.

Michael Baker International's (Michael Baker) extensive experience with creating and implementing housing and community development programs will allow us to readily implement the program to the City's complete satisfaction. Michael Baker will administer the City's programs in accordance with all applicable regulations and the City's adopted program guidelines.



Michael Baker will provide added value by making all information needed to comply with annual CDBG reporting and general grant administration requirements readily available to the City's Senior Management Analyst. Our project manager will serve as an extension of City staff and will require no orientation since he is already quite familiar with the City's procedures and expectations. In administering the program, he will exhibit the customer service attitude that characterizes all assignments undertaken by Michael Baker.

The following is a description of Michael Baker's approach to administering and implementing the City's Housing Rehabilitation Program.

HOUSING REHABILITATION PROGRAM SERVICES

PROGRAM GUIDELINES

Michael Baker will manage the Housing Rehabilitation Program in accordance with the policies and procedures in the City's adopted program guidelines. Michael Baker will review and update the guidelines as needed to reflect desired changes and to conform to any changes in applicable US Department of Housing and Urban Development (HUD) or County of Los Angeles Community Development Commission (CDC) regulatory requirements.

MARKETING

Michael Baker will initiate marketing and promotional efforts to compile a list of potential participants, while also working from any current waiting list. All marketing collateral will conform to fair housing and equal opportunity lending requirements and display the equal housing logo. If requested, Michael Baker will participate in informational community meetings with residents interested in the program.

CLIENT INTAKE AND APPLICATION ASSESSMENT

Michael Baker will respond to all program inquiries from homeowners and other interested parties. We will log all contacts and provide the City with an interest list and a report on inquiries. We will accept and review applications for rehabilitation grants and provide assistance to applicants who need help completing applications or who may have questions about the process.

Michael Baker will review applications for completeness and will request and compile information required to complete the application. Michael Baker will qualify applicants for participation in the program based on verification of the applicant's annual income, ownership of the unit, and condition of the unit and desired improvements. Comprehensive project files will be established that will ultimately contain all of the information relevant to each rehabilitation project.

ENVIRONMENTAL REVIEW

Any environmental documentation required to provide clearance for the program activities pursuant to the National Environmental Policy Act will be prepared by the environmental consultant retained by the CDC to prepare such documentation. However, Michael Baker will coordinate Section 106 historic preservation reviews with the architectural historian retained by the CDC to perform such reviews and provide her with the information to make the necessary determinations regarding the historical significance of the homes to be rehabilitated.

SCOPE OF WORK AND BIDDING

Scope of Work

Michael Baker will consult with the homeowner and inspect the property to determine the needed repairs. Specialized reports may need to be ordered such as a structural/pest inspection or lead-based paint or asbestos testing. If required, such reports will be prepared by outside specialists already under contract to the City or to be selected by Michael Baker.

Michael Baker will prepare detailed work specifications for all projects. The work specifications will include all labor and materials needed to complete the rehabilitation, as well as a line item cost estimate of the work to be performed. Michael Baker will review the scope of work with the homeowner and obtain homeowner approval of the work and cost estimate.

Bid Solicitation and Development

Once accepted by the homeowner, Michael Baker will use the scope of work as the bid specifications. We will provide bidders' instructions and a bid solicitation packet. The bid solicitation will be sent to all contractors on the qualified list. Michael Baker will conduct a "bid walk" at the home with all interested bidders to review the requested scope of work and respond to any clarifying questions. Bids must be submitted using the bid forms provided by Michael Baker.

Once bids are returned, Michael Baker will assist the homeowner with reviewing the bids. Michael Baker staff will, when necessary, help the homeowner to select a contractor who is able to responsibly complete the rehabilitation work and who provides a good value to the homeowner and to the City. As discussed later in this section, Michael Baker will confirm that contractors are not debarred from performing federally funded work and are appropriately licensed and bonded prior to bidding, thereby avoiding unnecessary delays at this point in the process.

GRANT DOCUMENT PROCESSING

After the homeowner has selected a contractor, Michael Baker will prepare the rehabilitation grant documents for execution by the homeowner and the contractor. Michael Baker will ensure that both the homeowner and the contractor fully understand all the provisions in the grant agreement and construction contract. After the necessary documents are signed, a Notice to Proceed will be issued, allowing rehabilitation work to commence.

PROJECT MANAGEMENT (CONSTRUCTION)

Pre-Construction

Michael Baker will develop all construction documents, including the scope of work, specifications, and construction contract. Prior to issuing the Notice to Proceed, Michael Baker will conduct a pre-construction conference with the contractor and the homeowner. We will ensure that both the contractor and the homeowner fully understand all the provisions in their agreements and the construction process, including the roles and responsibilities of all parties. Michael Baker will require the contractor to obtain building permits and local approvals as necessary.

Inspection and Compliance

Michael Baker will closely monitor construction progress and be in regular contact with the homeowner and the contractor. We will ensure work is completed consistent with the industry-wide standard of care and in accordance with the construction contract. Photographs of the work progress will be taken and maintained in the project file.

Progress Payments

Michael Baker will review progress payment requests. Michael Baker will inspect the work claimed as complete and will ensure all lien waivers, warranty commitments, and the homeowner's approval are obtained prior to release of payment. Michael Baker will review all change order requests.

Prior to final payment or release of retention, Michael Baker will make a final inspection of the work to confirm completion. We will ensure all local conditions have been met, the building permit is closed, a Notice of Completion has been recorded, and there are no liens pending on the property. Michael Baker will also assist homeowners in securing warranties from contractors for construction defects for one year from the date of final approval by the City's Building and Safety Division.

Dispute Resolution

Michael Baker will take primary responsibility for dispute resolution between the contractor and the homeowner. Michael Baker will work to prevent disputes by reviewing program requirements and expectations early and often. Michael Baker will use the pre-bid and pre-construction conferences to communicate expectations and develop the contractor-homeowner relationship. Michael Baker will check in regularly on project progress to avert disputes.

RECRUITMENT AND QUALIFICATION OF CONTRACTORS

To supplement the contractors who have previously participated in the program, Michael Baker will solicit interest on the part of additional contractors. Michael Baker will target recruitment of minority- and women-owned businesses and Section 3 firms. Michael Baker will ensure all contractors are not included on the Federal Debarred List, that they are licensed and bonded through the State Contractor's License Board, and that they meet any additional qualifications stipulated by the City. Qualified contractors will be included on the City's roster of contractors qualified to receive program bid solicitations.

MAINTAIN RECORDS AND REPORTING

As previously indicated, Michael Baker will maintain comprehensive files for each rehabilitation project. Michael Baker will submit the files to the City upon project completion. Michael Baker staff will ensure that the program is administered in accordance with applicable HUD and CDC regulations and will complete all required quarterly, semi-annual, and annual reports to the CDC within the stipulated time frames. Our project manager will attend program-related public meetings or hearings, when requested, and will assist the City in preparing for and coordinating the monitoring of program activities by the CDC. He will also assist the City in preparing documentation required for the continued funding of the program by the CDC.

MANAGEMENT AND STAFFING

Michael Baker will use our experience, knowledge, and familiarity with the City of Calabasas to assist the City with the administration of its Housing Rehabilitation Program as a seamless extension of City staff.

PROJECT TEAM

Michael Baker has assembled a well-qualified project team that possesses all of the skills required to successfully provide housing rehabilitation consulting services to the City of Calabasas. Our staff is prepared to perform all of the tasks associated with the operation of the City's Housing Rehabilitation Program identified in the City's RFP. Our project team has considerable experience in developing and implementing housing rehabilitation programs. Our designated project manager has established working relationships with local contractors as the City's prior program administrator and will reach out to those relationships for continuing success. The proposed project team members are listed below.

MICHEAL NEAL, PROJECT MANAGER

Mr. Neal will serve as project manager and be responsible for the day-to-day operation of the housing rehabilitation program by receiving and processing grant applications, determining the eligibility of applicants, conducting initial inspections and preparing work write-ups and cost estimates, assisting applicants with the selection of contractors, coordinating the packaging and approval of grants, and conducting progress inspections and authorizing the disbursement of progress payments to contractors.

Mr. Neal will serve as Project Manager and will be directly responsible for the operation of the program. He will be the primary contact for the City.

Mr. Neal is uniquely qualified to serve in this capacity with 20 years of experience administering housing rehabilitation programs. He has operated housing rehabilitation programs for 14 Southern California cities using a variety of federal, state, and local funding sources. Most importantly, he successfully administered the City's CDBG-funded Housing Rehabilitation Program for the past six years and, consequently, is very familiar with local housing conditions, the City's CDC-approved Housing Rehabilitation Program Guidelines, and the City's internal procedures and expectations. Moreover, he has worked extensively with local homeowners, contractors, and City staff.

ALBERT WAROT, PROJECT DIRECTOR

Mr. Warot will serve as project director and be responsible for corporate oversight of the housing rehabilitation services to be provided to the City of Calabasas. He will also be available to provide technical assistance to the project manager, if needed, and assist with meeting reporting requirements and preparing documentation required for the continued funding of the program by the CDC. Mr. Warot has over 40 years of experience in the planning field in California that spans every aspect of planning. Much of his career has been spent administering CDBG, HOME, and other state/federal grant-funded projects and programs for cities across California, including oversight of numerous housing rehabilitation programs. He is quite familiar with the procedures and expectations of the CDC, having served as a member and chairman of the CDC's former City Advisory Committee and as CDBG coordinator for six of the Urban County participating cities.

Mr. Warot will be responsible for corporate oversight of the program and will provide support for Mr. Neal as necessary.

Résumés are presented on the pages that follow.

Micheal Neal

Project Manager

Mr. Neal has 20 years of experience in administering Community Development Block Grant (CDBG)/Home Investment Partnerships (HOME) grants, assisting with the implementation of residential rehabilitation programs, conducting Section 8 Housing Quality Standards inspections, and interpreting and applying provisions of the US Department of Housing and Urban Development rules and regulations pertinent to housing rehabilitation programs and other CDBG/HOME-funded activities.

Team Member since 2013

Education

BA, Liberal Studies | California State Polytechnic University, Pomona

Relevant Project Experience

City of Hawaiian Gardens. Administered the City's annual CDBG grant.

City of Norco. Administered a housing trust/bond-funded housing rehabilitation program.

City of La Habra. Assisted the City with the administration of a HOME-funded housing rehabilitation program and managed a CDBG-funded housing rehabilitation program for the City.

City of Lomita. Administered the City's CDBG program and managed the housing rehabilitation program.

City of Signal Hill. Administered the City's CDBG program and implemented funded projects and programs.

City of Redondo Beach. Managed the City's CDBG-funded Mobility Access/Emergency Repair Program.

City of Westlake Village. Administered the City's CDBG-funded housing rehabilitation program.

City of Calabasas. Administered the City's CDBG-funded housing rehabilitation program.

City of Temple City. Assisted with the operation of CDBG, CDBG-R, and Energy Efficiency and Conservation Block Grant (EECBG)-funded housing rehabilitation programs.**City of Beverly Hills.** Administered the City's CDBG program and managed the housing rehabilitation program.

City of Calimesa. Assisted the City with the administration of a HOME-funded housing rehabilitation program and managed a CDBG-funded housing rehabilitation program for the City.

City of San Bernardino. Served as project coordinator for the City's EECBG-funded Green Home Makeover Program, working with homeowners and scheduling energy audits and energy efficiency improvements.

City of Bell Gardens. Managed the operation of a Redevelopment Agency-funded Housing Rehabilitation Loan and Grant Program.

City of San Gabriel. Performed the general administration of the City's annual CDBG program and managed the operation of CDBG-funded housing and commercial rehabilitation programs.

City of Rosemead. Performed general administration of the City's CDBG and HOME programs, including compliance with reporting requirements and the management of projects. Assisted with the operation of CDBG-funded public service and residential and commercial rehabilitation programs.

City of Goleta. Provided technical assistance in monitoring public services agencies to ensure compliance with federal requirements.

City of Culver City, Culver City Housing Authority. Conducted housing quality inspections for the Housing Authority's Section 8 program.

City of Hawthorne, Hawthorne Housing Authority. Conducted housing quality inspections for the Housing Authority's Section 8 program.

Albert V. Warot Project Director

Mr. Warot has more than 43 years of professional planning experience involving both public and private sector employment. His experience spans all aspects of planning, including current, advance, and environmental planning, as well as housing and community development. As a managing director, Mr. Warot is responsible for managing and overseeing numerous projects in a number of Michael Baker International's service areas.

Education

BS, Geography | Northern Arizona University

Relevant Project Experience

City of Blythe. Currently managing the provision of on-call planning services to the City, which has included the updating of the General Plan Housing Element. Previously oversaw the preparation of California Environmental Quality Act (CEQA) documents for a variety of land development projects and managed a project that involved the conversion of existing Riverside County addresses on approximately 2,100 residences and 100 businesses, which had been annexed into the city, to a new city property address numbering system.

City of Hanford. Directed the operation of housing rehabilitation programs funded by Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME).

City of Greenfield. Directed the administration of a HOME-funded housing rehabilitation program.

City of Barstow. Managed the updating of the Housing Element of the City's General Plan.

Professional Affiliations and Service

- American Planning Association
- Association of Environmental Professionals
- National Association of Housing and Redevelopment Officials
- Sustainable City Committee, City of Signal Hill
- Oversight Board, City of Signal Hill
- Los Cerritos Wetlands Restoration Advisory Committee, City of Long Beach
- Chairman, City Advisory Committee, Los Angeles Urban County CDBG Program

Awards and Honors

- Distinguished Leadership Award from the Los Angeles Section of the American Planning Association

City of Westlake Village. Managed two updates of the Housing Element of the City's General Plan.

City of Tehama. Managed a series of CDBG-funded housing studies for the City, which included household income and housing condition surveys and an investigation of potential funding sources to assist low-income residents with housing costs.

Tulare County. Managed a CDBG-funded urbanization and blight analysis for the County's Redevelopment Agency that involved approximately 600 parcels in the community of Tipton.

City of Ontario Redevelopment Agency. Managed a survey of physical blight conditions for a proposed amendment to the Cimarron Redevelopment Project Area Plan. Managed the provision of on-call redevelopment and planning services to the City and its Redevelopment Agency and Housing Authority.

City of San Gabriel. Assisted the City with the administration of its CDBG program.

City of Marysville. Assisted the City in securing HOME funding for and subsequently administering a housing rehabilitation program.

Humboldt County. Managed a CDBG-funded urbanization and blight analysis involving eight redevelopment survey areas containing approximately 2,200 parcels.

City of La Puente. Assisted the City with the administration of its CDBG program. Managed the updating of the General Plan Housing Element.

City of Bell Gardens. Assisted the City with the administration of its annual CDBG as needed. Responsible for training City staff in the administration of the grant, providing direction in the formulation and implementation of projects, and satisfying federal reporting requirements. The City has been recognized by the County's Community Development Commission for overall program performance and for the Project of the Year in the Urban County of Los Angeles.

City of Calimesa. Managed two prior updates of the City's General Plan Housing Element. Assisted the City with the procurement and general administration of multiple CDBG/HOME grants and the implementation of various CDBG- and HOME-funded activities, including the initiation of a housing rehabilitation program, a park feasibility study, and household income and housing condition surveys.

City of Cudahy. Assisted the City with the administration of its CDBG program.

City of Agoura Hills. Conducted a community development needs assessment that resulted in the establishment of a CDBG-funded housing rehabilitation program. Coordinated the preparation of guidelines and all other materials needed for the operation of the program.

Placer County. Directed the administration of CDBG- and HOME-funded housing rehabilitation programs.

City of Susanville. Assisted the City in procuring \$1 million in state CDBG funds for housing rehabilitation purposes and subsequently oversaw the operation of the housing rehabilitation program.

City of Colusa. Responsible for oversight of a \$1 million housing rehabilitation program. As a prerequisite to using state CDBG funds, updated the General Plan Housing Element, a process that was completed in a period of five months, including certification by the California Department of Housing and Community Development. Prepared a successful application for \$500,000 in state CDBG funds for continued operation of the program.

Los Angeles County. As chairman of the City Advisory Committee for the L.A. Urban County CDBG Program, served as spokesperson for the 48 cities that make up the country's largest urban county program. Served in this position for several years while representing the County's First Supervisorial District as CDBG coordinator from the City of Rosemead.

City of Torrance. As the associate planner in charge of community development, responsible for administering an annual CDBG entitlement of \$1.3 million, a rental assistance program involving 254 Section 8 certificates, and the implementation of a redevelopment program consisting of three project areas.

RELATED EXPERIENCE

Michael Baker is actively engaged in providing an ever-expanding array of housing and community development services to cities across California. The considerable experience of our staff in administering housing rehabilitation programs funded by HUD and the CDC will help to ensure the timely and effective implementation of the City's Housing Rehabilitation Program.

HOUSING AND COMMUNITY DEVELOPMENT CAPABILITIES

Michael Baker is a leading global provider of engineering, planning, and other consulting services. The firm, which is a corporation, was founded in 1940 and provides a comprehensive range of innovative services and solutions to support federal, state, and municipal government agencies and other diverse clients. The firm has more than 6,000 employees in over 90 offices located across the United States and internationally. Michael Baker is not a small, minority-owned, or woman-owned business.

In February 2015, Michael Baker acquired Pacific Municipal Consultants (PMC). PMC, a California corporation, was a recognized leader in the provision of comprehensive municipal services to clients across California and elsewhere since 1995. As a result of PMC's acquisition, Michael Baker can now offer its clients a full array of housing and community development services, in addition to its extensive urban and environmental planning and engineering capabilities, including housing rehabilitation.

Michael Baker staff is experienced in carrying out a wide range of housing and community development projects using a variety of funding sources. These include local, state, and federal sources such as CDBG, I-Home Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and CalHome grants, tax credits, Redevelopment Agency Low and Moderate Income Housing funds, and tax-exempt bond financing. Due to our long-term involvement in administering housing and community programs, we have developed a thorough understanding of the program requirements of the funding agencies involved and have established sound practices

Housing and Community Development Services

- First-time homebuyer, housing rehabilitation, and façade improvement program implementation
- Preparation of grant applications
- Administration of state and federal grant programs
- Housing policy development, implementation, and administration
- Program and project compliance monitoring – CDBG, HOME, LIHTC, NSP
- Relocation services
- Affordable housing portfolio and trust fund management
- Housing elements and affordable housing strategies
- Housing need assessments
- Housing condition and household income surveys
- Labor compliance – Davis-Bacon Act and State Prevailing Wage Law
- Economic development services

and standard procedures to maintain a high level of accuracy and productivity. We have developed excellent working relationships with the respective funding agencies, including HCD, HUD, and the CDC. Our staff regularly attends workshops and training sessions sponsored by these agencies in order to remain current with their changing regulations and procedures. Michael Baker's staff are extremely well qualified to provide the services being requested by the City based on their education, career training, and work experience.

RELEVANT EXPERIENCE

Michael Baker staff have considerable experience in designing and administering housing rehabilitation programs. The government agencies for which our staff have set up and/or administered such programs are shown in the table below. The funding source for each program is identified. As the title of the table indicates, all programs cited involved the rehabilitation of owner-occupied homes. Additionally, as a result of prior work in Calabasas, Calimesa, Citrus Heights, Elk Grove, Lomita, Rancho Cordova, Westlake Village, and Monterey County, our staff have extensive experience in dealing with the rehabilitation of mobile homes.

Owner-Occupied Housing Rehabilitation Experience

Agency	Funding Source
City of Beverly Hills*	CDBG
City of Calabasas*	CDBG
City of Calimesa	HOME
City of Citrus Heights	CDBG, CalHome
City of Corona	NSP
City of Elk Grove	CDBG
City of Fort Bragg	HOME
City of Gonzales	HOME
City of Greenfield	HOME, CalHome, RDA
City of La Habra	HOME
City of Lomita*	CDBG
City of Norco	RDA, Tax-Exempt Bonds
City of Rancho Cordova	CDBG, CalHome
City of Redondo Beach	CDBG
City of Seaside	RDA
City of Soledad	HOME, RDA
City of Westlake Village*	CDBG
County of Monterey	CDBG, HOME

* Jurisdictions that receive funding through CDC

Related Experience

Brief descriptions of some the above assignments are provided below.

Housing Rehabilitation Program Implementation and Grant Administration, City of Calabasas

Michael Baker performs all tasks associated with the implementation of the City's CDBG-funded housing rehabilitation loan and grant program and assists with the general administration of the City's annual CDBG grant received through the Los Angeles County Community Development Commission (CDC).

Housing Rehabilitation Program Implementation and Grant Administration, City of La Habra

Michael Baker assisted with the setup and implementation of the City's HOME-funded housing rehabilitation program. The City was awarded the HOME grant by HCD.

Housing Rehabilitation Program Implementation and Grant Administration, City of Westlake Village

Michael Baker performs all tasks associated with the implementation of the City's CDBG-funded housing rehabilitation grant program and assists with the general administration of the City's annual CDBG grant received through the CDC.

Grant Administration and Housing Rehabilitation Programs Implementation, City of Beverly Hills

Michael Baker administers the City's annual CDBG grant received through the CDC and performs all tasks associated with the implementation of the City's CDBG-funded single-family housing rehabilitation and multi-family handyworker programs.

Grant Administration and Program Implementation, City of Lomita

Michael Baker administers the City's annual CDBG grant received through the CDC and performs all tasks associated with the implementation of the City's CDBG-funded single-family housing rehabilitation program. Michael Baker also performs subrecipient monitoring for CDBG-funded public service programs.

References for several of the above on-going assignments involving the services requested by the City of Calabasas are listed below.

James Latta, Human Services Administrator
City of Beverly Hills
(310) 285-2535

Services Provided: Administration of annual CDBG grant and operation of CDBG-funded single-family housing rehabilitation and multi-family handyworker programs.

Dates of Service; 2013-present

Roger Grody, Economic Development Consultant

City of Norco

(951) 270-5644

Services Provided: Development of program guidelines and application materials for housing asset and tax-exempt bond-financed housing rehabilitation and first-time homebuyer programs and subsequent administration of programs.

Dates of Service: 2014-present

Gary Sugano, Assistant City Manager/Community Development Director

City of Lomita

(310) 325-7110, ext. 121

Services Provided: Administration of annual CDBG grant, operation of CDBG-funded single-family housing rehabilitation program, and oversight of management of Lomita Manor conventional public housing project and associated HUD reporting.

Dates of Service: 2013-present

Kerry Kallman, Administrative Analyst

City of Westlake Village

(818) 706-1613

Services Provided: Administration of CDBG-funded housing rehabilitation program and assistance with general administration of annual CDBG grant.

Dates of Service: 2013-present

Daisy Perez, Housing Specialist/Associate Planner

City of La Habra

(562) 383-4111

Services Provided: Setup and administration of state HOME-funded housing rehabilitation program.

Dates of Service: 2014-present

FEE SCHEDULE

Michael Baker International Hourly Rate Schedule Summary November 2020 through September 2021

Project Manager - Rental Assistance Program	\$150.00
Housing Specialist – Rental Assistance Program	\$150.00
Project Manager - Community Development Block Grant	\$120.00
Grants Specialist - Community Development Block Grant	\$120.00

Item 4 Exhibit B
SCOPE OF SERVICE

LOS ANGELES COUNTY RENT RELIEF ASSISTANCE PROGRAM

Michael Baker International staff will assist 70 clients as part of the Los Angeles County Rent Relief Assistance Program. The Los Angeles County Rent Relief Assistance Program (Program) provides rental assistance to income-eligible households financially impacted due to a loss of household income and are unable to pay their rent due to the COVID-19 pandemic.

Upon receiving referrals from 211 LA, Michael Baker staff will: 1) Contact applicants and obtain completed Tenant Application; 2) Review Tenant Application and ensure it is complete and accurate; 3) Obtain all necessary Program Documents to support Tenant Application and 4) Update client profile in 211 LA's system. Program Documents include:

- A copy of the Tenant's current residential lease agreement for the address in the Application. If this is not available, the Property Owner may furnish other documents that substantiate the monthly rental amounts that have paid and/or are to be paid by the Tenant.
- Tenant Notice to Property Owner of inability to pay rent due to COVID-19 emergency.
- A completed Vendor Registration, including W-9 form, from the Property Owner in order to proceed with payment of rent.
- A signed Program Participation-payment Acceptance Agreement from the Property Owner in order to proceed with payment of rent. Once documents are reviewed and eligibility of the applicant is determined, City will submit the Program Documents to the LACDA. Upon approval of the Program Documents, the LACDA will issue payments to the Property Owners on behalf of the applicants.

Item 4 Exhibit C
PROFESSIONAL SERVICES AGREEMENT
City of Calabasas / Michael Baker International, Inc.

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and Michael Baker International, Inc. a Pennsylvania corporation (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Community Block Grant Housing Rehabilitation Program Consulting and City of Calabasas Rental Assistance Program Consulting.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1 “Scope of Services” and “Approved Fee Schedule” : Such professional services as are set forth in Consultant’s May 31, 2016 for the CDBG Project proposal to City attached hereto as Exhibit A and Exhibit B and incorporated herein by this reference.
- 3.2 “Commencement Date”: November 10, 2020.
- 3.3 “Expiration Date”: September 1, 2021.

4. TERM

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

5. CONSULTANT’S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any

such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of One Hundred Thousand Dollars (\$100,000.00) unless specifically approved in advance and in writing by City.

- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*) and 2 CFR Part 200.318 (c) (1) (2).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Michael Neal, for the CDBG Project and Michael Klein for the Rental Assistance Program** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

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

7. OWNERSHIP OF WRITTEN PRODUCTS

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

8. RELATIONSHIP OF PARTIES

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

9. CONFIDENTIALITY

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

10. INDEMNIFICATION

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

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

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

11. INSURANCE

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

the necessary insurance and pay, at Consultant's expense, the premium thereon.

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

12. MUTUAL COOPERATION

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

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities. (Los Angeles County Auditor-Controller Contract Accounting and Administration Handbook, Section 3.1).

14. PERMITS AND APPROVALS

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

15. NOTICES

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

If to City:

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

If to Consultant:

Michael Baker Intl, Inc.
3900 Kilroy Airport Way,
Suite 120
Long Beach, CA 90806
Attn: **Michael Tylman**
Telephone: (562) 200-7165

With courtesy copy to:

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
300 South Grand Avenue, Suite 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

16. SURVIVING COVENANTS

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

17. TERMINATION

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

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

18. GENERAL PROVISIONS

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

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

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

- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.10 Source of Funding. The parties acknowledge that the services specific to the CDBG Project under this agreement are funded through monies obtained by the City from a Community Development Block Grant.

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

“City”
City of Calabasas

“Consultant”
Michael Baker International, Inc.

By: _____
Alicia Weintraub, Mayor

By: _____
Michael Tylman, Assistant Secretary

Date: _____

Date: _____

By: _____
Albert V. Warot, Associate Vice President

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC
City Clerk

Date: _____

Approved as to form:

By: _____
Scott H. Howard, City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK RENTAL ASSISTANCE PROGRAM AND FEE
SCHEDULE

EXHIBIT B
SCOPE OF WORK AND FEE SCHEDULE FOR CDBG PROJECT



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 2, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: UPDATE ON STATUS OF THE AGOURA HILLS/CALABASAS
COMMUNITY CENTER

MEETING DATE: NOVEMBER 10, 2020

SUMMARY RECOMMENDATION:

It is recommended that the City Council review and discuss the status of the Agoura Hills/Calabasas Community Center.

BACKGROUND/DISCUSSION:

This item was placed on the agenda at the request of the Joint Powers Authority for the Agoura Hills/Calabasas Community Center. This same report will be presented to the Agoura Hills City Council in December. Vice Chair, James Bozajian and Executive Director, Brianne Anderson will present the attached report and be available for questions.

REQUESTED ACTION:

It is requested that the City Council review and discuss the status of the Agoura Hills/Calabasas Community Center and provide direction to staff as deemed appropriate.

ATTACHMENTS:

Letter and supporting documentation from the Joint Powers Authority

Agoura Hills/Calabasas Community Center
27040 Malibu Hills Road
Calabasas, CA 91301

November 1, 2020

Calabasas City Council
100 Civic Center Way
Calabasas, CA 91302

Dear Honorable Mayor Alicia Weintraub and distinguished members of the Calabasas City Council:

I am writing to you on behalf of the JPA Board. As you know, we are at a critical juncture as the Agoura Hills/ Calabasas Community Center. Due to L.A. County and State regulations, the Center had to close its doors on March 14, 2020. The JPA Board had to make the difficult decision to close its doors until January 2021 due to financial issues experienced during this closure and due to the lack of revenue coming into the Community Center to be able to reopen or operate. During the time that we have been closed, the Center has had to refund over \$155,000 to patrons for cancelled events, rentals, camps, classes, and membership fees. When the pandemic first began, we kept our full-time staff working remotely on the refunds and preparations for re-opening. When it became clear that the anticipated re-opening was going to be extended for additional months, the JPA Board had to cut costs to not go bankrupt and had the hard task of analyzing the layoffs of every member of the staff. This resulted in furloughs initially and ultimately the layoff of 4 full-time staff and 19 part-time staff, many who had been here for at least 10 years of service. During the summer, we had one additional part-time staff resign from the Community Center. Currently, the Center has only one employee.

Working together with the cities and social media, staff reached out to the public for input on what they would like to see in the future at their local community center. There were not many suggestions received, most focused on getting back into the gym, usage for COVID specific related services, and saving the after-school program. Staff also researched what was offered at numerous other community centers for ways to increase revenue and new opportunities for the public. Staff began working in tandem with the Community Service Directors for both cities analyzing services that could be offered and new revenue stream options during our closure including filming, private rentals, parking lot rentals, and camp and childcare options. Currently, only one source of income is permitted indoors, the operation of camps/childcare. Center staff worked with numerous agencies and companies to try to offer these, however, the final interest was much lower than anticipated and if offered would have added to center losses, so they were not undertaken. The Community Center was able to host the election while covering the costs of opening part of the building, the utilities, staff costs, and cleaning fees and supplies.

During the closure, the JPA Board, Center staff, and City staff have worked on reducing costs, restructuring the staff upon reopening to reduce operational expenses, simplifying the fee and membership structures, and starting to rebrand the Community Center for 2021 and beyond. Staff held numerous committee meetings, JPA Board meetings, and meetings with City staff, to finalize these recommendations. The Center will be changing the previous top-heavy staffing model to a very streamlined and mostly part-time staffing model to keep costs down until we can resume full operations and add one additional full-time staff. This approach saves \$240,000 in full time salaries and benefits. There is a table attached that breaks down the salaries and costs for each position being proposed when we first reopen and during the first year including the executive director position.

In order to address the multiple staff that performed maintenance services and to help provide post-pandemic services to the standard our facility will need, the Board is recommending that the Community Center put together an RFP for contracted maintenance services. The agreement would include daily cleaning and the supplies. By switching to this method, the center could save over \$40,000 annually in supplies, salaries, and benefits.

The JPA Board is also recommending an incremental approach to reopening; limiting staff needs, classes, programs, and center hours to help us adjust to the limitations required by regulations that greatly reduce the revenue and operating capacities at the center. As the City of Calabasas is more than aware, these revenue projections continue to be very fluid as changes in health order or restrictions seem to occur daily. Reinventing the entire Center’s business model to be more self-sufficient is the ultimate goal for the center, however, given the current state of affairs and the known restrictions in areas that have been able to reopen, the Center’s high costs to operate will not be covered immediately by anticipated revenues. The Center continues to explore partnership opportunities and potential private rentals for different areas of the Community Center. Attached to the report are multiple charts including a chart of the current monthly costs during our closure, the monthly costs as we begin to reopen, the revenue anticipated with the phased opening approach, and a very preliminary proposed FY 2021-22 budget.

When it comes to Capital items, the Community Center is in a grave need of some urgent funding for the Gymnasium Roof project. The roof which has been leaking for numerous years, needs to be addressed in order to fully use the facility, work with an interested party in repairs to the gym floor and scoreboards, and to be able to utilize the L.A. County Grant of \$166,000 for the roof project (which has been extended twice). There are multiple other Capital Improvements that may come up soon due to small fixes being made over the past twenty years. These small fixes did the job at the time they were done; however, many systems can no longer be simply fixed or are so outdated they no longer make them and will need replacing soon. Attached is a list of these items (we are obtaining current quotes for how much they may run which will be shared with the City Council when we have them all). The building is owned by the two cities and the hope is that the building’s Capital Improvements can be moved to the cities to add to their own Capital Improvement budgets and plans (split between the cities) going forward. Below are the details regarding the most urgent project, the gymnasium roof replacement.

Project	Upfront Costs to the Two Cities	L.A. County Grant to Reimburse Once Completed	Final Costs to Both Cities	Split Between the Two Cities
Gymnasium Roof	\$405,050	\$166,000	\$239,050	\$119,525

To make things as clear as possible we have inserted a small table below regarding the anticipated operational costs and revenue for FY 2021/22 if we are closed or if we are to reopen in small phases and how much is anticipated to be needed by the end of FY 2020/21 based on the proposed reopening plan. The anticipated revenue for FY 2020/21 is assuming that indoor fitness will resume at a smaller capacity, winter and spring breaks will be occurring, and that we will have a steady customer base for fitness when we re-open. If any of these things do not occur the revenue will be less.

Fiscal Year	Anticipated Costs	Anticipated Revenue	Less Cash and Savings	Anticipated Need From the Cities	Split Total
FY 2020/21 Remaining Closed	\$454,700	\$131,457	\$313,979	\$20,000 (to accommodate for any small emergency)	\$10,000
FY 2020/21 Phase 1 Reopening	\$583,696	\$211,457 to \$229,457	\$313,979	\$68,300 to \$50,260 (to accommodate a small emergency)	\$34,150 to \$25,130
FY 2021/22	\$1,212,269	\$755,000	0	457,269	\$228,635

As a friendly reminder, there are annual fees that the City does pay the Center. These are included in the revenue totals above, however the split totals do not include these annual dollars. Each City has graciously supplied the Center with \$50,000 annually to help offset operational costs over the years. In addition, the cities cover the legal costs for the center. There is one other area which both cities agreed to help support, the Center's OPEB obligation at a rate of \$15,000 each year. Until last spring, the Center did not have a place to place those funds. We have established a PARS account to hold these funds for the Community Center, but this establishment has taken a few years. The outstanding amount per city is \$45,000 as of the FY 2020-21. After the large first payment, there will be a \$15,000 contribution annually. The FY 2021/22 estimations include the full \$60,000 from each City if no payments occur before that date. This amount may go down after a new analysis with only one or two employees on staff.

Sincerely,



Brianne Anderson

Executive Director, Agoura Hills/Calabasas Community Center on behalf of the JPA Board

Attachments enclosed:

- A) Monthly budget if the center remains closed
- B) Monthly budget if the center reopens its door
- C) Preliminary FY 2021-22 Budget
- D) Staffing Costs and Chart
- E) List of capital items and anticipated costs, if any

Chart A: Anticipated Monthly Expenses- Bare Minimum during closure year to date

Staffing Costs	
Executive Director	\$8,500
PERS Retirement	\$1,379
Auto Allowance	\$254
Health and Vision	\$1,561
Dental	\$175
Life	\$25
Disability	\$97
Medicare	\$120
Sub-Total Staffing Costs	\$12,111
Monthly Bills	
Edison	\$3,900
So Cal Gas	\$150
LVMWD	\$850
Pest Control	\$227
Landscaping	\$450
Maintenance (Bare Minimum)	\$252
Water Bottle Unit	\$77
ATT	\$290
Charter/Spectrum	\$125
Merchant Fees	\$0
Canon Monthly Copier	\$245
TCF Lease Equipment Monthly	\$1,367
Legal	\$2,000
Postage	\$75
Office Supplies	\$100
Custodial Supplies	\$150
Maintenance Repairs	\$500
Building Repairs	\$500
ADP Payroll Processing	\$900
Special Supplies	\$50
Reimbursement for legal fees	-\$2,000
Sub-Total Monthly Bills	\$10,208
Quarterly Payments (3 more times before end of year)	
Canon Copier Usage	\$115
Global Security	\$105
Pyro Comm Fire Monitoring	\$105
Ontario Refrigeration	\$1,429
Canon Base Charge	\$80
Pronto Gym	\$495
California Fitness Source	\$207
AED Maintenance	\$155
Sub-total Quarterly Payments	\$2,691
Anticipated Remaining Unemployment Payments	
Full Time (3)	\$10,350
Part Time (13)	\$8,159
Sub-Total	\$18,509
Large One Time Payments Remaining for 2020/21 Year	
Fire Alarm Testing and Maintenance (1 payment remaining)	\$1,133
Cal JPIA Liability and WC (1 payment left)	\$12,904
PERS Unfunded Liability	\$41
Financial Audit	\$5,800
Fund Balance Software	\$3,638
Active Annual Subscription Fee	\$5,400
GASB 68 Report	\$3,000
State Controller Report	\$1,000
Graham Company Emergency Lighting 2nd payment 20/21 year	\$1,020
Graham Company Emergency Lighting 1st payment for 2021/22 year	\$1,020
Property Tax	\$650
GASB 75	\$2,500
Sub-Total	\$36,973
Reimbursement for legal fees	-\$2,000
Payments due by end of year (quarterly, one time, and unemployment)	\$58,173
Monthly Payments Bills (includes reimbursement of legal fees)	\$10,208
Monthly Payments Staff	\$12,225

Chart B: Anticipated Monthly Expenses- Bare Minimum upon reopening Phase 1		
Staffing Costs		
Executive Director	\$8,500	
Part Time Staff	\$9,060	This is the high end of both pay scales for 1 specialist, 1 office assistant, 5 rec leaders
PERS Retirement	\$1,379	
Auto Allowance	\$254	
Mileage	\$83	
Health and Vision	\$1,561	
Dental	\$175	
Life	\$50	
Disability	\$97	
Medicare	\$300	
Sub-Total Staffing Costs	\$21,459	
Monthly Bills		
Edison	\$3,900	
So Cal Gas	\$440	
LVMWD	\$850	
Pest Control	\$227	
Landscaping	\$450	
Maintenance Contracted	\$5,850	Assuming the higher contract amount
Water Bottle Unit	\$77	
ATT	\$290	
Charter/Spectrum	\$250	
Satellite Radio	\$25	
Merchant Fees	\$4,000	
Canon Monthly Copier	\$245	
TCF Lease Equipment Monthly	\$1,367	
Legal	\$1,667	
Postage	\$200	
Office Supplies	\$500	
Custodial Supplies	\$500	
Maintenance Repairs	\$500	
Building Repairs	\$500	
ADP Payroll Processing	\$1,288	
Special Supplies	\$150	
Fitness Supplies	\$83	
Reimbursement for legal fees	-\$2,000	
Sub-Total Monthly Bills	\$21,359	
Quarterly Payments (4 times a year)		
Canon Copier Usage	\$300	
Global Security	\$105	
Pyro Comm Fire Monitoring	\$105	
Ontario Refrigeration	\$1,429	
Canon Base Charge	\$80	
Pronto Gym	\$495	
California Fitness Source	\$207	
AED Maintenance	\$155	
Sub-total Quarterly Payments	\$2,876	
Unemployment Payments		
Full Time	\$2,000	Put in a placeholder in case
Part Time	\$3,000	
Sub-Total	\$5,000	
Big payments due annually		
Fire Alarm Testing and Maintenance (2 payments per year)	\$2,266	
Cal JPIA Liability and WC	\$78,100	back to having more employees- will increase dramatically (in 2021/22)
Alliant Crime	\$900	
Cal JPIA Property	\$21,000	
PERS Unfunded Liability	\$30,000	
GASB 68 PERS Report	\$750	
Financial Audit	\$5,800	

Fund Balance Software	\$3,638	
Active Annual Subscription Fee	\$5,400	
GASB 68 Report	\$3,000	
State Controller Report	\$1,000	
Graham Company Emergency Lighting 2nd payment 2020/21 year	\$1,020	
Graham Company Emergency Lighting 1st payment for 2021/22 year	\$1,020	
Property Tax	\$650	
Sales Tax	\$500	
GASB 75	\$2,500	
Sub-Total	\$157,544	
Reimbursement for legal fees	-\$2,000	
New Monthly Bills Total Staffing Plus Operational	\$42,818	
Unemployment plus Quarterly	\$16,504	

Chart C Proposed Budget FY 2021/22						
Income/Revenue	Account Name	FY 2019/20 Adopted	FY/2019/20 Year End	FY 2020/21 Adopted	FY 2021/22 Proposed	
100-0000-3001	Health Memberships	608,000	288,599	0	210,000	
100-0000-3003	Fitness Drop ins	65000	33043	0	33,000	
100-0000-3005	Personal training	10000	6250	0	5,000	Assuming less trainers and trainees to start
100-0000-3101-3106	Rentals	241,000	137,268		100,000	Assuming we will not be able to do large right away (further analysis is coming) and 2 leagues are able to resume use
100-0000-3009-3111	Drop in Athletics	15,000	12081	0	15,000	Increasing fees and opporunities
100-0000-3200.01	Camps	160,000	81,676	0	90,000	Assuming 12-15 kids per room
100-0000-3201	Rec Classes	70,000	44,023	0	45,000	Assuming virtual and smaller class sizes and less classes per week
100-0000-3401-3406	Rock Wall	8,200	3825	0	2,000	Assuming we cannot reopen right away
100-0000-3501-3509	Misc	42,500	7378.69	85,000	15,000	May drastically increase through CCA but no data yet to record
100-0000-3500	City Agoura Hills/ Calabasas Contributions	100,000	100,000	100,000	100,000	
	Legal Fees		21,846.32	6,000	20,000	
	OPEB	90,000	0	0	120,000	
Grand Totals				106,000	755,000	
Expenses						
Admin 4700	Account Name	FY 2019/20 Adopted	FY/2019/20 Year End	FY 2020/21	FY 2021/22 Proposed	
100-4700-5101	Regular Salaries	105,000	85,000	102,000	176,839	1 ED and 1 FT Coordinator
100-4700-5102	PT Salaries	38,750	35,000.00	33,600	148,930	1 Office Assistant, 3 specialists, 5 rec leaders
100-4700-5103	Auto Allowance	3,600	2792.46	3,046.32	3,050	
100-4700-5107	PERS	24,514	23,143.30	39,576	62,344	Including unfunded liability
100-4700-5108	Health/VSP	18,420	15,534	24,225	29,300	2 FT employees
100-4700-5109	Dental	2,112	1754	2,170.00	4,200	
100-4700-5110	Life Insurance	500	209	348	480	
100-4700-5111	Disability	1,250.00	969	1,198.00	2,080	
100-4700-5112	Medicare	1,523.00	1,786.00	2,210	5,000	
100-4700-5200	OPEB Obligation	90,000	0	0	120,000	
100-4700-5420	Office Supplies	5,000	2,986.21	1,200	6,000	
100-4700-5421	Postage	7,500	850	900	2,400	
100-4700-5424	Special Supplies	8,000	5700	600	4,500	
100-4700-5429	Rents/Leases	10,000	8200	8,768.92	6,850	

100-4700-5431	Mileage	100	326.72	120	1,000	
100-4700-5437	JPA Insurance	80,920	79750	39,093	100,000	
100-4700-5438	Unemployment	1,000	29,000	43,205	5,000	
100-4700-5440	Merchant Fees	40,000	32,513		47,000	
100-4700-5442	Payroll Services	12,000	13,176	9,600	15,450	
100-4700-5450	Bad Debt	0	800	0	1,000	
100-4700-5500	Covid19 Expenses	0		2,478	2,500	
100-4700-5510	Professional Services	25,000	50,301	45,796	50,000	
100-4700-5511	Marketing	15,000	1,731	0	4,000	
		490,189	391,522	360,134	797,923	
Fitness 4810						
100-4810-5422	Fitness Supplies	3000	504	0	1,000	
100-4810-5424	Special Supplies	3500	1470	0	4,800	
100-4810-5429	Rents/Leases	16,272	16272	12,204	16,404	
100-4810-5510	Professional Services	3,500	3600	3,421.88	4,000	
100-4810-5513	Fitness Services	82,500	56,111	0.00	65,000	Assuming less classes offered annually and restructure of our programming offered costs.
		19,772	19,872.00	15,626	91204	
Rentals 4820						
100-4820-5514	Security Services	7,500	9,000.00	0	6,000	Assuming we do have a few larger ones in the new year.
Classes/programs/events 4825						
100-4825-5424	Special Supplies (Events)	15,000	22,000.00	0	10,000	Assuming we do one in 2021/22
100-4825-5520	Contract Instructors	161,000	142,000.00	0	100,000	Assuming certain classes will not be able to come back and smaller capacities (also reflected in the coordinating revenue)
		176,000	164,000.00	0	110,000	
Maintenance 4850						
100-4850-5424	Special Supplies	500	500	0	1,500	
100-4850-5425	Custodial Supplies	26000.00	13330.21	1800	6,000	
100-4850-5427	Communications	6000.00	6504.8	4,919.76	6,780	
100-4850-5428	Utilities	95000.00	70,000	42,000	70,000	
100-4850-5430	Maintenance Repairs	18000.00	\$5,061	\$6,000	15,000	
100-4850-5510	Professional Services	35000.00	41,000	20,262	80862	
100-4850-5512	Landscape Services	12500.00	6170	5400	10,000	
100-4850-5683	Equipment	2500.00	4200.37	0	5,000	
		195500.00	146,766	80,382	195142	
Building Repair Fund						
500-4880-5662	Building Repairs	312464	1949.56	1000	12,000	
Grand Totals		1,025,425	569,110	457,142	1,212,269	

Chart D Staffing Breakdown	Monthly Salary	Annual Salary	Monthly Benefits	Annual Benefits	Monthly Medicare	Annual Medicare	Annual Costs
Executive							
Director	\$8,500	\$102,000	\$2,112	\$25,344	\$123	\$1,479	\$128,823
FT CS Coordinator	\$5,547 to \$6,926	\$66,560 to \$83,117	1,341	16,092	80 to 100	\$1,040 to \$1,300	\$83,692 to \$100,509
Permanent CS							
Coordinator (29 hours)	\$4,021 to \$5,022	\$48,256 to \$60,260	1,341	16,092	58 to 73	754 to 949	\$66,638 to \$78,642
PT CS							
Coordinator (19 hours)	\$2,635 to \$3,290	\$31,620 to \$39,480			38 to 48	494 to 624	\$32,114 to \$40,104
Rec Specialist	\$1,531 to \$1,909	\$18,367 to \$22,912			22 to 28	\$286 to \$364	\$18,653 to \$23,276
Office Assistant (1)	\$1,254 to \$1,566	\$15,047 to \$18,792			18 to 23	234 to 299	\$15,281 to \$19,091
Rec leader (1)	\$1,070 to \$1,266	\$12,844 to \$15,195			16 to 18	208 to 234	\$13,052 to \$15,429
Rec leader (5)	\$5,350 to \$6,330	\$64,220 to \$75,960			78 to 92	1014 to 1,196	\$65,234 to \$77,156

Severance	Payouts as of 10/30/2020	Benefits due if Laid off	Unemployment	Total costs if Laid Off as of 10/30/20
\$17,000	\$5,600	\$4,320	\$11,700	\$38,620

Chart E	Anticipated Costs If Known	L.A. County Grant Funding	Up Front Costs for the two cities
Capital Items			
Gymnasium Roof	405,050	\$166,000	\$405,050
Remaining Roof			
Plumbing			
HVAC Control System			
Intercom System			
Video Camera System			
Basketball Hoops Wiring System	\$6,000		
Scoreboards	\$2,000 to \$6,000 each		
Basketball Floor	\$50,000 to \$60,000		
Tree Trimming			
Parking Lot Overlay			
Parking Lot Lighting	\$30,000 to \$45,000		
Electrical Systems			
A/V System/ Sound System	\$40,000		
ADA Doors	\$30,000 to \$50,000		
	\$563,050 to \$612,050		

Final Cost for the Cities	Costs divided by half for an even split
\$239,050	\$119,525

\$3,000
\$1,000 to \$3,000 each
\$25,000 to \$30,000

\$15,000 to \$22,500

\$20,000
\$15,000 to \$25,000
\$281,525 to \$306,025



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Administrative Services					
109488	10/15/2020	US BANK	VISA- Y2H BANNERS	348.21	Administrative Services
109561	10/29/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	135.00	Administrative Services
109488	10/15/2020	US BANK	VISA- OFFICE SUPPLY HUT	104.10	Administrative Services
109488	10/15/2020	US BANK	VISA- CA CITIES ORG	50.00	Administrative Services
109488	10/15/2020	US BANK	VISA- COGNITO	36.00	Administrative Services
109488	10/15/2020	US BANK	VISA- APPLE.COM	6.99	Administrative Services
Total Amount for 6 Line Item(s) from Administrative Services				\$680.30	
Boards and Commissions					
109488	10/15/2020	US BANK	VISA- TROPHYMAN	153.30	Boards and Commissions
Total Amount for 1 Line Item(s) from Boards and Commissions				\$153.30	
City Council					
109488	10/15/2020	US BANK	VISA- FRESH BROTHERS	331.22	City Council
109488	10/15/2020	US BANK	VISA- CALABASAS SELF STORAGE	199.00	City Council
109488	10/15/2020	US BANK	VISA- CA CITIES ORG	150.00	City Council
109488	10/15/2020	US BANK	VISA- ALADS	100.00	City Council
109488	10/15/2020	US BANK	VISA- ARTISTIC LABELS	30.63	City Council
Total Amount for 5 Line Item(s) from City Council				\$810.85	
Civic Center O&M					
109504	10/22/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	4,387.06	Civic Center O&M
109504	10/22/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,559.16	Civic Center O&M
109488	10/15/2020	US BANK	VISA- WEBSTAIRANT	685.30	Civic Center O&M
109488	10/15/2020	US BANK	VISA- VISTA PAINT	531.57	Civic Center O&M
109556	10/29/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	386.61	Civic Center O&M
109535	10/29/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	356.00	Civic Center O&M
109556	10/29/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	312.59	Civic Center O&M
109553	10/29/2020	SECURAL SECURITY CORP	SECURITY- CALL RESPONSE	300.77	Civic Center O&M
109553	10/29/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	282.86	Civic Center O&M
109553	10/29/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	282.86	Civic Center O&M
109488	10/15/2020	US BANK	VISA- HOME DEPOT	106.48	Civic Center O&M
109488	10/15/2020	US BANK	VISA- HOME DEPOT	88.81	Civic Center O&M
109488	10/15/2020	US BANK	VISA- HOME DEPOT	42.18	Civic Center O&M



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109488	10/15/2020	US BANK	VISA- ROCKLER	34.92	Civic Center O&M
Total Amount for 14 Line Item(s) from Civic Center O&M				\$10,357.17	

Community Development

109545	10/29/2020	KAREN WARNER ASSOCIATES	HOUSING CONSULTING SVCS	19,920.00	Community Development
109493	10/22/2020	CALABASAS CREST LTD	R.A.P.- NOV 2020	7,350.00	Community Development
109498	10/22/2020	CR PRINT	POSTCARDS	4,205.87	Community Development
109501	10/22/2020	FLEYSHMAN/ALBERT//	R.A.P.- NOV 2020	250.00	Community Development
109513	10/22/2020	MEDVETSKY/LINA//	R.A.P.- NOV 2020	250.00	Community Development
109521	10/22/2020	RASCOE/JOAN//	R.A.P.- NOV 2020	250.00	Community Development
109510	10/22/2020	LEVY/ESTHER//	R.A.P.- NOV 2020	250.00	Community Development
109528	10/22/2020	YAZDINIAN/SUSAN//	R.A.P.- NOV 2020	250.00	Community Development
109512	10/22/2020	MCCUNE/SHANNON//	R.A.P.- NOV 2020	250.00	Community Development
109503	10/22/2020	HARWOOD/KIM//	R.A.P.- NOV 2020	250.00	Community Development
109518	10/22/2020	PLACENCIO/JOLENE//	R.A.P.- NOV 2020	250.00	Community Development
109523	10/22/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	180.00	Community Development
109488	10/15/2020	US BANK	VISA- ICC	145.00	Community Development
109488	10/15/2020	US BANK	VISA- PLANETIZEN	24.95	Community Development
109488	10/15/2020	US BANK	VISA- ZOOM	14.99	Community Development
Total Amount for 15 Line Item(s) from Community Development				\$33,840.81	

Community Services

109555	10/29/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,421.45	Community Services
109504	10/22/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,159.23	Community Services
109516	10/22/2020	NICHOLSON/TRISSA//	RECREATION INSTRUCTOR	1,743.00	Community Services
109514	10/22/2020	MONAHAN/ANN//	RECREATION INSTRUCTOR	927.50	Community Services
109488	10/15/2020	US BANK	VISA- CALABASAS SELF STORAGE	748.00	Community Services
109488	10/15/2020	US BANK	VISA- Y2H BANNERS	665.76	Community Services
109488	10/15/2020	US BANK	VISA- AMAZON.COM	562.84	Community Services
109547	10/29/2020	L.A. CO. FIRE DEPARTMENT	HAZMAT PROGRAM CUPA#AP0019106	503.00	Community Services
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	449.08	Community Services
109533	10/29/2020	AT&T	TELEPHONE SERVICE	315.20	Community Services
109507	10/22/2020	KARASIK/TRACIE//	RECREATION INSTRUCTOR	304.50	Community Services
109553	10/29/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GRAPE	281.75	Community Services
109553	10/29/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	281.75	Community Services
109534	10/29/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services



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109488	10/15/2020	US BANK	VISA- 7 ELEVEN	241.43	Community Services
109553	10/29/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	197.23	Community Services
109563	10/29/2020	WEISBACH/SHELDON JEROME//	RECREATION INSTRUCTOR	185.50	Community Services
109553	10/29/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- DEANZA	165.08	Community Services
109496	10/22/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services
109556	10/29/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	123.39	Community Services
109533	10/29/2020	AT&T	TELEPHONE SERVICE	102.46	Community Services
109488	10/15/2020	US BANK	VISA- DIY/STAPLES	73.59	Community Services
109488	10/15/2020	US BANK	VISA- ALBERTSONS/MCCALLA CO	68.21	Community Services
109508	10/22/2020	KRANTZ/A STEVEN//	RECREATION INSTRUCTOR	59.50	Community Services
109488	10/15/2020	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
109539	10/29/2020	GORDON/MARY CONTINI//	RECREATION INSTRUCTOR	42.00	Community Services
109488	10/15/2020	US BANK	VISA- RALPHS	29.95	Community Services
109488	10/15/2020	US BANK	VISA- WATER/COFFEE DELIVERY	5.98	Community Services
109556	10/29/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	3.35	Community Services

Total Amount for 29 Line Item(s) from Community Services

\$13,123.71

Finance

109489	10/22/2020	ADP, INC	PAYROLL PROCESSING	4,947.07	Finance
109490	10/22/2020	BARTEL ASSOCIATES, LLC	GASB 68 CONSULTING SERVICES	1,400.00	Finance

Total Amount for 2 Line Item(s) from Finance

\$6,347.07

Library

109492	10/22/2020	BIBLIOTHECA, LLC	E-BOOKS	2,571.96	Library
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	535.16	Library
109506	10/22/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	297.07	Library
109488	10/15/2020	US BANK	VISA- ALA	210.00	Library
109533	10/29/2020	AT&T	TELEPHONE SERVICE	203.42	Library
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	174.00	Library
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	128.14	Library
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	108.50	Library
109506	10/22/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	95.09	Library
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	83.91	Library
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	83.04	Library
109488	10/15/2020	US BANK	VISA- HARBOR FREIGHTS	67.21	Library
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	30.83	Library



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1.63	LMD #24
Total Amount for 8 Line Item(s) from LMD #24				\$108.44	
<u>LMD #27</u>					
109522	10/22/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	13.55	LMD #27
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	6.46	LMD #27
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	3.10	LMD #27
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	2.16	LMD #27
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1.49	LMD #27
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	1.23	LMD #27
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	1.08	LMD #27
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	0.52	LMD #27
Total Amount for 8 Line Item(s) from LMD #27				\$29.59	
<u>LMD #32</u>					
109522	10/22/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11.68	LMD #32
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	1.21	LMD #32
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	0.57	LMD #32
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	0.28	LMD #32
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	0.28	LMD #32
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	0.26	LMD #32
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	0.11	LMD #32
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	0.07	LMD #32
Total Amount for 8 Line Item(s) from LMD #32				\$14.46	
<u>LMD 22 - Common Benefit Area</u>					
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109532	10/29/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	54.59	LMD 22 - Common Benefit Area
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	26.10	LMD 22 - Common Benefit Area
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	17.35	LMD 22 - Common Benefit Area



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	12.59	LMD 22 - Common Benefit Area
109522	10/22/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11.97	LMD 22 - Common Benefit Area
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	10.79	LMD 22 - Common Benefit Area
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	8.29	LMD 22 - Common Benefit Area
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	4.17	LMD 22 - Common Benefit Area
Total Amount for 14 Line Item(s) from LMD 22 - Common Benefit Area				\$70,525.85	

Media Operations

109524	10/22/2020	VERIZON WIRELESS	TELEPHONE SERVICE	3,888.23	Media Operations
109558	10/29/2020	TREDENT DATA SYSTEMS, INC.	COMPUTER HARDWARE	1,436.75	Media Operations
109488	10/15/2020	US BANK	VISA- DATA RECOVERY	1,084.70	Media Operations
109488	10/15/2020	US BANK	VISA- SURVEY MONKEY	900.00	Media Operations
109488	10/15/2020	US BANK	VISA- ZOOM	519.42	Media Operations
109550	10/29/2020	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	504.00	Media Operations
109552	10/29/2020	SCHENA/LORI ANN BAKER//	CANDIDATE FORUM	500.00	Media Operations
109488	10/15/2020	US BANK	VISA- AMAZON.COM	150.83	Media Operations
109488	10/15/2020	US BANK	VISA- MISAC	130.00	Media Operations
109488	10/15/2020	US BANK	VISA- PIXEL FILM	129.90	Media Operations
109540	10/29/2020	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	109.04	Media Operations
109488	10/15/2020	US BANK	VISA- DAILY NEWS/ACORN NEWS	46.00	Media Operations
109488	10/15/2020	US BANK	VISA- MICROSOFT	25.00	Media Operations
109488	10/15/2020	US BANK	VISA- AMAZON.COM	23.82	Media Operations
Total Amount for 14 Line Item(s) from Media Operations				\$9,447.69	

Non-Departmental - Finance

109530	10/29/2020	ANZA/THE//	SMALL BUSINESS GRANT PROGRAM	10,000.00	Non-Departmental - Finance
109553	10/29/2020	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,666.17	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- SUPPLY SOLUTIONS	2,640.45	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- LIFE STORAGE	1,431.00	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- COSTCO/SMART & FINAL	347.66	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- WALMART	281.26	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- PPE VENDING	207.67	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- REMEDY HEALTHCARE	203.40	Non-Departmental - Finance
109536	10/29/2020	CORODATA RECORDS MANAGEMENT,	STORAGE SERVICES	135.50	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- AMAZON.COM	98.52	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- AMAZON.COM	89.97	Non-Departmental - Finance



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109488	10/15/2020	US BANK	VISA- AMAZON.COM	65.55	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- AMAZON.COM	51.69	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- RITE AID	45.96	Non-Departmental - Finance
109488	10/15/2020	US BANK	VISA- AMAZON.COM	32.16	Non-Departmental - Finance
Total Amount for 15 Line Item(s) from Non-Departmental - Finance				\$19,296.96	

Payroll

109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	4,964.37	Payroll
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1,537.46	Payroll
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1,085.93	Payroll
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	1,059.11	Payroll
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	741.74	Payroll
109511	10/22/2020	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109517	10/22/2020	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109525	10/22/2020	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109527	10/22/2020	WOLFSON/JONATHON//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109495	10/22/2020	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109497	10/22/2020	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109502	10/22/2020	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109505	10/22/2020	HILL/BOB//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	627.77	Payroll
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	261.17	Payroll
Total Amount for 15 Line Item(s) from Payroll				\$15,899.79	

Police / Fire / Safety

109546	10/29/2020	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- SEP 2020	6,655.73	Police / Fire / Safety
109499	10/22/2020	CROSSROADS SOFTWARE INC.	E-CITATIONS SOFTWARE	5,600.00	Police / Fire / Safety
109515	10/22/2020	MSA SYSTEMS, INC.	E-CITATIONS	2,633.17	Police / Fire / Safety
Total Amount for 3 Line Item(s) from Police / Fire / Safety				\$14,888.90	

Public Safety & Emergency Preparedness

109488	10/15/2020	US BANK	VISA- STAPLES	103.03	Public Safety & Emergency Preparedness
109488	10/15/2020	US BANK	VISA- MODERN COLLECTIONS	39.99	Public Safety & Emergency Preparedness



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Total Amount for 2 Line Item(s) from Public Safety & Emergency Preparedness				\$143.02	
Public Works					
109551	10/29/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	2,410.00	Public Works
109488	10/15/2020	US BANK	VISA- TOUGH CONTAINERS	2,273.00	Public Works
109542	10/29/2020	ISSAKHANI/MARINA//	CONSULTING SERVICES	1,925.00	Public Works
109520	10/22/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	875.00	Public Works
109520	10/22/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	875.00	Public Works
109531	10/29/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	694.26	Public Works
109488	10/15/2020	US BANK	VISA- LANDSEND BUSINESS	450.88	Public Works
109488	10/15/2020	US BANK	VISA- HOME DEPOT	156.59	Public Works
109488	10/15/2020	US BANK	VISA- LANDSEND BUSINESS	150.30	Public Works
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	131.31	Public Works
109488	10/15/2020	US BANK	VISA- AMAZON.COM	127.63	Public Works
109488	10/15/2020	US BANK	VISA- BARRY KAY	105.12	Public Works
109559	10/29/2020	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	100.75	Public Works
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	76.60	Public Works
109488	10/15/2020	US BANK	VISA- PETCO	64.33	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	62.82	Public Works
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	51.69	Public Works
109488	10/15/2020	US BANK	VISA- SMITH PIPE & SUPPLY	45.68	Public Works
109538	10/29/2020	DIG SAFE BOARD	STATE REGULATORY FEE	40.01	Public Works
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	38.06	Public Works
109524	10/22/2020	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	36.56	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	28.37	Public Works
109488	10/15/2020	US BANK	VISA- AMAZON.COM	27.76	Public Works
109555	10/29/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	25.49	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	25.10	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	19.01	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	18.67	Public Works
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	15.02	Public Works
109488	10/15/2020	US BANK	VISA- AMAZON.COM	14.22	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	13.90	Public Works
109522	10/22/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	13.69	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	13.26	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	10.66	Public Works



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109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	10.33	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	9.17	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	8.75	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	7.38	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	7.37	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	6.06	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	6.03	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	5.95	Public Works
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	5.60	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	5.35	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	5.14	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	5.10	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	4.22	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	4.16	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	3.70	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	3.55	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	3.34	Public Works
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	3.12	Public Works
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	3.02	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	2.88	Public Works
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	2.58	Public Works
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	2.29	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1.78	Public Works
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	1.62	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1.45	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	1.23	Public Works
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	0.89	Public Works
Total Amount for 61 Line Item(s) from Public Works				\$11,075.81	

Recoverable / Refund / Liability

109544	10/29/2020	JONES/FRANKLIN//	REFUND OWTS LOAN	428.35	Recoverable / Refund / Liability
109544	10/29/2020	JONES/FRANKLIN//	REFUND OWTS LOAN	1.65	Recoverable / Refund / Liability
Total Amount for 2 Line Item(s) from Recoverable / Refund / Liability				\$430.00	

Tennis & Swim Center

109556	10/29/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	1,395.28	Tennis & Swim Center
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109509	10/22/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	935.89	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- WILSON SPORTING	879.09	Tennis & Swim Center
109557	10/29/2020	TIME WARNER CABLE	CABLE MODEM/HDTV- T&S	708.30	Tennis & Swim Center
109494	10/22/2020	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	700.00	Tennis & Swim Center
109549	10/29/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	564.03	Tennis & Swim Center
109494	10/22/2020	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	552.00	Tennis & Swim Center
109529	10/29/2020	AM PM DOOR INC	DOOR REPAIRS	511.91	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- OFFICE DEPOT	397.74	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- HOME DEPOT	378.73	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- LIGHTCRAFT OUTDOOR	323.03	Tennis & Swim Center
109494	10/22/2020	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	250.12	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- LESLIE'S POOL SUPPLY	223.29	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- RED CROSS	195.00	Tennis & Swim Center
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	187.63	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- FRESH GRAFX	180.68	Tennis & Swim Center
109526	10/22/2020	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	151.96	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- COSTCO	109.49	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- RALPHS/WALMART	104.03	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- CONSTANT CONTACT	100.00	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- SMART SIGN	96.25	Tennis & Swim Center
109488	10/15/2020	US BANK	VISA- HOME DEPOT	94.63	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	89.36	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	60.81	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	43.13	Tennis & Swim Center
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	39.35	Tennis & Swim Center
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	30.69	Tennis & Swim Center
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	19.31	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	15.54	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	14.63	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	11.59	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	7.49	Tennis & Swim Center
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	4.85	Tennis & Swim Center
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	4.55	Tennis & Swim Center
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	2.79	Tennis & Swim Center
Total Amount for 35 Line Item(s) from Tennis & Swim Center				\$9,383.17	

Transportation



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109543	10/29/2020	JOHN KULAR CONSULTING	ENGINEERING SERVICES	6,081.58	Transportation
109555	10/29/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,556.38	Transportation
109554	10/29/2020	SIEMENS MOBILITY, INC	TRAFFIC SIGN MAINTENANCE	3,216.04	Transportation
109560	10/29/2020	UNITED PACIFIC	FUEL CHARGES- SEP 2020	1,740.91	Transportation
109537	10/29/2020	DEPALMA DESIGN GROUP	INSPECTION SERVICES	950.00	Transportation
109541	10/29/2020	INSTITUTE OF TRANSPORTATION	MEMBERSHIP DUES- R. YALDA	320.00	Transportation
109488	10/15/2020	US BANK	VISA- LANDSEND BUSINESS	274.85	Transportation
109522	10/22/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	247.35	Transportation
109548	10/29/2020	LA DWP	TRAFFIC METER SERVICE	173.28	Transportation
109488	10/15/2020	US BANK	VISA- 7 ELEVEN	153.94	Transportation
109488	10/15/2020	US BANK	VISA- AT&T	103.71	Transportation
109488	10/15/2020	US BANK	VISA- SHELL OIL/UNION 76	92.65	Transportation
109488	10/15/2020	US BANK	VISA- SHELL OIL/7 ELEVEN	86.83	Transportation
109488	10/15/2020	US BANK	VISA- CALABASAS SINCLAIR	57.61	Transportation
109488	10/15/2020	US BANK	VISA- 7 ELEVEN	50.92	Transportation
109488	10/15/2020	US BANK	VISA- CHEVRON	50.00	Transportation
109488	10/15/2020	US BANK	VISA- AMAZON.COM	38.56	Transportation
109488	10/15/2020	US BANK	VISA- CHEVRON	36.69	Transportation
109488	10/15/2020	US BANK	VISA- SHELL OIL/7 ELEVEN	29.99	Transportation
109488	10/15/2020	US BANK	VISA- TIRE MAN	25.00	Transportation
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	23.87	Transportation
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	21.45	Transportation
109488	10/15/2020	US BANK	VISA- DIY/HOME DEPOT	16.39	Transportation
109488	10/15/2020	US BANK	VISA- CHEVRON	15.00	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	12.97	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	11.83	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	9.40	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	8.85	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	6.26	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	5.71	Transportation
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	5.60	Transportation
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	5.56	Transportation
109500	10/22/2020	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2020	5.39	Transportation
109519	10/22/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- NOV 20	5.05	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	2.26	Transportation
109491	10/22/2020	BCC	LIFE & DISABILITY INS- OCT 20	2.13	Transportation



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Total Amount for 36 Line Item(s) from Transportation				\$18,444.01	
GRAND TOTAL for 329 Line Items				\$259,870.62	



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Recoverable / Refund / Liability					
13933	10/29/2020	ROBINETTE/ROBIN//	REFUND- TENNIS TOURNAMENT	46.00	Recoverable / Refund / Liability
13925	10/29/2020	BERGERON/JOHN//	REFUND- TENNIS TOURNAMENT	46.00	Recoverable / Refund / Liability
13929	10/29/2020	HYDE-WHITE/ALEX//	REFUND- TENNIS TOURNAMENT	46.00	Recoverable / Refund / Liability
Total Amount for 3 Line Item(s) from Recoverable / Refund / Liability				\$138.00	
Tennis & Swim Center					
13926	10/29/2020	BLUE SHIELD OF CA	INSURANCE EXPENSE	6,713.80	Tennis & Swim Center
13930	10/29/2020	ICW GROUP	WORKERS COMP INS	1,907.56	Tennis & Swim Center
13934	10/29/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	1,678.38	Tennis & Swim Center
13935	10/29/2020	XEROX FINANCIAL SERVICES	ADMINISTRATIVE EXPENSES	614.05	Tennis & Swim Center
13932	10/29/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	564.03	Tennis & Swim Center
13928	10/29/2020	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	436.00	Tennis & Swim Center
13924	10/29/2020	AT&T	TELEPHONE SERVICE	368.29	Tennis & Swim Center
13931	10/29/2020	IMAGE SOURCE	ADMINISTRATIVE EXPENSES	340.53	Tennis & Swim Center
13927	10/29/2020	BLUE SHIELD OF CA	INSURANCE EXPENSE	330.30	Tennis & Swim Center
13934	10/29/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	238.90	Tennis & Swim Center
13934	10/29/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	235.84	Tennis & Swim Center
13923	10/29/2020	ADP, INC	ADMINISTRATIVE EXPENSES	99.37	Tennis & Swim Center
Total Amount for 12 Line Item(s) from Tennis & Swim Center				\$13,527.05	
GRAND TOTAL for 15 Line Items				\$13,665.05	

2-Dec

1	CC	Presentation	Recognition of outgoing Councilmember Fred Gaines
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Future Items

2	CC	New Business	Election certification/Council reorganization
3	CD	New Business	Discussion of rent stabilization options for rental housing properties in Calabasas
4	CD	Consent	Adoption 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
5	CD	Consent	Adoption of Ordinance 2021-389, revising Calabasas Municipal Code Chapter 5.04 - Motion Picture, Television and Photographic Production
6	CC	New Business	Adoption of Resolution NO. 2020-1708, amending Resolution No. 2017-1571 establishing the amount and procedure for health benefit reimbursement for management retirees
7	CD	New Business	Discussion and consideration of draft Policies and Procedures for review and acceptance by the City of donated memorials and plaques
8	CD	New Business	Council Study Session regarding Housing Element
9	PW	New Business	Mulholland Corridor Study
10	FIN	New Business	Mid-year budget review
11	CC	New Business	Commission appointments
12	PW	New Business	PS and TTC recommendation regarding Automatic Plate Readers Report
13	PW	New Business	Update regarding anticoagulants
14	CD/Finance	New Business	Annexation update
15	PW	New Business	MTA's review of fare-free transit services
16	CD	New Business	Planning Commission recommendations regarding amendments to the City's Story Pole Procedures
17	CA	New Business	Closed session regarding State's mandate for affordable housing
18	CD	Public Hearing	West Village Project
19	CC	Presentation	Chuck Becerra and Sheriff's discussion on use of force
20	CD	New Business	Ordinance regulating construction work hours

2020 Meeting Dates

9-Dec - Election Certification/ Council Reorg.
23-Dec - Canceled