



**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, JUNE 23, 2021  
VIA ZOOM TELECONFERENCE  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

**IMPORTANT NOTICE REGARDING THE JUNE 23, 2021, 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 [www.cityofcalabasas.com/ctvlive](http://www.cityofcalabasas.com/ctvlive). 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://cityofcalabasas.zoom.us/j/86074554411?pwd=Qm1iMUwvRWFJb3VSSUNWMHN1RihLUT09>

Webinar ID: 860240

Passcode: 86074554411

Or iPhone one-tap:

US: +1-669-900-9128,, 86074554411# or +1-253-215-8782,, 86074554411#

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

International numbers available: <https://us02web.zoom.us/j/86074554411>

In the event a quorum of the City Council loses electrical power or suffers an internet connection outage not corrected within 15 minutes, the meeting will be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled meeting of the City Council. Any other agenda items the Council has not taken action on will be placed on a future agenda.

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

Any legal action by an applicant, appellant, or other person, seeking to obtain judicial review of any City Council decisions may be subject to the 90-day filing period of, and governed by, Code of Civil Procedure sections 1094.5 and 1094.6.

**CLOSED SESSION – 6:00 P.M.**

1. Conference with Legal Counsel; Existing Litigation  
(Gov. Code Section 54956.9(d)(1))  
Case Name: THNC Canyon Oaks LLC v. City of Calabasas, et al.,  
Los Angeles County Superior Court Case No. 21STCP01819

**OPENING MATTERS – 6:30 P.M.**

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

**ADJOURN IN MEMORY – 6:45 P.M.**

- Harold Arkoff

**PRESENTATIONS – 7:00 P.M.**

- [By Commissioner Brian Stecher, Los Angeles County Citizens Redistricting Commission](#)
- To Albertson's employees for their work at the AHCCC Covid-19 vaccination clinic

**ANNOUNCEMENTS/INTRODUCTIONS – 7:30 P.M.**

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

**CONSENT ITEMS – 7:50 P.M.**

1. [Approval of minutes of May 26, 2021](#)
2. [Recommendation to approve a Professional Services Agreement with Ideal General Services for the City's Dial-A-Ride services for three years with a total contract cost of \\$743,904 for three years, expiring on June 30, 2024, with an option of three one-year extensions in an amount not to exceed \\$268,632 per year](#)
3. [Recommendation to approve a Professional Services Agreement with Ventura Transit System, Inc. for the City's operation and maintenance of public transit and transportation services for three years with a total contract cost of \\$916,920 for three years, expiring on June 30, 2024, with an option of two one-year extensions in an amount not to exceed \\$353,700 per year](#)

4. Adoption of Resolution No. 2021-1735, reaffirming and extending the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic
5. Approval of amendment to the Agreement with the Calabasas Chamber of Commerce to provide services and activities to address the negative economic impacts of Covid-19; and direct staff to include \$50,000 in American Rescue Plan Act funds in the FY 2021-22 budget
6. Recommendation to approve an amendment for Professional Services Agreement with Top Seed Tennis Academy, Inc., for a month-to-month agreement
7. Recommendation to approve an amendment of a Professional Services Agreement with Little Learners, LLC for the operation of after school and seasonal camp programs
8. Appointments to the Agoura Hills/Calabasas Community Center Joint Powers Authority Board
9. Authorization to approve and add Amendment No. 1, for additional funding in the amount of \$525,250 to the Professional Services Agreement with Venco Western, Inc. for regular monthly landscape maintenance and authorized unexpected emergency work for nine (9) City parks of the City of Calabasas
10. Recommendation to authorize two extensions of the existing Solid Waste Collection Franchise Agreement with Waste Management and approve Amendment No. 2 to the Agreement
11. Recommendation to award a construction contract for the 2021 Street Resurfacing Project, Specification No. 20-21-02, to Onyx Paving Company, Inc. for the total amount of \$666,000
12. Recommendation to approve a Professional Services Agreement with Siemens Mobility, Inc. for installation of uninterrupted power supply systems for traffic signals within the City of Calabasas (10 locations) in an amount not to exceed \$90,525
13. Recommendation to approve Amended Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC

14. Adoption of Resolution No. 2021-1738, levying special taxes within the City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018; and adoption of Resolution No. 2021-1739, levying special taxes within the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refusing Bonds, Series 2017

**BUDGET WORKSHOP – 8:00 P.M.**

15. Discussion of and direction to staff on the FY 2021-2022 and FY 2022-2023 budget

**PUBLIC HEARING – 9:15 P.M.**

16. Adoption of Resolution No. 2021-1736, approving the operating and capital improvement budgets for July 1, 2021 through June 30, 2023, providing for the appropriations and expenditures for all sums set forth in said budget; adoption of Resolution No. 2021-1737, establishing the appropriations limit for Fiscal Year 2021-2022; and adoption of Resolution No. 2021-1740, approving a salary schedule for permanent employees and rescinding Resolution No. 2020-1689
17. Public Hearing regarding Landscape Lighting Act District Nos. 22, 24, 27 and 32 Levy of Assessments, Adoption of Resolution 2021-1733, approving a Final Engineer’s Report in Connection with Landscape Lighting Act District Nos. 22, 24, 27 and 32, and Confirming Diagrams and Assessments for such Districts For Fiscal Year 2021-2022

**INFORMATIONAL REPORTS – 9:40 P.M.**

18. Check Register for the period of May 13-June 9, 2021

**TASK FORCE REPORTS – 9:45 P.M.**

**CITY MANAGER’S REPORT – 9:50 P.M.**

**FUTURE AGENDA ITEMS – 9:55 P.M.**

**ADJOURN – 10:00 P.M.**

The City Council will adjourn in memory of Harold Arkoff to a special meeting on Tuesday, June 29, 2021, at 6:30 p.m.

# Los Angeles County Citizens Redistricting (CRC) Commission



## LOS ANGELES COUNTY **REDISTRICTING** 2021





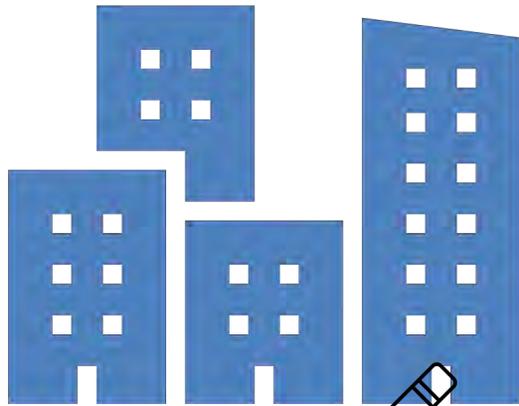
# No Public Input Taken Today

This presentation is designed to be educational about the redistricting process. We can answer questions about the process.

Any input you may have about where to draw the district lines must be shared with the full LA County CRC at our upcoming public hearings – to be scheduled starting in June and continuing into December.

To provide written public input, please visit our website at: <http://redistricting.lacounty.gov>





5 newly drawn  
Supervisory Districts



## Topics

- **New Approach with LA County CRC**
- Significance, diversity, and size of Los Angeles County
- Redistricting overview
- What your organization can do



# LA County Redistricting Approach

## Past Approach

- The Los Angeles County Board of Supervisors appointed an advisory-only Boundary Redistricting Committee (BRC) to study proposed changes to the boundaries.
- The Board of Supervisors could make revisions before adopting the final redistricted boundaries.

## New Approach with California SB 2016

- Formation of Citizens Redistricting Commission to draw the boundary lines of the five single-member supervisory districts for the next 10 years
- **Independent** from the influence of the Board
- Reasonably representative of the County's diversity





# Our Values

**Accountability:** We are accountable to the process and each other to serve all the constituents of Los Angeles County.

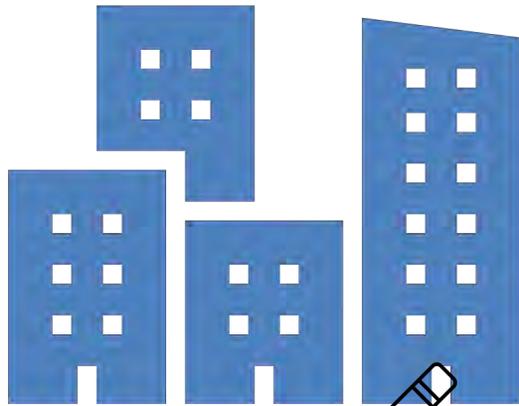
**Transparency:** We are committed to openness in all aspects of the redistricting process.

**Objectivity:** We are careful, intentional, fair-minded, and impartial and will actively resist undue influence in establishing supervisorial district boundaries in an equitable manner.

**Integrity:** We are honest, truthful, ethical, principled, respectful, and professional.

**Inclusion & Equity:** We seek to create and foster a true sense of belonging and eliminate potential barriers by being purposeful, deliberate, and effective in comprehensive public outreach, engagement, and feedback.





5 newly drawn  
Supervisory Districts



## Topics

- New Approach with LA County CRC
- **Significance, diversity, and size of Los Angeles County**
- Redistricting overview
- What your organization can do





# Why Redistricting is Important

- At the local level, periodic redistricting and redrawing of the boundaries are important to:
  - Rebalance district populations
  - Ensure the Board of Supervisors fairly reflects the County's diverse population
  - Design districts that are reasonably equal in population
  - Vote for the supervisor of your choice
  - Enable you to vote for the supervisor of your choice

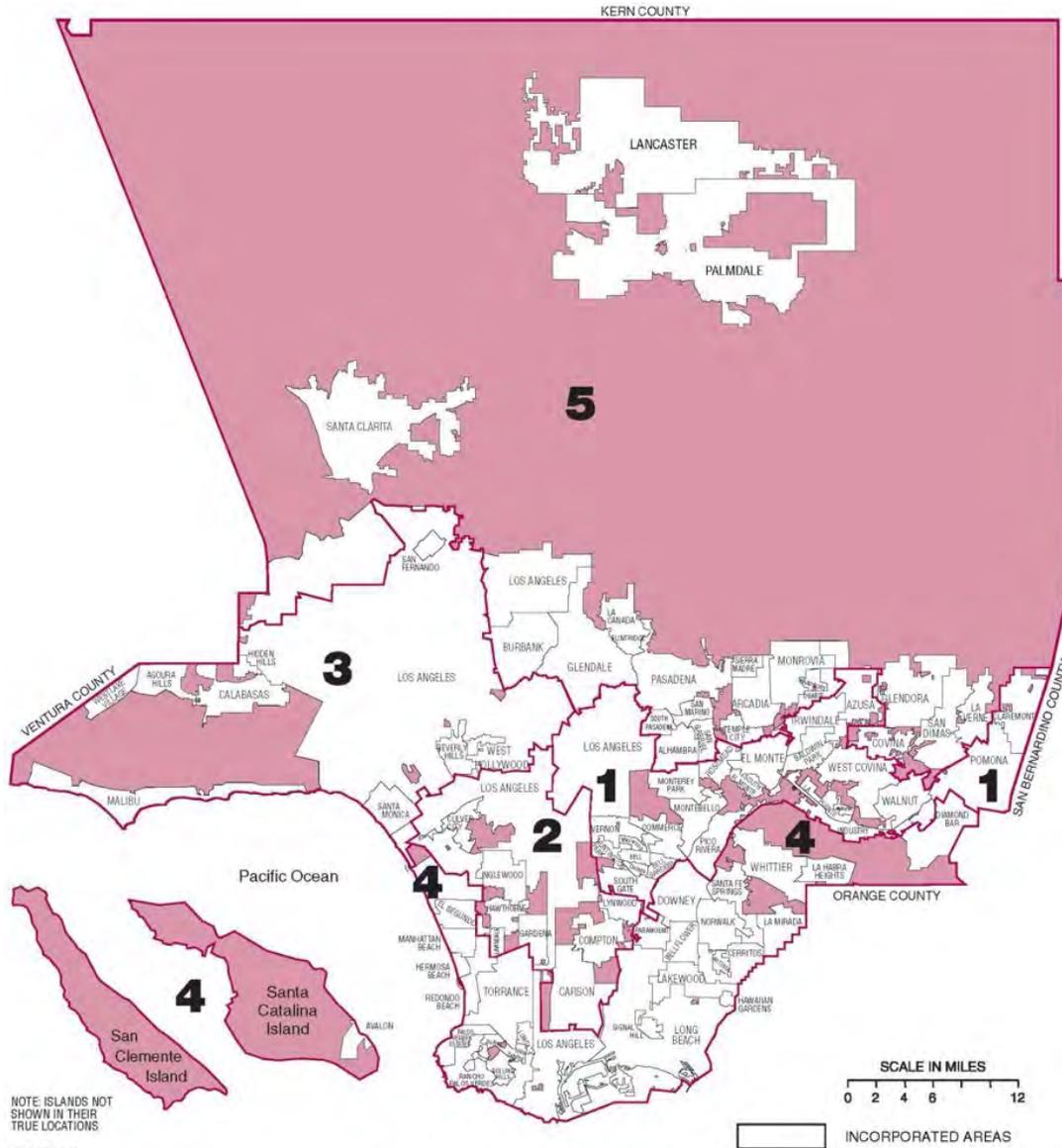




# Why Redistricting is Important

- Board of Supervisors should be responsive to the preferences and needs of residents:
  - Public policies to improve lives
  - Services provided and resources in your community
    - Public health and public medical centers
    - Tax assessments
    - Public social services
    - Sheriff
    - Municipal services to unincorporated areas and contract cities
    - ...and many other public services

# Complexity of Los Angeles County



**Most populous** U.S. county: 10 million people

- **25% of California's population**
- Population greater than 41 individual U.S. states

3<sup>rd</sup> largest metropolitan economy in the world

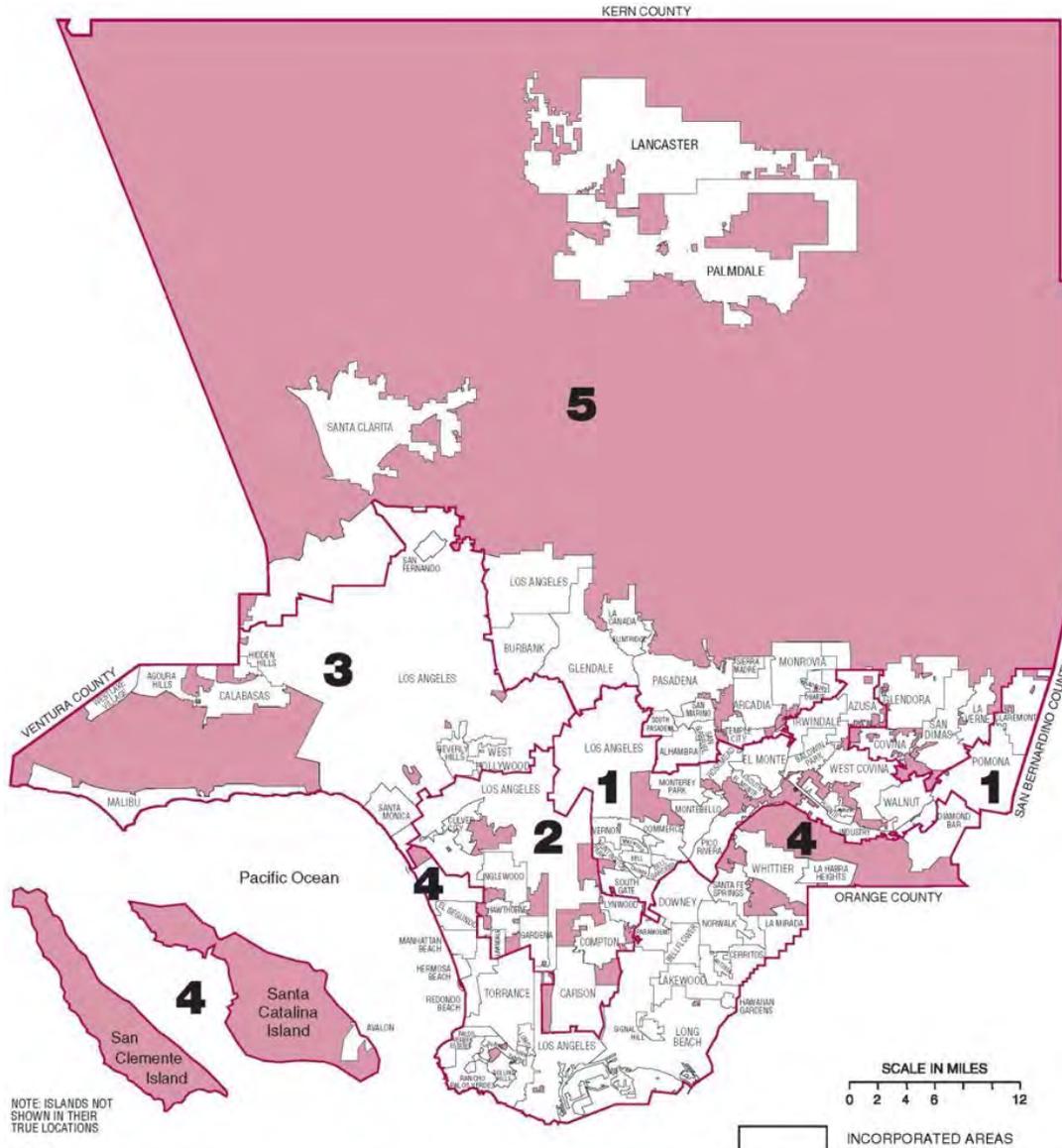
- **88 cities and 100+ unincorporated areas**
- Los Angeles City is the 2<sup>nd</sup> most populous city with 4 million residents

One of the **most ethnically diverse** U.S. counties

Current Supervisorial Districts

U.S. Census Population estimates,  
July 1, 2019, (V2019)

10,039,107



**5 supervisory districts** – about 2 million people per district

Each with an elected Board of Supervisor to represent the residents in their supervisory district

Supervisors must reside in their districts during their incumbency

**LA County will continue to have 5 supervisory districts** for redistricting in 2021. (Any change would require voter approval.)

Current Supervisory Districts



# Historical Context in Los Angeles County

**Garza v. County of Los Angeles, 918 F. 2d 763 (9th Cir. 1990)**

For decades, the County:

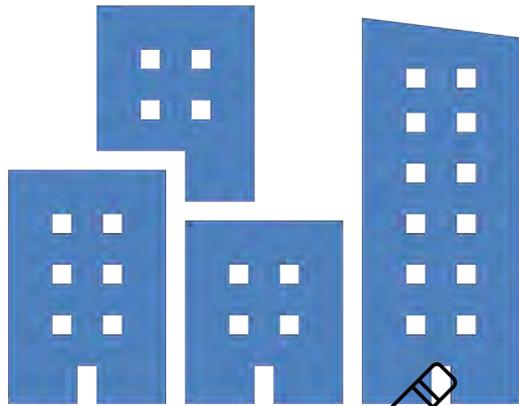
*“...intentionally fragmented the Hispanic population among the various districts in order to dilute the effect of the Hispanic vote in future elections and preserve incumbencies of the Anglo members of the Board of Supervisors.”*

*“When the dust has settled and local passions have cooled, this case will be remembered for its lucid demonstration that elected officials engaged in the single-minded pursuit of incumbency can run roughshod over the rights of protected minorities.... The record is littered with telltale signs that reapportionments going back at least as far as 1959 were motivated, to no small degree, by the desire to assure that no supervisorial district would include too much of the burgeoning Hispanic population.”*

Source: Justin Levitt, Esq., Loyola Law School faculty:

[https://redistricting.lacounty.gov/wp-content/uploads/2021/03/Justin\\_L\\_presentation\\_03\\_10\\_21.pdf](https://redistricting.lacounty.gov/wp-content/uploads/2021/03/Justin_L_presentation_03_10_21.pdf)





5 newly drawn  
Supervisory Districts



## Topics

- New Approach with LA County CRC
- Significance, diversity, and size of Los Angeles County
- **Redistricting overview**
- What your organization can do





# Where to draw the lines?

U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

District lines will be adopted using the following criteria in order of priority:

1. Each district shall be reasonably equal in total resident population to the other districts, except where deviation is required to comply with the Federal Voting Rights Act of 1965 or allowable by law.
2. Districts shall comply with the Federal Voting Rights Act of 1965.
3. Districts shall be geographically contiguous.
4. The geographic integrity of city, local neighborhood, or community of interest shall be respected in a manner that minimizes its division.
5. To the extent practicable, and where it does not conflict with numbers 1-4 above, districts shall be drawn to encourage geographic compactness.

Besides the above criteria, districts shall not be drawn for purposes of favoring or discriminating against an incumbent, political candidate, or political party.



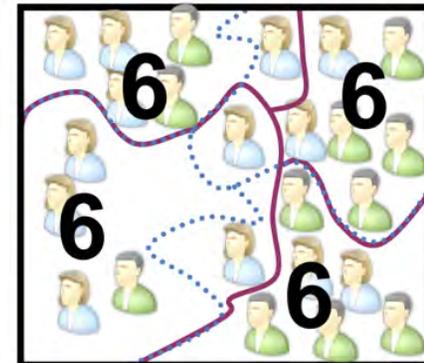
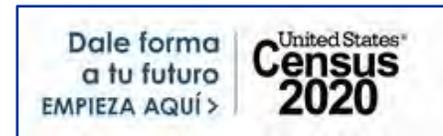


# Where to draw the lines?

U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

Simply put:

- **Establish reasonably equal population**
  - **Every 10 years, the district lines have to be redrawn to make each district even in size again.**
  - **Based on U.S. Census 2020 data**
  - **In LA County, about 2 million people per supervisorial district**
- Give racial and ethnic groups a fair shot
- Connect all parts of a district (geographic contiguity)
- Preserve geographic integrity of cities, neighborhoods, and communities of interest
- Don't bypass nearby populations in drawing districts (compactness)
- Avoid partisan favoritism



Graphic Source: Common Cause of California,  
<https://www.commoncause.org/california/wp-content/uploads/sites/29/2021/01/Kathay-Redistricting-101.pdf>



# Where to draw the lines?

U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

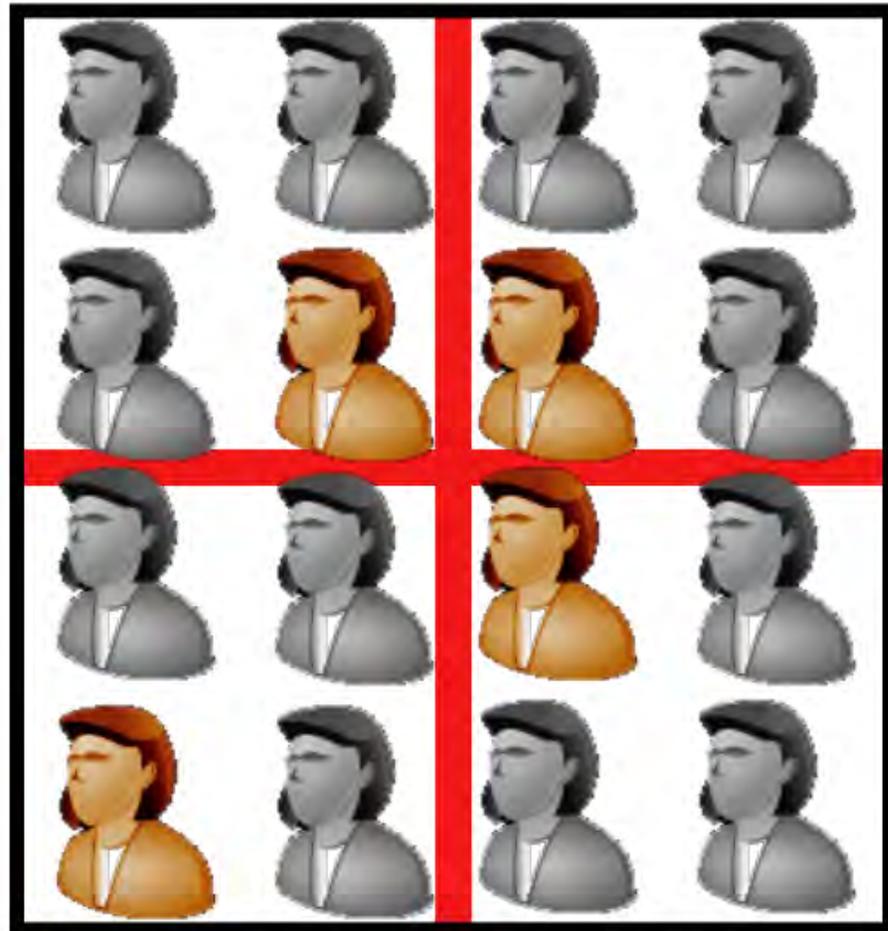
Simply put:

- Establish reasonably equal population
- **Give racial and ethnic groups a fair shot**
- Connect all parts of a district (geographic contiguity)
- Preserve geographic integrity of cities, neighborhoods, and communities of interest
- Don't bypass nearby populations in drawing districts (compactness)
- Avoid partisan favoritism



**Example of how  
redistricting can  
take away the  
minority voting  
rights.**

**Minorities make up only  
 $\frac{1}{4}$  in all 4 districts.**

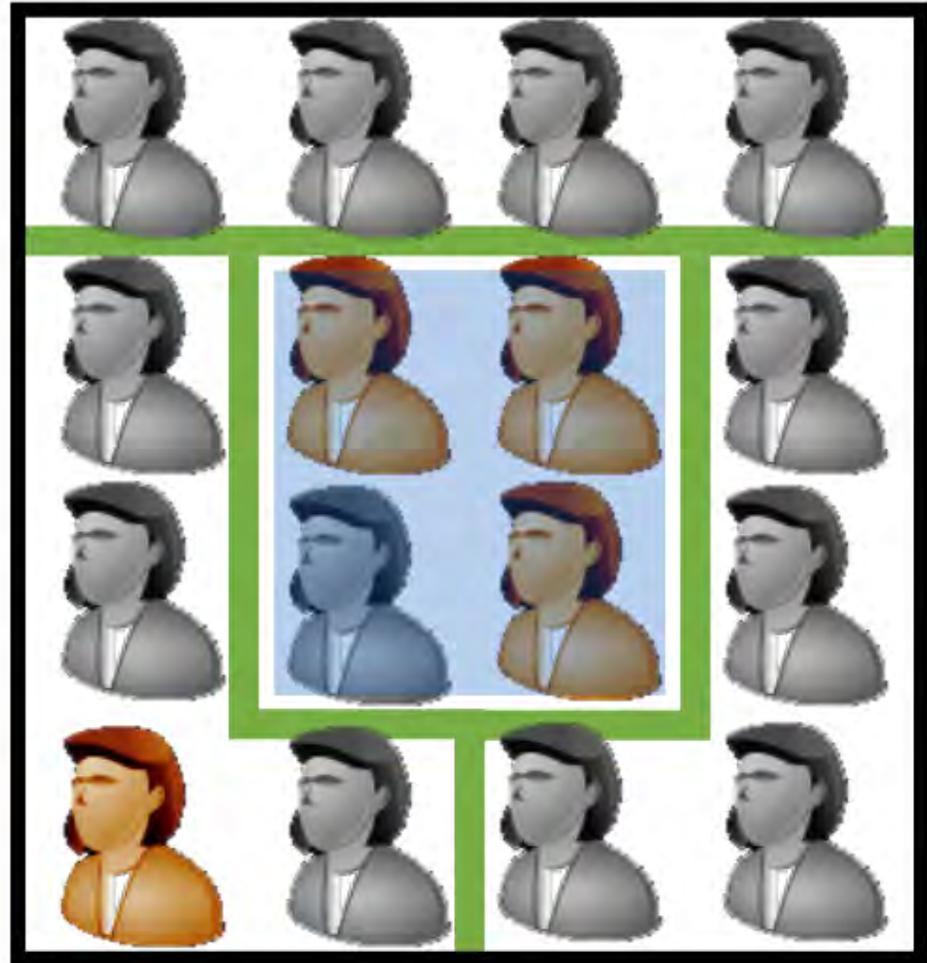


Graphic Source: Common Cause of California, <https://www.commoncause.org/california/wp-content/uploads/sites/29/2021/01/Kathay-Redistricting-101.pdf>

If a majority can be drawn, the Voting Rights Act requires it.

Example of how  
redistricting can  
allow communities  
to elect candidates  
of their choice.

Minorities make up only  
 $\frac{3}{4}$  of this district.



Source: Common Cause of California, <https://www.commoncause.org/california/wp-content/uploads/sites/29/2021/01/Kathay-Redistricting-101.pdf>



# Where to draw the lines?

U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

Simply put:

- Establish reasonably equal population
- Give racial and ethnic groups a fair shot
- **Connect all parts of a district (geographic contiguity)**
- Preserve geographic integrity of cities, neighborhoods, and communities of interest
- Don't bypass nearby populations in drawing districts (compactness)
- Avoid partisan favoritism

**NON-CONTIGUOUS**



**CONTIGUOUS**



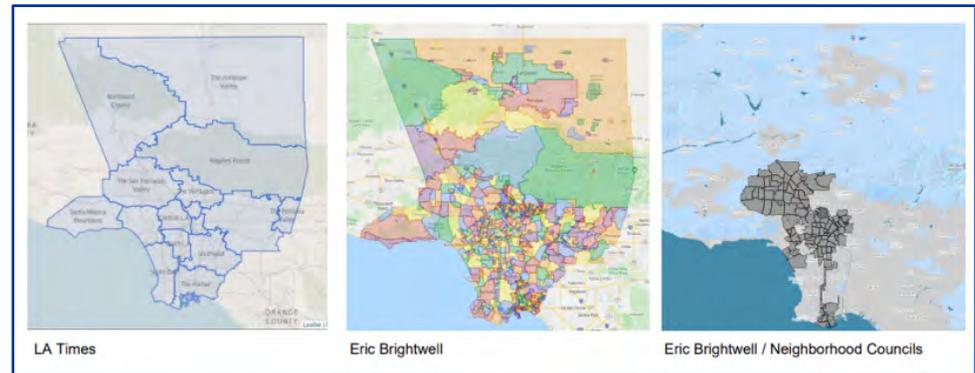


# Where to draw the lines?

U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

Simply put:

- Establish reasonably equal population
- Give racial and ethnic groups a fair shot
- Connect all parts of a district
- **Preserve geographic integrity of cities, neighborhoods, and communities of interest**
- Don't bypass nearby populations in drawing districts (compactness)
- Avoid partisan favoritism



## **Minimize division of a city, local neighborhood, or local community of interest:**

“A community of interest is a contiguous population that shares common social and economic interests that should be included within a single district for purposes of its effective and fair representation. Communities of interest shall not include relationships with political parties, incumbents, or political candidates.”





# Where to draw the lines?

U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

Simply put:

- Establish reasonably equal population
- Give racial and ethnic groups a fair shot
- Connect all parts of a district (geographic contiguity)
- Preserve geographic integrity of cities, neighborhoods, and communities of interest
- **Don't bypass nearby populations in drawing districts (compactness)**
- Avoid partisan favoritism

**COMPACT**



**CONTORTED**



**DISPERSED**



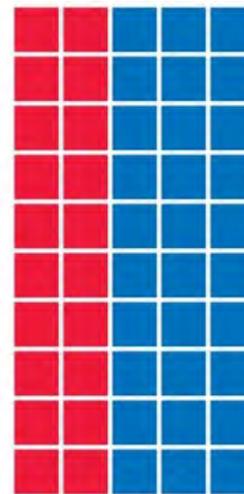


# Where to draw the lines?

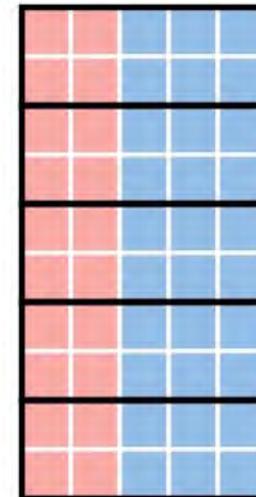
U.S. Constitution, 52 U.S.C. § 10301, Cal. Election Code § 21534

Simply put:

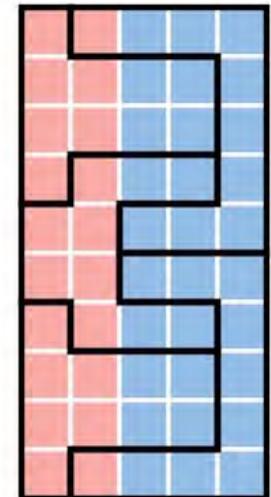
- Establish reasonably equal population
- Give racial and ethnic groups a fair shot
- Connect all parts of a district (geographic contiguity)
- Preserve geographic integrity of cities, neighborhoods, and communities of interest
- Don't bypass nearby populations in drawing districts (compactness)
- **Avoid partisan favoritism – where you draw the lines matters**



50 PRECINCTS  
60% BLUE  
40% RED



5 DISTRICTS  
5 BLUE  
0 RED  
BLUE WINS



5 DISTRICTS  
3 RED  
2 BLUE  
RED WINS

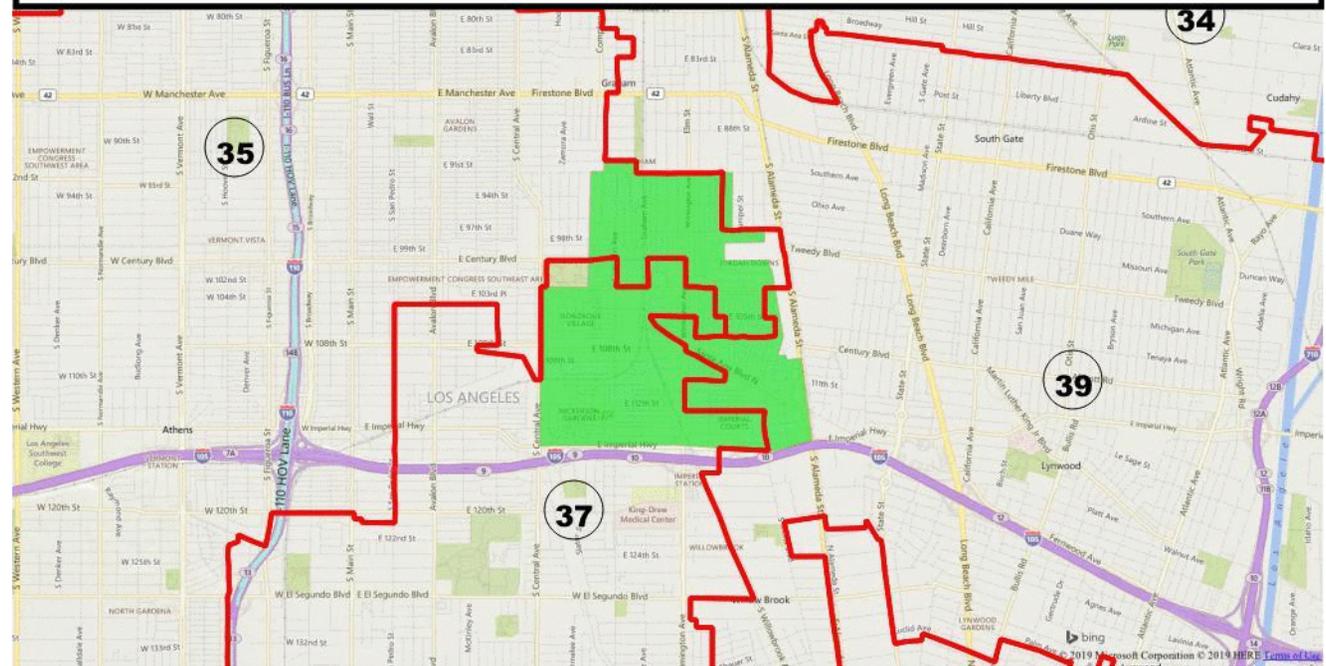
Graphic Source: League of Women Voters of Georgia,  
<https://my.lww.org/georgia/redistricting>



# Common Cause Example

In 2011, Watts was split by incumbents into 3 districts at the Congressional level.

Division of Watts in 2011: CA Congressional Districts



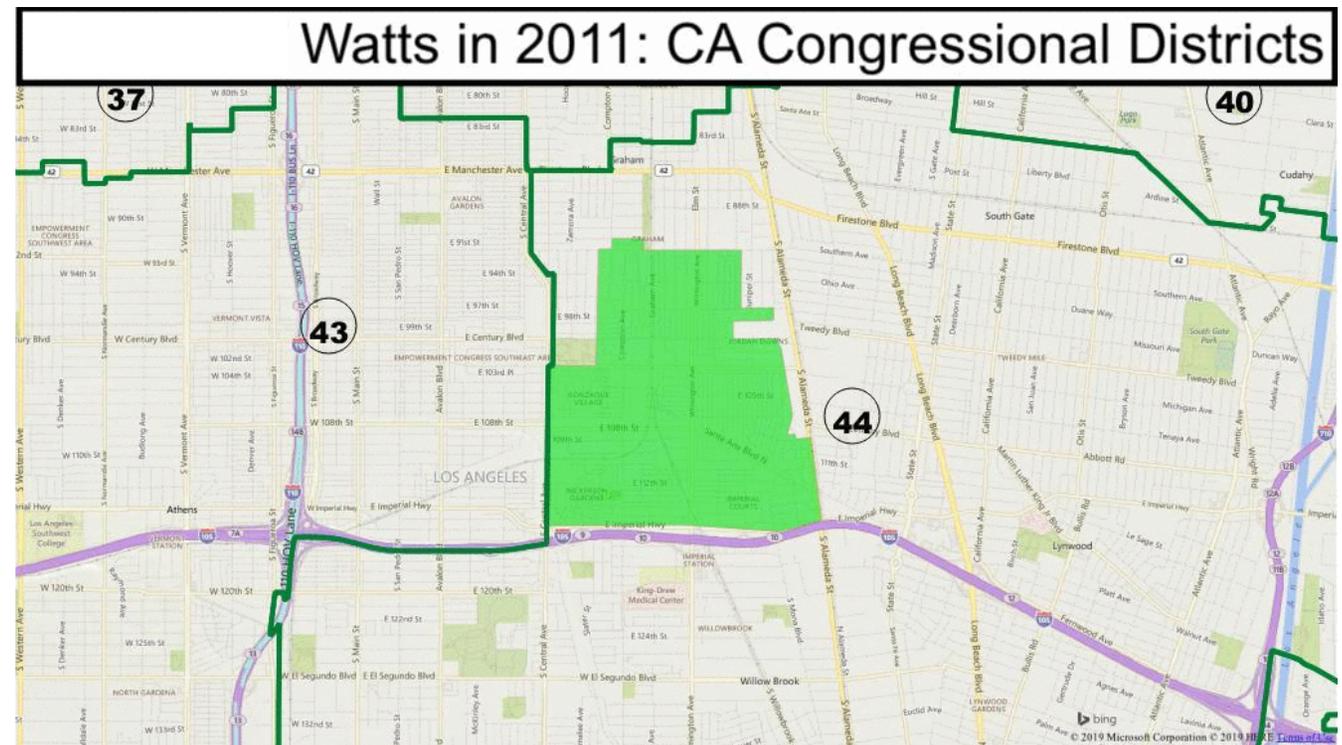
Why? Because the Watts neighborhood was split by district lines

Source: Common Cause of California, <https://www.commoncause.org/california/wp-content/uploads/sites/29/2021/01/Kathay-Redistricting-101.pdf>

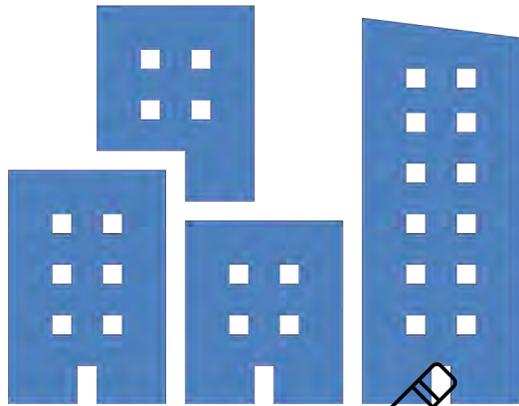
# Common Cause Example

After 2011, leaders united to testify about Watts before the CA Citizens Commission. Watts was made whole.

Redistricting matters because it can lift community voices



Source: Common Cause of California, <https://www.commoncause.org/california/wp-content/uploads/sites/29/2021/01/Kathay-Redistricting-101.pdf>



5 newly drawn  
Supervisory Districts



## Topics

- New Approach with LA County CRC
- Significance, diversity, and size of Los Angeles County
- Redistricting overview
- **What your organization can do**



# What your organization can do

- **Inform and educate** residents about redistricting
- **Encourage participation**
- **Work with communities of interest** that are geographically concentrated
- **Collaborate** with residents and other organizations to submit proposed redistricting maps for CRC's consideration
  - LA County is providing free mapping software for the public to use.



# How can the public participate in Redistricting?

## Get Involved

- Sign up to stay informed about and participate in Redistricting
- Attend CRC virtual meetings: 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at 7:00 pm
- Submit redistricting maps once the Census 2020 data are available

## Workshops and Public Hearings

- Attend workshops
- 10 public forums to be scheduled for June-August before the release of the U.S. Census Bureau data
- 2 public hearings to review proposed CRC Redistricting Plan options in Fall 2021

Sign Up and Participate in Redistricting:

<https://redistricting.lacounty.gov>



# Toolkits to help you spread the word!

We will provide toolkits in the County's threshold languages:

- Ready-to-use talking points
- Electronic handouts and flyers
- Text to send messages via Twitter, Facebook, and other social media platforms



## LA County's 12 Threshold Languages

- |                   |                    |
|-------------------|--------------------|
| ▪ Armenian        | ▪ Tagalog/Filipino |
| ▪ Chinese         | ▪ Vietnamese       |
| ▪ Cambodian/Khmer | ▪ Hindi            |
| ▪ Farsi           | ▪ Japanese         |
| ▪ Korean          | ▪ Thai             |
| ▪ Spanish         | ▪ Russian          |





LOS ANGELES COUNTY  
**REDISTRICTING 2021**

**For more information:  
[redistricting.lacounty.gov](https://redistricting.lacounty.gov)**

**Any questions?**





# Our CRC Commissioners

Co-Chair Daniel Mayeda  
Co-Chair Carolyn Williams

Commissioner Jean Franklin  
Commissioner David Holtzman  
Commissioner Mary Kenney  
Commissioner Mark Mendoza  
Commissioner Apolonio Morales  
Commissioner Nelson Obregon

Commissioner Priscilla Orpinela-Segura  
Commissioner Hailes Soto  
Commissioner Saira Soto  
Commissioner Brian Stecher  
Commissioner John Vento  
Commissioner Doreena Wong





# LOS ANGELES COUNTY REDISTRICTING 2021



Sign up and stay informed: <https://redistricting.lacounty.gov>



Attend or participate virtually in CRC meetings and public hearings:  
<https://us02web.zoom.us/j/82726060927>



Listen only to CRC meetings and public hearings by calling:  
(669) 900-9128, enter: 827 2606 0927#

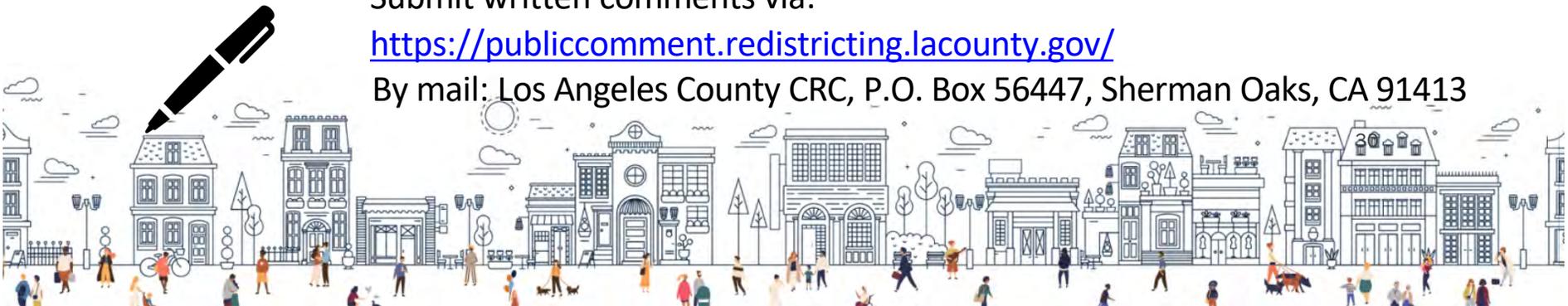


View CRC meetings and public hearings on YouTube:  
<https://www.youtube.com/LACountyRedistricting/>

Submit written comments via:

<https://publiccomment.redistricting.lacounty.gov/>

By mail: Los Angeles County CRC, P.O. Box 56447, Sherman Oaks, CA 91413





## LA County CRC Staff

### Executive Director

Gayla Kraetsch Hartsough, Ph.D.  
(818) 907-0397  
[ghartsough@crc.lacounty.gov](mailto:ghartsough@crc.lacounty.gov)

### CRC Staff

Thai V. Le (Doctoral Candidate, USC)  
GIS, Public Policy, and Technical Support

Carlos De Alba  
Marketing, Media, and Outreach Consultant

### Independent Legal Counsel

Holly O. Whatley, Esq., Shareholder  
Pamela Graham, Esq., Senior Counsel

Colantuono, Highsmith & Whatley, PC  
790 E. Colorado Blvd., Suite 850  
Pasadena, CA 91101-2109  
(213) 542-5700 tel  
(213) 542-5710 fax  
[hwhatley@chwlaw.us](mailto:hwhatley@chwlaw.us)



**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, MAY 26, 2021**

Mayor Bozajian called the Closed Session to order at 6:05 p.m. via Zoom Teleconferencing.

1. Conference with Real Property Negotiator  
(Gov. Code §54956.8)  
Property Address: 27040 Malibu Hills Rd., Calabasas, CA 91301  
Agency Negotiator: Kindon Meik, City Manager  
Negotiating Party: City of Agoura Hills  
Under Negotiation: Price and Terms of Payment
2. Public Employee Performance Evaluation (Gov. Code §54957)  
Position Title: City Attorneys
3. Conference with Legal Counsel; Anticipated Litigation  
(Gov. Code § 54956.9(d)(2),(e)(1))  
A point has been reached where, in the opinion of the City Council on the advice of its legal counsel, based on the below described existing facts and circumstances, there is a significant exposure to litigation against the City. Facts and circumstances that might result in litigation but which the City believes are not yet known to potential plaintiffs

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

Mayor Bozajian called the Open Session to order at 7:14 p.m. via Zoom Teleconferencing.

**ROLL CALL**

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

Absent: None

Staff: Hernandez, Meik, McConville, Melton, Mendoza, Summers and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by City Clerk Maricela Hernandez.

## **APPROVAL OF AGENDA**

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

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

Mr. Summers reported that the City Council met in Closed Session prior to this meeting and there were no reportable actions.

## **PRESENTATIONS**

- Annual book donation by the Las Virgenes Municipal Water District (LVMWD)

LVMWD Board Member, Linda Lo-Hill presented the book donation.

Councilmembers and Ms. Lockwood extended appreciation to Ms. Lo-Hill and the LVMWD for the book donations.

- Education Grant checks to PFC/A Presidents

Mayor Bozajian announced the grant awards.

Kate Vadehra, Jacqueline Duncan, Natalie Klein, Grace Fisher, Julee Gould, Ruth Ramirez and Michael Roberts expressed appreciation and provided expenditure updates for their respective schools.

- By the American Public Works Association Project of the Year Plaque for the Malibu Hills Road Stormwater Enhancement Project

Nader Heydari presented the award.

Mr. Yalda and Ms. Holden expressed appreciation for the award.

## **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Weintraub

- Reported there have been many rattlesnake sightings and advised everyone to be aware of their surroundings.
- Congratulated all of the graduating students.

Councilmember Kraut

- Announced that the Calabasas Chamber of Commerce is now open and will be hosting their first in-person Breakfast Networking Event on June 17.

Councilmember Shapiro

- Congratulated all graduating students.
- Shared that the City denounces acts of hate; and encouraged everyone to do better.
- Wished everyone a Happy Memorial Day and thanked those who have served our Country.
- Expressed condolences for the passing of military veteran and long-time Calabasas resident Harold Arkoff.

Mayor pro Tem Maurer

- Encouraged everyone to be prepared to evacuate, as it is wildfire season.
- Thanked those who have served and their families for their contributions.
- Reported that City staff will relocate snakes away from play areas.
- Announced that the City will host a 4<sup>th</sup> of July celebration this year.

Mayor Bozajian

- Announced that a 4<sup>th</sup> of July event with music and fireworks show at Calabasas High School has been confirmed. More information available on the City's website.
- Sunset Concert Series at Calabasas Lake will begin on July 18.

**ORAL COMMUNICATIONS – PUBLIC COMMENT**

Joanne Suwara and Norma Citron spoke during public comment.

**CONSENT ITEMS**

1. Approval of minutes of May 12 and May 17, 2021
2. Recommendation to award four separate contracts to Venco Western, Inc. for the Common Area Landscape Maintenance for specified homeowner associations within Landscape Lighting Act District 22 in the City of Calabasas located within; Bellagio HOA Zone 04, Calabasas Hills and Estates HOA Zone 06, Calabasas Park HOA Zone 07 and Las Villas HOA Zone 11. The annual amount total for the four contracts \$793,141.93. The total price for five years not to exceed \$3,965,709.65

3. Recommendation to award four separate contracts to American Heritage Landscape, LP for the Common Benefit Areas (CBA's) within Landscape Maintenance District 22 in the City of Calabasas; Association Park (CBA-1), Park Capri/Park Granada (CBA-4), Parkway Calabasas (CBA-5) and Calabasas Road and Civic Center Area (CBA-6). The annual amount total for the four contracts \$605,047. The total price for five years not to exceed \$3,025,235
4. Recommendation to accept completion for the Lost Hills Interchange Project, Specification No. 14-15-05, by Security Paving Company, approve additional funding for a total project amount of \$24,360,735.76 and to direct the City Clerk to record Notice of Completion
5. Approval of the first amendment to the Memorandum of Understanding for a Coordinated Integrated Monitoring Program and Nutrients Special Study in the Malibu Creek Watershed Management Area
6. Recommendation to renew three-year contract with Granicus, LLC to provide video streaming solution in the total amount of \$50,568.96
7. Adoption of Resolution No. 2021-1734 to include a list of projects funded by Senate Bill 1 (The Road Repair Accountability Act) to the Fiscal Year 2021-22 Budget for the Capital Improvement Program
8. Adoption of Resolution No. 2021-1731, declining to certify an amended Final Environmental Impact Report and denying File No.160003152, a request for development of a 77-acre vacant property located at 4790 Las Virgenes Road at the Eastern Terminus of Agoura Road (APNs: 2069-078-009 and 2069-078-011). The proposed project includes: (1) a residential component consisting of 180 multi-family condominiums, including 18 affordable units (10%) reserved for very low income families, situated within fifteen three-story residential structures; (2) a commercial component consisting of a 5,867 square-foot retail commercial retail shopping center situated in two one-story buildings; (3) a 0.36 acre community green space (park); (4) two detention/debris basins; (5) a public trail dedication and (6) dedication of approximately 66.0 acres (86% of the site) as permanent open space. Development of this project would require a significant amount of remedial grading to reshape the land to stabilize a landslide hazard area on the Southern portion of the site. Requested permits include: a Vesting Tentative Tract Map (for both Land Division and Condominium purposes), Development Plan, Conditional Use Permit, Site Plan Review, Oak Tree Permit, and Scenic Corridor Permit. The project site is currently Zoned Planned Development (PD); Residential Multi-Family, 20 units per acre (RM-20); Open Space-Development Restricted (OS-DR); and is within the Scenic Corridor (-SC) Overlay Zone.

Mayor pro Tem Maurer requested Consent Item No. 2 be pulled. Councilmember Kraut requested Consent Item Nos. 2 and 3 be pulled. Mayor Bozajian requested Consent Item No. 8 be pulled.

**Mayor pro Tem Maurer moved, seconded by Councilmember Weintraub to approve Consent Item Nos. 1 and 4-7. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

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

**After discussion Councilmember Kraut moved, seconded by Mayor pro Tem Maurer to approve Consent Item No. 8 with modifications. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

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

**After extensive discussion Mayor pro Tem Maurer moved, seconded by Councilmember Kraut to approve Consent Item Nos. 2 and 3 with modifications. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

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

### **NEW BUSINESS**

9. Public meeting regarding Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27 and 32 Assessment Proceedings

Mr. Yalda presented the report.

**No action taken on this Item.**

10. Sheriff's Crime Report - April 2021

Deputy DeMatteo presented the report.

**No action taken on this Item.**

The meeting recessed at 8:37 p.m.  
The meeting reconvened at 8:45 p.m.

11. Request from the Calabasas Chamber of Commerce for stimulus funds

Ms. Karl presented the report.

Ally Mattos, Mike McNutt, Mark Miller, Mark Levinson, Mary Atherton, Mike Pashaie, Iris Stone and Steven Weiss spoke on Item No. 11.

**After discussion Councilmember Kraut moved, seconded by Mayor pro Tem Maurer to approve a \$50,000 allocation of American Rescue Plan funds to the Calabasas Chamber of Commerce and to bring back on Jun 23, 2021, for adoption. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

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

**CONTINUED BUSINESS**

12. Consideration of establishing program guidelines and an appropriation amount for one-time "Hero/Hazard Payment" to frontline grocery workers

Mr. McConville presented the report.

Sloane Balkwill spoke on Item No. 12.

**The City Council provided direction to staff.**

**INFORMATIONAL REPORTS**

13. Check Register for the period of April 28-May 12, 2021

**No action taken on this Item.**

**TASK FORCE REPORTS**

Councilmember Shapiro reported his attendance to a SCAG Scholarship Committee meeting. He also reported he would be attending a Valley Economic Alliance meeting on May 27.

**CITY MANAGER'S REPORT**

Mr. Meik thanked Fire personnel, law enforcement and others for being proactive during the Palisades Fire. He also expressed appreciation to staff for maintaining the City updated via social media. Lastly, he congratulated the Senior Center for winning their first award in 2020 from the National Council of Aging.

## **FUTURE AGENDA ITEMS**

Councilmember Weintraub would like to discuss a plan to continue engaging the public once Council meetings return to in-person.

Councilmember Shapiro requested that the Environmental Commission review and provide a drought preparedness plan.

Mayor pro Tem Maurer requested that the Environmental Commission review water conservation guidelines. She asked staff to ensure there are no anti-coagulants pesticides being used in the City.

Councilmember Weintraub requested an update from Public Safety on ways to address street racing.

Councilmember Kraut requested a discussion on ways to better utilize City Commissions. He also requested the Communications and Technology Commission review and provide a fiber optic master plan.

## **ADJOURN**

The meeting adjourned at 10:51 p.m. to a regular meeting scheduled on Wednesday, June 23, 2021, at 7:00 p.m.

---

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



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: MAY 19, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA P.E., T.E, PUBLIC WORKS DIRECTOR/CITY ENGINEER**  
**HALI AZIZ, E.I.T., ASSISTANT TRANSPORTATION PLANNER**

**SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH IDEAL GENERAL SERVICES FOR THE CITY'S DIAL-A-RIDE SERVICES FOR THREE YEARS WITH A TOTAL CONTRACT COST OF \$743,904.00 FOR THREE YEARS EXPIRING ON JUNE 30, 2024 WITH AN OPTION OF THREE ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED \$268,632.00 PER YEAR**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that City Council approve a professional service agreement with Ideal General Services for the City's Dial-A-Ride services for three years with a total contract cost of \$743,904.00 for three years expiring on June 30, 2024 with an option of three one-year extensions in an amount not to exceed \$268,632.00 per year.

**DISCUSSION:**

Ideal General Services, Inc. submitted a response to the City's Request for Proposal for Dial A Ride in 2016, which was the lowest responsible proposal. Ideal General Services was awarded the contract and has operated the City's Dial-A-Ride since.

The City selected Ideal General Services, Inc. with the goal to provide an uninterrupted quality service to senior and disabled residents. The Contractor has met and exceeded expectations in service since the award of the contract. The City continues to receive compliments and letters of appreciation for the quality services Ideal provides. The Contractor surprisingly went beyond all expectations, when they modified and adjusted their vehicle cleaning protocol to assure the safety of Calabasas disabled/senior patrons and operators during the pandemic. Ideal implemented the CDC guidelines on sanitizing vehicles and high touch surfaces in their vehicles and continues to utilize the modified protocol to date.

The City recognizes that Ideal has dedicated 100% of its staff and resources to their Calabasas contract and continues serving Calabasas disabled/senior patrons with respect as well as on-time transportation services to medical appointments and other trips for leisure.

Depending on the approval of the City Council, the Contractor has agreed to continue operations of the Calabasas Dial-A-Ride service for an additional three years with the same quality adhering to the fee schedule currently in place. The Contractor has also agreed that the City retains the right to extend the contract three times, each for the duration of one year, after the contract expiration date of June 30, 2024. Each extension will be based on the City’s evaluation of Contractor’s service. The determination to extend the contract will be within the sole discretion and judgement of the City. The evaluation will consider the Contractor’s performance under the contract, which may include but is not limited to, its adherence to the City’s reasonable requests, instructions and the quality of services provided by the Contractor.

The annual cost is calculated using service levels effective as of July 1, 2021. While the \$268,632.00 is the not to exceed annual cost, the chart below sets forth the actual annual cost starting at \$242,802.00 in year 1 gradually increasing to the maximum cost of \$268,632.00 in year 6.

	Three Year Contract Expiring on June 30, 2024			Plus 1 year	Plus 1 year	Plus 1 year
Annual Hours	Year 1: \$47/hour	Year 2: \$48/hour	Year 3: \$49/hour	Year 4: \$50/hour	Year 5: \$51/hour	Year 6: \$52/hour
5,166	\$242,802	\$247,968	\$253,134	\$258,300	\$263,466	\$268,632
<b>Total</b>	<b>\$743,904</b>			<b>\$258,300</b>	<b>\$263,466</b>	<b>\$268,632</b>

**FISCAL IMPACT/SOURCE OF FUNDING**

Similar to other Public Transportation services, the Dial-A-Ride service is funded utilizing Proposition A and C funding. The City will continue to utilize these funds to operate and maintain the service.

**REQUESTED ACTION:**

City Council approve a professional service agreement with Ideal General Services for the City's Dial-A-Ride services for three years with a total contract cost of \$743,904.00 for three years expiring on June 30, 2024 with an option of three one-year extensions in an amount not to exceed \$268,632.00 per year.

**ATTACHMENTS:**

Attachment A: Professional Service Agreement



CITY of CALABASAS

**PROFESSIONAL SERVICES AGREEMENT**  
(Ideal General Services, Inc.)

**CONTRACT SUMMARY**

<b>Name of Contractor:</b>	Ideal General Services, Inc.
<b>City Department in charge of Contract:</b>	Public Works
<b>Contact Person for City Department:</b>	Robert Yalda, P.E., T.E.
<b>Period of Performance for Contract:</b>	July 1, 2021-June 30, 2024
<b>Not to Exceed Amount of Contract:</b>	\$743,904.00
<b>Scope of Work for Contract:</b>	City of Calabasas Dial-A-Ride Service Provider

**Insurance Requirements for Contract:**

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

If yes, please provide coverage amounts: 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.

yes  no - Is Auto insurance required in this contract?

If yes, please provide coverage amounts: 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.

yes  no - Is Professional insurance required in this contract?

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

If yes, please provide coverage amounts: Worker’s Compensation insurance as required by the laws of the State of California.

Other: N/A

**Proper documentation is required and must be attached.**

Initials: (City) \_\_\_\_\_ (Contractor) \_\_\_\_\_

**PROFESSIONAL SERVICES AGREEMENT**  
***(Ideal General Services, Inc.)***

**1. IDENTIFICATION**

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

**2. RECITALS**

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

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s ***May 2021*** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s ***May 2021*** fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: July 1, 2021.
- 3.4 “Expiration Date”: June 30, 2024.

**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 **Seven Hundred Forty Three Thousand Nine Hundred Four Dollars (\$743,904.00)** unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Parva Mostofizadeh** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

**6. COMPENSATION**

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

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

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

## **7. OWNERSHIP OF WRITTEN PRODUCTS**

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

## **8. RELATIONSHIP OF PARTIES**

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

## **9. CONFIDENTIALITY**

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

**10. INDEMNIFICATION**

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

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

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

## **11. INSURANCE**

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

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

## **12. MUTUAL COOPERATION**

Initials: (City) \_\_\_\_\_ (Contractor) \_\_\_\_\_

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

**13. RECORDS AND INSPECTIONS**

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

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

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

If to City

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: **Hali Aziz**  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7338

If to Consultant:

*Ideal General Services, Inc.*  
*P.O. Box 9021*  
*Calabasas, CA 91372*  
*Attn: Parva Mostofizadeh*  
Telephone: (818) 591-9400  
Facsimile: (805 ) 418-7995

With courtesy copy to:

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

**16. SURVIVING COVENANTS**

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

**17. TERMINATION**

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

**18. EXTENSIONS**

- 18.1. City shall have the right to extend this Agreement three times, each for the duration of one year for an amount not to exceed \$263,450 annually following the expiration of the Agreement on June 30, 2024.
- 18.2. Each extension shall be based on City's evaluation of Consultants' services. The determination to extend the agreement is within the sole discretion and judgement of the City.
- 18.3. The evaluation shall consider Consultant's performance under this Agreement which may include but is not limited to, its adherence to City's reasonable requests and instructions and the quality of services provided by Consultant.

- 18.4. The not to exceed amount shall be based on service levels effective as of July 1, 2021. Shall the service level vary more than 30%, Consultant shall have the right to terminate this Agreement in accordance with the provisions for termination of this Agreement.

**19. GENERAL PROVISIONS**

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

- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.10 In consideration of this agreement, consultant ( or artist(s), or performer(s) grants to city and its officers and employees, the right to film, through photography, video, or other media, the performance(s) contemplated under this agreement. The city is authorized to use of the performer(s) name(s) and/or Artist approved photographs. The city is also authorized, without limitation, to broadcast or re-broadcast the performance(s) on City CTV, through the city's website, news media, or through other forms of media (e.g. streaming).

Initials: (City) \_\_\_\_\_ (Contractor) \_\_\_\_\_

**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”**  
*Ideal General Services, Inc.*

By: \_\_\_\_\_  
*James R. Bozajian, Mayor*

By: \_\_\_\_\_  
*Parva Mostofizadeh, President*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*Kindon Meik, City Manager*

By: \_\_\_\_\_  
*Mahmoud Baniahmad., Vice President*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*Robert Yalda, P.E., T.E.,  
Public Works Director/City Engineer*

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC, CPMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

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

Date: \_\_\_\_\_

## EXHIBIT A SCOPE OF WORK

### Scope of Services:

The City of Calabasas requires Dial-A-Ride demand response service. The paratransit system consists of the following

- Dial-A-Ride demand response, paratransit service within the City of Calabasas city limits and select predetermined locations outside of the city boundary.
  - One wheelchair accessible vehicle and one standard vehicle to be provided by the contractor (minivan)
  - Regular program hours schedule pick-ups
    - First car:
      - begin at 8:00 a.m. and conclude at 6:30 p.m. Monday to Thursday,
      - begin at 8:00 a.m. and conclude at 5:00 p.m. on Friday,
      - begin at 9:00 a.m. and conclude at 5:00 p.m. on Saturday.
      - begin at 10:00 a.m. and conclude at 4:00 p.m. on Sundays.
    - Second car for medical appointments only:
      - begin at 9:00 a.m. and conclude at 5:00 p.m Monday through Thursday.
      - begin at 9:00 a.m. and conclude at 4:00 p.m. on Friday.

### Regulations:

- Service users are limited to Calabasas residents only.
- Service users are entitled to three (3) round trips in a week.
- The service area of the contractor is limited to the city boundaries and the ten locations listed on the map provided herein. The city only subsidizes the contractor for trips within the boundary or to any of the listed locations on the map. Trips failing outside the designated service boundary are not allowed and will not be compensated unless otherwise authorized in advance by the Public Works Department.
- Operator shall not wait for passengers for more than 5 (five) minutes at any point of pick-up. Exceptions will be made for senior and handicapped persons who must present themselves and/or be en route to the vehicle within the allowable time line.

- The contractor shall not be compensated for waiting time or “No Show“ trips.
- Animals are not allowed on the Calabasas Public Transportation, except for service animals.
- During a service day, the contractor shall be compensated for three (3) hours in the event that there is more than three (3) hour gap between two short trips, plus the total hours of remaining completed trips. In the event that there is no gap more than three (3) hours between trips, the contractor shall be compensated for the total hours of completed trips in that day.
- The second vehicle shall be used for medical appointments only.

The liability insurance requirements are:

- \$1,000,000 for Comprehensive General Liability.
- \$1,000,000 (per occurrence) for Auto Liability.
- \$1,000,000 (per occurrence) for Umbrella Liability
- \$1,000,000 for Worker's Compensation.

Contractor Responsibilities:

The contractor shall be responsible for the management and operation of Calabasas Dial-A-Ride Demand Response, paratransit services purchased by city. Contractor shall manage service in accordance with the guidelines and parameters established in the RFP. The omission of a duty or responsibility herein below shall not relive contractor of its obligation to perform such duty or accept such responsibility, so long as its usual, customary and generally accepted with the public transportation industry as being element of operating a fixed-route service.

Contractor shall furnish all facilities, equipment, and services required in the operation and management of said services unless specifically identified to be contributed by city in the RFP.

The contractor has to coordinate and manage all the necessary program activities, which include:

- Maintenance of all vehicles.
- Provide vehicle contractors and project personnel.
- Train Personnel (and continue training in case of any requirement changes).
- Develop administrative and operational procedures.
- Compile and maintain financial and non –financial records.
- Develop and improve effectiveness and maximize service efficiency.

It is the contractor’s responsibility to obtain all federal, state, and local approvals and permits

prior to start of service. The city will provide vehicle license and registration.

### **Legal and Regulatory Requirements:**

#### **Drug and Alcohol Testing & Americans with Disability Act**

The contractor is required to comply with FTA drug and alcohol testing regulations in compliance with FTA Master Agreement Section 40, and other drug and alcohol testing rules and regulations as may be required by the FTA. The contractor will fully cooperate with the City in providing necessary information and documentation to enable the City to comply with FTA reporting requirements. The contractor shall comply with the applicable requirements of the American with Disability Act (ADA).

#### **Reporting**

The Contractor is required to become familiar with the reporting requirements for the Calabasas DAR program. The contractor is required to work with the city to keep up to date on all reporting requirements including meeting with City staff hosted by METRO. The contractor shall work with the City to prepare for audit including attending pre audit meetings to ensure the accuracy of records. It is the contractor's responsibility to meet with auditors to make sure all records are available. It is the contractor's liability to pay fines imposed on the City due to contractor's failure to comply with any of the reporting requirements.

#### **Vehicle /Equipment:**

Vehicles needed to operate the service are to be provided by and maintained in good repair and in a condition satisfactory to the city by the contractor. The contractor will be responsible for licensing of this equipment and must comply with all applicable federal and other statues and regulations governing its use. The vehicles are to be a lift equipped minivan or other ADA compliant vehicle, white or dark green in color, All vehicles utilized in the DAR fleet are required to have each service's logo/decal design, and artwork for each service is needed. Contractor is responsible for the expenses of the fabrication of these items and placing the logo/decals on the vehicle. Contractor shall be responsible for the maintenance and upkeep of the logo/decal and artwork on the vehicles. The contractor shall make cell phones available to all drivers for use in emergency.

Any other type of vehicles used for Dial-A-Ride service is to be approved in writing by the Director of Public Works Department.

## **Vehicle Maintenance Requirements:**

### Maintenance Records

As required by California Code of Regulations 13 (13CCR) the contractor shall maintain a current vehicle file in chronological order. At a minimum the following information must be kept in this file:

- Maintenance Repair Work Orders
- Preventive Maintenance Schedule Reports.
- Contractors Defect Report (Pre-operation and Maintenance Record cards).
- Report of Trouble.
- Quality Assurance Inspection Reports.
- CHP Terminal Inspection Reports.
- Vehicle Smoke Emission Records.

The city reserves the right in its sole discretion to review maintenance record of, inspect and reject temporarily or permanently, by notice to the contractor, any vehicle the contractor utilizes which the city deems unacceptable All necessary repairs made to the vehicles shall be made within three (3) days of notice of repair by the city, the contractor shall submit to a subsequent vehicle inspection on or before the fourth day following the notice date. Failure to comply with this provision shall entitle the city to terminate this agreement.

### Demand Maintenance:

The contractor shall be responsible for the maintenance and repair of all vehicles, communication systems, and all other equipment, furnishings and accessories required in connection with its operation of the service in a clean, safe, sound and proper operable condition at all times.

### Mechanical Road Calls Response Time:

The contractor shall be responsible for dispatching a replacement vehicle within 10 (ten) minutes in the event of a vehicle deployed for or in a revenue service becomes disabled due to

mechanical breakdown or accident. IF the delay of service is 20 (twenty) minutes or longer, the contractor shall notify the city's transportation planner via the agreed upon communication protocol.

### **Vehicle Systems:**

#### **Wheelchair-Lift/Ramp/Securement Systems:**

The contractor will ensure the wheelchair lifts, ramps, and securement systems are operational on all vehicles in the fleet. All broken systems must be repaired within 24 hours.

#### **Climate Control:**

The contractor shall maintain the heating and air conditioning units in proper working condition and to ensure comfortable environment inside the vehicles. Drivers shall monitor climate control units to ensure they are working properly. In service vehicles without working heating or air conditioning will be exchanged within one round trip or sooner.

#### **Fare/Passenger Collection:**

The contractor is responsible for collecting the appropriate fare and reimbursing the city at the end of each month, via monthly invoices.

### **Vehicle Conditions:**

The contractor shall maintain vehicles in a clean and neat condition at all times.

#### **Body Damage:**

The contractor is responsible for repairing all vehicle body damage in a timely manner. Should the vehicle need extensive body repairs, the contractor shall provide the city with a timeline for the repairs, the Contractor shall provide the city with a timeline for the repairs to be completed. Normal body damage must be repaired within 72 hours of occurrence.

#### **Exterior/Interior Advertising & Public Notices:**

The city reserves the exclusive right to place advertising material on the interior and/or exterior of the revenue vehicles. The contractor shall not install any advertising material on the interior or exterior of the bus except as directed by the city. The contractor shall cooperate with any

advertising program the city may have.

**Revenue Vehicle Paint & Decals:**

Contractor must paint all damaged vehicles to match the original color scheme. The contractor shall also procure a supply of decals to replace any damaged decals during the term of the agreement.

**City Vehicle Inspection:**

The city shall have the right to inspect any and all vehicles or cause same to be inspected at any time, with or without notice to the contractor, provided, however that unless the city determines in its sole discretion that emergency conditions or factors affecting safety or security otherwise, the city will give at least 24-hour notice of any such inspection.

**Facility Requirements:**

The City of Calabasas does not own a transit operations and maintenance facility for its Dial-A-Ride services. The contractor shall provide an operations and maintenance facility.

**Vehicle Parking and Deployment:**

One DAR vehicles is allowed to be parked at the parking lot located behind the City Hall building at 100 Civic Center Way. The vehicle is not allowed to be stored at this location.

**Communication Equipment**

The contractor must ensure that phone and Internet services provided are sufficient to effectively and efficiently support DAR systems. Following phone and Internet services must be available from their facility:

- Phone Lines – Sufficient number of phone lines for the contractors internal and customer service functions.
- Fax Line - At least one dedicated fax line.
- Computer Network

The contractor will operate the Calabasas DAR services as specified by city and in strict accordance with the regulations set forth in the RFP, and shall provide such services in a safe, professional, and courteous manner. The contractor shall ensure a sufficient number of operators, both regularly scheduled and extra board, to provide consistent and reliable service.

The city will not be responsible for payment for any traffic or parking ticket. The contractor shall be responsible for all the costs associated with repairing physical damage to the vehicles.

### Vehicle Operator Requirements:

All operators must have a current and valid state issued license to operate DAR. In addition, operators must wear a shoulder patch on their name which contains name, employee number, and contractor name.

### Drug and Alcohol Testing

The contractor shall develop, implement and maintain an employee alcohol and substance abuse testing program, subject to the city approval. Such program will comply with all applicable requirements as established by the Federal Transit Administration or by the other federal or state agencies, including regulations promulgated to implement the Omnibus Transportation Employee Testing Act of 1991.

### Background Check

The contractor shall use appropriate employee screening and selection criteria to assure the employment of the best-qualified applicants available, emphasizing competence, courtesy, reliability and good customer service skills. The employees should be able to communicate in English and be able to complete written reports in a clear, concise, and legible manner. The contractor shall check an applicant's driver license records through the DMV, conduct a pre-employment physical examination, and drug/alcohol screening tests. The contractor shall make all reasonable efforts to remove any employee who is convicted of a felony or of a crime involving moral turpitude during his/her employment. The contractor shall conduct a "Live Scan" DOJ & FBI check to determine criminal background of employees. The contractor shall complete the background check prior to hiring and every two years.

### General Duties:

In addition to safe operation of vehicle, operators must also perform the following general duties:

- Operator Wheelchair lift and secure wheelchair passengers.
- Record passenger counts as required.
- Data collection as necessary.
- When requested, provide passenger assistance during boarding or alighting.
- Assist in loading and unloading of senior citizens and disabled riders packages not exceeding twenty-five (25) pounds.

### Communications Skills

Operators must uphold the city's high-quality customer service expectations by performing the following duties:

- Effectively communicate using English both verbally and in writing as solely determined by the city.
- Provide assistance to passengers of limited English proficiency, including directing such passengers to where they can receive more information regarding Calabasas's Public Transportation Services.
- Proactively communicate with passengers to disclose, explain, or answer questions about unscheduled stops, recovery points, driver switches, or other interruptions to service, including the approximate amount of time each occurrence will last.
- Proactively communicate with passengers when passengers board a bus that is either going out of service or completing its last trip of the day.

#### Distribution of Materials & Pre-Trip Inspection

The operators will, when requested by the city, hand out notices to passengers or otherwise render assistance in customer relations, promotion, marketing, monitoring and supervisory functions. Furthermore, operators must conduct a pre-trip inspection prior to taking vehicle into revenue service.

#### Operator Uniforms & Safety

The city and the contractor shall agree upon a standard uniform. Operators shall be in uniform at all times in service or otherwise in duty. In addition, operators are required to follow local, state, and federal road, driving, and traffic laws, including but not limited to wearing a seatbelt and refraining from cell phone usage while the vehicle is in motion.

#### Accidents

All traffic accidents involving DAR vehicles, irrespective of injury, shall be immediately reported to the appropriate law enforcement agency. The city's transportation planner shall be notified via the agreed upon communication protocol (E-Mail and/or Phone) by contractor of all accidents and incidents within 4 hours, In cases of involving injuries where person(s) are transported for medical attention, the contractor shall notify the city's transportation planner immediately. The contractor should have an accident investigation protocol in place.

Furthermore, the contractor will supply the city with copies of all accident and incident reports and photos from law enforcement within twenty-four (24) hours of the occurrence.

#### Incidents

The contractor is responsible for responding to passenger incidents. All incidents must be logged and reported to the city no later than close of the same business day.

#### Dispatcher/Customer Service Representative Responsibilities

The contractor shall provide sufficient personnel during non-peak and peak hours of operation. Personnel shall be trained in customer service techniques and to be sensitive to the special needs of the elderly and individuals with disabilities.

#### Telephone Service

The contractor shall provide trained personnel to answer telephone requests for service for the DAR service. Contractor shall provide a phone system that includes multiple lines sufficient to handle the expected call volume, recording capability, and timing capability. Hold times may not exceed sixty (60) seconds for any call. Personnel will be responsible for the following inquiries:

- Schedule information
- Questions concerning delays
- Lost items
- General complaints

#### Fueling:

The contractor is responsible for all fuel expenses.

#### **Safety and Emergency Procedures:**

The contractor shall assume full responsibility for ensuring that the safety of passengers, operations personnel, and all vehicles and equipment are maintained at the highest possible level throughout the term of the agreement. The contractor shall comply with all the applicable CHP and OSHA requirements, including pull notices. Contractor shall furnish the city with copies of annual CHP vehicle/equipment inspections and CHP safety compliance reports within five (5) working days of the inspection.

The contractor shall develop, implement and maintain, in full compliance with any applicable local, state, or federal regulations or requirements, a formal safety and accident prevention program including monthly safety meetings, participation in safety organizations, safety incentives offered by contractor to operators and other employees, and participation in risk management activities under the auspices of the contractor's insurance carrier or other organization.

The contractor shall participate in the State of California Department of Motor Vehicles “Employer Pull Notice Program” for appropriate monitoring of employee driver license activity.

#### Hazardous Conditions

Vehicle operators shall report all hazardous road conditions or observed issues with furniture in bus zones (e.g., downed trees, missing or downed bus signs, graffiti on bus benches, malfunctioning signals, broken curbs at bus stops, etc.) in the city to the contractor’s supervisor. The contractor in turn shall immediately notify the city of such conditions and shall take necessary precautions to safeguard passengers and personnel.

#### In-Service Vehicle Failures

The contractor shall require the vehicle operators to report any in service vehicle failure to the contractor’s supervisor. The supervisor will attempt to ascertain the problem, use good judgment, and instruct the vehicle operator to take appropriate corrective action. If necessary, the supervisor will immediately send a spare vehicle to the location and the operator and passenger will change vehicles and continue in service. The contractor, if necessary, shall send a mechanic to the location in order to take corrective measures and/or supervise the towing of the vehicle.

#### Wheelchair Lift/Ramp Failure

The contractor shall be responsible for the proper operation and maintenance of all wheelchair lifts or ramps. Operators are required to report all in-service lift or ramp failures to the contractor’s supervisor. If the lift or ramp fails while attempting to board a wheelchair passenger, the supervisor shall promptly arrange for alternate transportation for the passenger in the wheelchair inconvenienced by the equipment failure. If the lift or ramp fails while attempting discharge of a wheelchair passenger, the operator shall manually operate the equipment and notify the supervisor. The supervisor shall arrange a vehicle change as quickly as reasonably possible following any lift or ramp failure.

#### Passenger Disturbance

The contractor shall instruct vehicle operators to report nonpayment of fares; graffiti or other vandalism on the vehicles; pushing, shoving and other disturbing or dangerous conduct; and other serious passenger disturbances to the vehicle operators supervisor. Good judgment should be used to handle any passenger disturbance.

#### Medical Assistance to Passenger:

The contractor’s employees shall use good judgment in responding to passenger accidents, injuries, and illness occurring on the vehicles. In the vent of a passenger requiring medical assistance, the vehicle operator shall immediately advise the contractor’s supervisor of the

situation and location of the vehicle and the supervisor shall notify the appropriate fire department, or paramedics for assistance.

### Accidents

The contractor is required to have an accident and emergency notification program that keeps the city notified of accidents or emergencies and the progress of claims to assure city that claims are promptly and fairly handled. The contractor shall require all vehicle operators to report any accident or incident involving the vehicle to the contractor's supervisor. The supervisor shall use good judgment in handling the situation, and shall immediately notify Police or Fire Department if necessary. The contractor will complete an accident report approved by the city with a copy sent to the city no later than the start of the next service day. All accidents shall be submitted to the DMV as required. The contractor must assume all liability for accidents and workers' compensation claims, etc.

### Emergency/Natural Disaster

In the event of an emergency or natural disaster, the contractor shall make available, to the maximum extent possible, transportation and communications services and facilities to assist the city in ameliorating such incidents. To the extent the city requires the contractor to provide such emergency services and facilities, contractor shall be relieved of the obligation to fulfill the duties and responsibilities to operate services herein above contained. Furthermore, the contractor shall be entitled to be paid reasonable compensation for providing such emergency services and facilities, provided however, that amount of such compensation and time of the its payment shall be mutually agreed upon by the contractor and the city following the conclusion of the emergency or disaster, or at such other times as they mutually agree.

### Customer Service

The contractor will receive customer correspondence via E-Mail from the city as they are received. The contractor shall make at least three documented attempts to contact each customer filing in order to discuss and resolve the complaint. The contractor shall provide the city with the resolution via the agreed upon communications protocol no later than five days from receipt of the information.

The contractor shall report to the city all customer correspondence or complaints received directly to or at their offices. The contractor shall inform the city within one working day of the communication and shall follow the procedures noted above for resolution of any complaints.

### Lost & Found

The contractor is responsible for storing lost and found items in a secured location for 30 days. In

addition, the contractor will keep a log that has information about who found the item, where it was found, and the date and time it was found. After 30 days, the contractor must donate any unclaimed items to a local charity and report this information to the city.

#### Performance Standards & Liquidated Damages

The contractor will strive at all times to provide service in a manner which will ensure responsive service to transit customers, while at the same time maximizing service reliability and safety. In order to identify key areas of concern to the city, various performance standards are described below for which liquidated damages (referred as damages) may be assessed when service falls below the standards. The city may elect to change, modify or add performance measures during the term of the contract to ensure a high level of customer service.

#### Dial-A-Ride (DAR) Minimum Performance Standards

<p><b>Passenger Pick-Up Window:</b></p> <p>Passenger pick-up will take place within the designated 20 minute window, based on the scheduled appointment time (20 minute window is defined as 5 minutes before the appointment time to 15 minutes after the appointment time).</p>	<p>90% of trips completed within the 20 minute window</p>
<p><b>Ride Time:</b></p> <p>The time period allowed between passenger pick-up and drop-off.</p>	<p>No more than 40 minutes</p>
<p><b>Service Time:</b></p> <p>The time period that includes the 20-minute wait period and the 40-minute ride time.</p>	<p>No more than 60 minutes.</p>
<p><b>Productivity:</b></p> <p>The number of passengers carried per revenue service hour.</p>	<p>3.5 passengers per revenue hour</p>
<p><b>No-Shows:</b></p>	<p>10% of trips scheduled</p>
<p><b>Late Trips:</b></p> <p>The number of trips where the vehicle arrives beyond the 20-minute window.</p>	<p>No more than 10% of trips scheduled.</p>

<p><b>Missed Trips:</b></p> <p>Any trip where the driver arrives for the pick-up more than 30 minutes outside of the pick-up window</p>	<p>No more than three trips in a month.</p>
<p><b>Phone call hold time:</b></p>	<p>60 seconds maximum</p>

Liquidated Damages

Any breach of this agreement by the contractor could result in substantial damages and injury to the public and city in amounts, which are difficult to ascertain with specificity at this time. Therefore, certain dollar amounts are established here for the identified standards. Damages may be waived if due to a manufacturer defect existing in a vehicle or series of vehicles.

The damages described below may be instituted by the city no sooner than two months after the initiation of the services, with the exception of the Service Failure Penalty described below.

The city may elect to not assess a penalty at any occurrence; however, this does not prohibit the city from assessing a penalty in the future for a similar occurrence. In addition, the damages detailed in this section shall not relieve the contractor of its obligations to satisfy each and every requirement under the terms of the agreement. The invalidity or unenforceability of any particular assessment established in this section shall not affect the validity or enforceability of other assessments established in this agreement.

The city’s transit manager and contractor’s general manager will meet per mutually agreed upon schedule to review potential deficiencies. At the close of each of these meetings, a determination will be made as to what, if any, liquidated damages will be assessed. The transit manager’s decision with regard to the assessment of payment reductions is final and may not be appealed. After damages are assessed, the rate of consideration shall revert to the rates specified in the compensation section of the agreement until the next assessment is made.

This program does not lessen the city’s right to declare a material breach of contract for non-compliance reasons, nor does it constitute a waiver of any other remedies provided by law. This program is in addition to, and not in lieu of, all other city remedies for failure to perform the agreement.

	Item	Amount
A	Failure or neglect to resolve complaints within two weeks	\$100 per incident per service recipient.
B	Failure to repair damage to customer property caused by contractor or its personnel.	\$500 per incident, per location.
C	Failure to have a vehicle operator properly licensed.	\$1,000 per incident per day.
D	Failure to maintain or timely submit to city all documents and reports required under the provision of this agreement.	\$250 per incident per day.
E	Failure to display contractors name, as operators, and customer service phone number on transit vehicles.	\$500 per incident per day.
F	Failure to comply with the hours of operation as required by this agreement.	\$1,000 per incident per day

### Prevailing Wages

The city has determined that the proposed program is subject to the provision of Labor Code 1720 thereby requiring the contractor to pay the prevailing wage rates for all work performed under the contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

### **SERVICE PLAN:**

#### **Dial-A-Ride (DAR)**

The contractor will service the Dial-A-Ride exactly as specified by the city and in strict accordance with the operating schedules and routes set forth in the RFP.

It is our goal to provide the City of Calabasas with:

- Safe, Dependable, Courteous, and Timely Service
- Attractive and Well Maintained Vehicles
- Professional, Courteous and Knowledgeable Drivers

- Excellent Customer Support and Response by our Phone Operators
- Prompt and Open Communication with the City of Calabasas Staff

### **Dial-A-Ride Trip Reservation**

IGS will make dispatchers available via telephone for reservations and information from 8 a.m. to 6:30 p.m. weekdays, 9 a.m. to 5 p.m. on Saturdays, and 10 a.m. to 4 p.m. on Sundays. There will be a voicemail available in case reservations are made during off hours. The calls are answered in a courteous and polite manner in the order received.

Once the customer decides to make a reservation, and the trip can be scheduled, his or her credentials are verified with the database of registered Dial-A-Ride users supplied by the City of Calabasas. A new trip will be registered in the database if the customer can be verified successfully. A pickup time and location will be noted and the dispatcher will confirm if any special assistant will be needed.

In the event the trip cannot be scheduled due to scheduling conflicts the dispatcher will suggest rescheduling within a couple hours of the original request. If the dispatcher and the customer cannot come up with an alternative reservation the request will be noted as unsuccessful.

IGS. will maintain a user log in order to track each resident's roundtrips per week. Trip cancellations and changes are booked by the dispatcher and routed to the operator. In "No Show" instances the driver will attempt to call the customer and allows the customer to show up within 10 minutes of the scheduled pick up time.

IGS will ensure that there is always a minimum of two reserve drivers, who can immediately replace a sick or absent driver. IGS expects absolutely no delays in route times if its scheduled driver(s) is unavailable for any reason.

IGS will assure that the second vehicle is used for medical appointments only.

### **Technology Enhancements:**

IGS. will install a Fleetmatic ([www.fleetmatics.com](http://www.fleetmatics.com)) car tracking system in all Dial-A-Ride vehicles. Pertinent information including but not limited to location, start time, stop time, idle time, speed of vehicle and daily reports can be viewed in real time by us and the City of Calabasas staff through a web based application on the internet. This addition will enhance on-time performance, safety, accountability and fuel efficiency.

IGS. will maintain the Dial-A-Ride in a clean and neat condition including daily cleaning and monthly detailing. The DAR vehicles will be maintained according manufacturers check-up schedule and all maintenance records will be available for the city to review.

## **Communications**

**(i) Radio** – Vehicle operators are required to make sure the radio is working properly before taking the vehicle into revenue mode. The radio shall only be used in safe situations while driving in a congested or demanding situation the operator must avoid using the radio. The drivers will be disciplined if they use abusive or unprofessional language on the radio.

**(ii) Telephone**- All drivers will be equipped with cell phones to stay in open contact with dispatch.

**(iii) Internet and Intranet** – The company’s website ([www.idealgeneral.com](http://www.idealgeneral.com)) will be the main Internet domain for IGS. The website will supply general information about the firm.

**(iv) Print Communications** – Notes and memos will be posted in the employee check in area and in the company’s lobby.

## **Customer Information**

**(i) General Information** - The company website, contact, and emergency information will be printed and available to all passengers in each vehicle. The website will include general information for the public along with any emergency notices. All drivers will go through an extensive training program on how to proactively engage customers in communicating about any changes or interruptions in service. IGS strives to make the rides as customer friendly as possible and will proactively seek feedback on how to improve the customer satisfaction.

**(iii) Emergency Information:** In the event of an emergency, all parties involved will be notified in order to resolve the situation in a safe and swift manner. IGS has emergency procedures in place, which are available upon request.

## **Contractor and Staff Training**

IGS. is capable of hiring all required drivers, conducting employee screening, and training within two weeks of being awarded the contract. The training includes but not limited to the following: comprehensive knowledge of the city’s Dial-A-Ride program, passenger relations and assistance techniques, and vehicle operating techniques. IGS. will implement random driver screening and weekly team meetings to address any issues.

IGS will perform random alcohol and drug tests to ensure the operators are within compliance.

## **Customer Service and Complaints**

IGS. will approach this project the same it has with it is prior and current projects: Customer

orientated with a high emphasis for safety and efficiency. IGS. employees will go through an extensive in house program that has been developed in the last seventeen years of service. IGS will follow the four-step procedure to resolve any complaints:

- If the complaint occurs while operating the shuttle the driver will document the complaint and report it to the supervisor. (If the complaint is online then supervisor will see the complaint directly}
- The supervisor will investigate the complaint, which includes questioning the driver, following up with the customer to understand the nature of the complaint, and watch the Dash Cam footage for any evidence.
- If the complaint is confirmed, the file of the involved employee will be documented and necessary disciplinary steps will be taken.
- IGS will be filing a report with the City of Calabasas documenting the complaint. If the complaint is serious matter the City will be notified immediately

IGS is training its employees to fully make each trip for passengers a friendly, polite, clean and timely experience. IGS will allow customers to leave feedback about the service on the company website and in a notebook form in every vehicle. Any complaints reported to IGS will be reported to the city immediately and will be resolved in a polite manner.

IGS will be available to the City of Calabasas 24/7 in order to discuss any changes to the DAR program or consult about any other issues. The phone system and E-Mail will be utilized to provide customer service and open communication with the City of Calabasas staff. Furthermore, there will be a pre-recorded message during off hours to inform the public and will permit customers to leave messages, which will be responded to during business hours.

### **Safety**

IGS. will develop and maintain a safety and accident prevention program including monthly safety meetings. Furthermore, IGS will incentivize and reward operators for a safe and complaint free record. IGS. takes maintenance and safety of all vehicles very seriously. IGS. will obtain the manufactures maintenance recommendations for each vehicle in operation in the DAR program and will ensure mechanics perform full maintenance and safety inspections on the vehicles on a regular basis. IGS. has had its fleet serviced with Calabasas Auto Car Care (4929 Las Virgenes, RD #A, Calabasas) for the last 10 years. The mechanics have extensive experience in servicing shuttles, van, and trolleys. All maintenance will be according to manufacturer recommendations and schedules. In addition, advanced technology will be utilized to track all the vehicles for fuel efficiency purposes.

IGS will participate in the State of California Department of Motor Vehicles “Employer Pull Notice Program” for appropriate monitoring of employee driver license activity

IGS. currently has all necessary permits to operate its limousine and airport shuttle services. Furthermore, IGS. maintains its vehicles in strict conformity with maintenance and safety inspection requirements. IGS. will fully ensure that it is in full compliance with all government regulations if it is awarded this contract. Additionally, if necessary, IGS. will seek legal counsel to advice regarding complying with government regulations.

IGS. will follow the California Highway Patrol recommendations pursuant to TITLE 13 of the California Code of Regulations Division 2, Chapter 6.5 §1232. Vehicle Inspection and Maintenance.

### **Hiring Plan:**

IGS. has been in the transportation business for seventeen years and fully realizes the fact that the employees are the faces of a service-oriented business. In this case the employees that IGS hires represent the City of Calabasas hence IGS will go through an extensive hiring plan to hire the most professional, courteous, and qualified employees.

After reviewing an applicant’s resume, three members of management will interview the applicant. Management will determine if the applicant’s previous experience in the industry combined with the customer service ability is a fit for IGS and the City of Calabasas. Once the applicant is determined to be the right fit IGS will run a background check. Below is the list of the background checks completed:

- DMV Record Review
- Drug and Alcohol Testing
- Pre-Employment Physical Examination
- Contacting Prior Employment References
- Police Criminal Background Check

Once drivers are selected, they will attend our special training program focused on professionalism, appearance and customer service. IGS will make reasonable efforts to remove any employee who is convicted of a felony or of a crime involving moral turpitude during his/her employment.

All drivers will be Class B passenger certified driver and will be able to operate the wheelchair

lift in all vehicles. IGS has veteran experienced drivers that have been with the firm for over 10 years. The personnel are highly motivated and experienced in the transportation business. IGS will select the best-qualified drivers to handle the delicate DAR program. IGS is aware that the DAR program may involve senior citizens and disabled riders. Hence, the most experienced drivers from the database will be selected. The employees will be subject to further DMV record reviews on a regular basis. IGS. understands the Calabasas community and the high quality of services its residence demand and deserve.

**Coordination with City Staff**

The City and Contractor shall develop agreed upon communication protocol. The two-way communication channel shall include fax, e-mail, and telephone. IGS will make a member of management available 24/7 to the City staff through a dedicated cell phone line provided to the city upon winning the contract.

IGS is currently engaged in a timely and candid communication with the City of Calabasas while providing the Dial-A-Ride service.

**Critical Timeline**

IGS. does not expect any issues while preparing for the service startup date. IGS has been running the DAR program for the last 9 months without any complaints or interruptions. IGS has implemented all the required tasks stated in the RFP and is ready to continue servicing the city of Calabasas. IGS. is completely operational and ready to continue the Dial-A-Ride program upon being awarded of the contract by the City of Calabasas.

**Labor Hours**

The management team will be dedicating their entire time and attention to fulfilling the scope of services requested by the City of Calabasas. Management will be in the dedicated office Monday through Thursday starting at 8 a.m. until 6:30 p.m., Fridays starting at 8 a.m. until 5 p.m., Saturdays 9 a.m. until 5 p.m., and Sundays at 10 a.m. until 4 p.m. At least one person from management will be available on cell phone past operating office hours.

Monday	10.5 hours + 8 hours
Tuesday	10.5 hours + 8 hours
Wednesday	10.5 hours + 8 hours
Thursday	10.5 hours + 8 hours
Friday	9 hours + 7 hours

Saturday	8 hours
Sunday	6 hours
Approximate hours per week	104

Management will dedicate 60-65 hours a week to manage operators, coordinate with the city staff, resolve any issues with the vehicles, and maintain reporting requirements.

By utilizing its current fleet and personnel IGS is able to have a full backup system for the Dial-A-Ride program at no cost to the City of Calabasas. In the event that the initial system is non-operational or overloaded, IGS will be able to provide immediate relief with a backup shuttle and driver within minutes.

IGS has dedicated two vehicles to this contract; a 6 seat 2016 Chrysler van and a 2019 Dodge Grand Caravan equipped with wheelchair. IGS has reserved a driver (available within 10 minutes) to the Dial-A-Ride program. The maximum response time in the event of an incident will be 30 minutes.

There will be no interruptions in the scheduled trips since the relief system is available during service hours. While currently running the Dial-A-ride program IGS has experienced overload due to high demand. The backup car and driver were utilized and IGS was able to continue operation without an interruptions.

**Statement of Economic Interest**

IGS is currently the provider of the Dial-A-Ride service for the City of Calabasas.

EXHIBIT B  
APPROVED FEE SCHEDULE

**FEE SCHEDULE:**

Dial-A-Ride:  $\$37 + \$10 = \$47$  per service hour  
Each year we add \$1 per service hour.

Demand response, paratransit service within the City of Calabasas city limits and select predetermined locations outside of the City boundary.

- IGS. will provide and maintain one wheelchair accessible vehicle (mini-van).
- IGS. will provide and maintain one regular minivan.
- IGS. will provide customer service and reservation telephone line for passengers.
- Regular program hours are as following:
  - First car:
    - begin at 8:00 a.m. and conclude at 6:30 p.m. Monday to Thursday,
    - begin at 8:00 a.m. and conclude at 5:00 p.m. on Friday,
    - begin at 9:00 a.m. and conclude at 5:00 p.m. on Saturday.
    - begin at 10:00 a.m. and conclude at 4:00 p.m. on Sundays.
  - Second car for medical appointments only:
    - begin at 9:00 a.m. and conclude at 5:00 p.m Monday through Thursday.
    - begin at 9:00 a.m. and conclude at 4:00 p.m. on Friday.

The rates shown above reflect the services proposed in the proposal and are good for the contract term expiring on June 30, 2024. All additional hours of service will be charged accordingly.

**EXHIBIT B**  
**APPROVED FEE SCHEDULE**

**FEE SCHEDULE:**

Dial-A-Ride: \$37 + \$10 = \$47 per service hour  
Each year we add \$1 per service hour.

Demand response, paratransit service within the City of Calabasas city limits and select predetermined locations outside of the City boundary.

- IGS. will provide and maintain one wheelchair accessible vehicle (mini-van).
- IGS. will provide and maintain one regular minivan.
- IGS. will provide customer service and reservation telephone line for passengers.
- Regular program hours are as following:
  - First car:
    - begin at 8:00 a.m. and conclude at 6:30 p.m. Monday to Thursday,
    - begin at 8:00 a.m. and conclude at 5:00 p.m. on Friday,
    - begin at 9:00 a.m. and conclude at 5:00 p.m. on Saturday.
    - begin at 10:00 a.m. and conclude at 4:00 p.m. on Sundays.
  - Second car for medical appointments only:
    - begin at 9:00 a.m. and conclude at 5:00 p.m Monday through Thursday.
    - begin at 9:00 a.m. and conclude at 4:00 p.m. on Friday.

The rates shown above reflect the services proposed in the proposal and are good for the contract term expiring on June 30, 2024. All additional hours of service will be charged accordingly.



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 07, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
HALI AZIZ, ASSISTANT TRANSPORTATION PLANNER**

**SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH VENTURA TRANSIT SYSTEM, INC. FOR THE CITY'S OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND TRANSPORTATION SERVICES FOR THREE YEARS WITH A TOTAL CONTRACT COST OF \$916,920.00 FOR THREE YEARS EXPIRING ON JUNE 30, 2024 WITH AN OPTION OF TWO ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED \$353,700.00 PER YEAR**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that City Council approve a professional service agreement with Ventura Transit System, Inc. For the City's operation and maintenance of public transit and transportation services for three years with a total contract cost of \$916,920.00 for three years expiring on June 30, 2024 with an option of two one-year extensions in an amount not to exceed \$353,700.00 per year.

**BACKGROUND:**

The current Professional Service Agreement between the City and MV Transportation, Inc. is set to expire on June 30, 2021. The City released a Request for Proposals (RFP) for operation and maintenance of Calabasas Transit and received two proposals from MV Transportation and Ventura Transit. Both

proposals were reviewed by staff for organization, competence, experience, reliability and cost among other factors.

After a thorough review, staff determined that both proposals are competitive meeting all the requirements set forth by the City leaving the cost of the contract to be the distinguishing factor in the selection process. Ventura Transit has proposed a lower hourly rate; therefore, staff recommends their selection as City's prospective service provider.

**ANALYSIS:**

The RFP requested interested parties to submit a fee schedule for a five year period. MV Transportation proposed a fixed monthly fee of \$18,027 and a variable hourly fee of \$45.55 starting at year 1 increasing gradually every year thereafter. On the other hand, Ventura Transit proposed an hourly fee of \$48.50 starting at year 1 adding 5% each year thereafter. When comparing the hourly cost, MV has proposed lower rates. However, MV's fee schedule involves a fixed monthly rate as well as a variable monthly rate, which results in a higher monthly and annual cost than Ventura Transit's fee schedule. To compare the two proposals, staff estimated operating 6000 hours of service. Below table depicts the annual cost to the City at 6000 hours using proposers' fee schedule.

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Ventura</b>	\$ 48.50	\$ 50.92	\$ 53.40	\$ 56.14	\$ 58.95
	6000 hours				
<b>Total annual contract Cost</b>	<b>\$ 291,000</b>	<b>\$ 305,520</b>	<b>\$ 320,400</b>	<b>\$ 336,840</b>	<b>\$ 353,700</b>

<b>MV</b>	\$ 45.55	\$ 45.13	\$ 46.45	\$ 47.90	\$ 50.22
	6000 hours				
Total variable cost	\$ 273,300	\$ 270,780	\$ 278,700	\$ 287,400	\$ 301,320
Monthly fixed fee	\$ 18,027	\$ 16,794	\$ 17,130	\$ 17,552	\$ 17,839
Annual fixed cost	\$ 216,324	\$ 201,528	\$ 205,560	\$ 210,624	\$ 214,068
<b>Total annual contract cost (variable + annual fixed)</b>	<b>\$ 489,624</b>	<b>\$ 472,308</b>	<b>\$ 484,260</b>	<b>\$ 498,024</b>	<b>\$ 515,388</b>

As discussed above, both proposers have submitted successful bids and the distinguishing factor remains to be the contract cost. Because Ventura Transit has proposed a lower hourly rate resulting in lower annual contract cost, staff recommends selecting Ventura Transit as the prospective service provider for services starting in August 2021.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City uses proposition A and proposition C funds to cover operation and maintenance cost of public transit services, no additional funding for the contract is required at this time.

**REQUESTED ACTION:**

City Council approve a professional service agreement with Ventura Transit System, Inc. For the City's operation and maintenance of public transit and transportation services for three years with a total contract cost of \$916,920.00 for three years expiring on June 30, 2024 with an option of two one-year extensions in an amount not to exceed \$353,700.00 per year.

**ATTACHMENTS:**

Attachment A: Professional Service Agreement



CITY of CALABASAS

ITEM 3 ATTACHMENT A

**PROFESSIONAL SERVICES AGREEMENT**  
(Ventura Transit System, Inc.)

**CONTRACT SUMMARY**

<b>Name of Contractor:</b>	Ventura Transit System, Inc.
<b>City Department in charge of Contract:</b>	Public Works
<b>Contact Person for City Department:</b>	Robert Yalda, P.E., T.E.
<b>Period of Performance for Contract:</b>	July 1, 2021-June 30, 2024
<b>Not to Exceed Amount of Contract:</b>	\$916,920.00
<b>Scope of Work for Contract:</b>	City of Calabasas Transit Service Provider

**Insurance Requirements for Contract:**

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

If yes, please provide coverage amounts: 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.

yes  no - Is Auto insurance required in this contract?

If yes, please provide coverage amounts: Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of Five Million Dollars (\$5,000,000) per claimant and Five Million dollars (\$5,000,000) per incident.

yes  no - Is Professional insurance required in this contract?

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

If yes, please provide coverage amounts: Worker’s Compensation insurance as required by the laws of the State of California.

Other: N/A

**Proper documentation is required and must be attached.**

Initials: (City) \_\_\_\_\_ (Contractor) \_\_\_\_\_

**PROFESSIONAL SERVICES AGREEMENT**  
*(Ventura Transit System, Inc.)*

**1. IDENTIFICATION**

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

**2. RECITALS**

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

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s **May 2021** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s **May 2021** fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: July 1, 2021.
- 3.4 “Expiration Date”: June 30, 2024.

**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 **Nine Hundred Sixteen Thousand Nine Hundred Twenty Dollars (\$916,920.00)** unless specifically approved in advance and in writing by City.

- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **David Becerra** 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 Five Million Dollars (\$5,000,000) per claimant and Five Million dollars (\$5,000,000) per incident.
  - 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that

Initials: (City) \_\_\_\_\_ (Contractor) \_\_\_\_\_

meets all of the requirements of this Agreement.

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

Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

**12. MUTUAL COOPERATION**

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

**13. RECORDS AND INSPECTIONS**

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

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

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

If to City

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: **Hali Aziz**  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7338

If to Consultant:

*Ventura Transit System, Inc.*  
295 Willis Ave STE H4  
Camarillo, CA 93010  
Attn: *David Beccera*  
Telephone: (805) 500-3981  
Facsimile: (805) 465-5076  
[davidb@venturatransit.com](mailto:davidb@venturatransit.com)

With courtesy copy to:

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

**16. SURVIVING COVENANTS**

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

**17. TERMINATION**

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

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

**18. EXTENSIONS**

18.1. City shall have the right to extend this Agreement two times, each for the duration of one year for an amount not to exceed \$353,700.00 annually following the expiration of the Agreement on June 30, 2024.

18.2. Each extension shall be based on City's evaluation of Consultants' services. The determination to extend the agreement is within the sole discretion and judgement of the City.

18.3. The evaluation shall consider Consultant's performance under this Agreement which may include but is not limited to, its adherence to City's reasonable requests and instructions and the quality of services provided by Consultant.

18.4. The not to exceed amount shall be based on service levels effective as of July 1, 2021. Shall the service level vary more than 30%, Consultant shall have the right to terminate this Agreement in accordance with the provisions for termination of this Agreement.

Initials: (City) \_\_\_\_\_ (Contractor) \_\_\_\_\_

**19. GENERAL PROVISIONS**

- 18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the

remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

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

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

**“City”**  
**City of Calabasas**

**“Consultant”**  
**Ideal General Services, Inc.**

By: \_\_\_\_\_  
James R. Bozajian, Mayor

By: \_\_\_\_\_  
Mahmood Babaeian, Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kindon Meik, City Manager

By: \_\_\_\_\_  
Masood Babaeian, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC, CPMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

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

Date: \_\_\_\_\_

EXHIBIT A  
SCOPE OF WORK

## 2. Scope of Services

Ventura Transit System CEO Mahmood Babaeian is a 31 year resident of Calabasas. Additionally, Mr. Babaeian was the owner of Checker Cab in 1994 who was Calabasas' first Dial-A-Ride contractor at its inception, and worked closely with Mr. Greg Johnson to start and plan the service for the City. Having this unique background and understanding of the City's needs for a fixed route and Dial-A-Ride makes both he and Ventura Transit System uniquely qualified to be the contractor for the service. We have attached a letter of recommendation that Greg Johnson wrote for us as an addendum to the proposal.

Ventura Transit System has established a philosophy that we call our Golden Standard. It is essentially a definition of why we exist and what we intend to accomplish. Our Golden Standard is defined as "dedicating ourselves to helping people reach their destinations. The "destinations" may be different for each of our stakeholders, but our goal is to assist each to reach theirs successfully.

For our clients, this Golden Standard drives our commitment to attain superior contract performance and to ensure a long term working relationship with Ventura Transit System. The destination is a successful execution of the transit program.

For our passengers, this Golden Standard requires our diligence and care in successfully transporting them to their desired point of delivery. The destination for the passenger is the delivery of on-time, accessible, reliable and safe transportation.

For our employees, our Golden Standard directs that each be treated with respect, dignity, and that each is provided with the maximum opportunity for growth and success within the organization. The destination here is rewarding employment for each employee and their achievement of specific career goals.

Supporting our Golden Standard are five promises that speak to our conduct in the execution of our business. These promises serve to define how we view success and to provide a broad and binding commitment of quality to our customers and to our employees.

These five promises state that we will:

1. Conduct Ourselves Professionally and Honorably
2. Honor our Commitments to our Clients
3. Provide Safe and Dependable Service
4. Partner for Constant Improvement
5. Provide Positive Community Impact



Our promises provide the basis for all decisions made within our organization. Our goal is to be a long-term partner with each of our clients and with our employees.

Our Golden Standard is seen through our performance in the delivery of superior service and through our efforts to be good partners in business, good neighbors and valued members of the community.

Applying these principles, along with our vast experience with our aforementioned fixed route and Dial-A-Ride contracts, Ventura Transit is able to assume the responsibilities of the operation of the contract once awarded. Ventura Transit has reviewed the Scope of Services and understands that the contract requires the following:

- Six (6) fixed-route
- One (1) Citywide fixed transit route within Calabasas City Limits
- Four (4) peak service routes, 2, 3, 4, 5, during AM and PM peak transit demand
- One (1) fixed-route Trolley

Ventura Transit System has reviewed the operation schedule for the contract, and understands that the following schedule shall be adhered to:

- Line 1 (Citywide all day service) -Monday through Friday
  - 6:30 a.m. until 6:00 p.m.
- Lines 2-5(Peak hour Service) -Monday through Friday
  - 6:30 a.m. until 9:30 a.m.
  - 12:30 p.m. until 4:30 p.m
- Trolley (Citywide all day service)
  - 10:00 a.m. until 10:00 p.m., Saturday

Ventura Transit understands that Operations services must include, but are not limited to the individual items listed above. By accepting the Scope of Services, Ventura Transit acknowledges that during the summer, transportation services change due to a shift in demand, and that a revised route and schedule will be provided by the City one month before route changes go into effect for drivers to accommodate changes and learn the routes. Additionally, it is recognized that there are periodic and random special events that occur throughout the year which require transportation. Ventura Transit System is easily adaptable to the changes that would be required, and would be able to provide those transportation services.

Based on the volume of our existing contracts, the addition of the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract will be an easy addition to our organization. As mentioned previously, with the onset of COVID-19 and the changes that needed to take place in an almost immediate time frame, Ventura Transit is very adaptable and ready to make any necessary adjustments that the City may require. While the best results happen when there is advanced knowledge of schedule and route changes, Ventura Transit System has proven to be able to accommodate changes in a short time frame when the need arises.

## **2.1 Service Needs Summary**

Ventura Transit System shall be responsible for the management and operation of the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas. Ventura Transit System shall manage service in accordance with the guidelines and parameters established in the contract.

Ventura Transit System shall coordinate, manage, and control all necessary program activities which shall include: maintain all vehicles, provide vehicle drivers and all project personnel, train personnel as necessary, develop administrative procedures, compile financial and non-financial records, and develop methods to improve effectiveness and maximize service efficiency. Ventura Transit System will maintain all required federal, state, and local approvals and permits and will ensure that all vehicles used by Ventura Transit System are properly licensed for the services they are providing. Ventura Transit System must also have all applicable state and local business licenses or procure same prior to the start of service. City will provide vehicle licenses and registrations.

Ventura Transit System will become familiar with all reporting requirements for the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas program and to supply accurate financial and operating data which complies with above described requirements. As per the requirements of many of our existing contracts, Ventura Transit System understands that the City's monthly report requirements have been structured to ensure the collection of data required for the reports; however, the type of information and the reporting format is changed by the FTA on a regular basis. Ventura Transit System shall work with the City to keep up to date on all reporting requirements. Ventura Transit System staff will attend meetings with City staff.

Ventura Transit System currently has other fixed route and Dial a Ride contracts that have strict reporting requirements that require us to adhere to strict guidelines where vehicles and drivers are concerned, as well as stringent reporting requirements. Through our contract with the Tri-Counties Regional Center, we have regular CHP inspections that we have always passed without issue or correction. Through our contracts through CenCal Health Plan and Gold Coast Health Plan, we go through rigorous annual audits of our vehicles and drivers, under the guidelines issued by the State of California for Non-Emergency Medical Transportation providers. At this time, Ventura Transit System operates a fleet of cutaway handicap accessible buses for our paratransit contract, very similar to the vehicles currently used by the City of Calabasas. Our vehicles all go through regular preventative maintenance, daily inspection by the drivers, and are serviced according to a maintenance schedule that is in compliance with each of our contracts. Upon request, we can provide the City of Calabasas with previous maintenance records and inspections. This type of accountability transfers to all of our awarded contracts, regardless of if there are inspections imposed by the contract guidelines. Our staff of certified mechanics, under a comprehensive full service maintenance program, will continuously service all fleet vehicles. In any transportation program, maintenance and vehicle safety is of utmost concern. All fleet drivers will be required to inspect their vehicles daily and to complete a daily vehicle inspection checklist sheet before operating the vehicle. Should a mechanical problem be found during this regular inspection, whereby any fleet driver should find a mechanical defect that he or she deems would make the vehicle unsafe to operate, the vehicle will be pulled from service until which time the

mechanical problem has been safely and completely corrected. Ventura Transit System's existing operations managers will refer to specific procedures outlined in the CHP Administrative Manual, which we use as our industry standard and will be required for use by every fleet operations driver. Therefore, should any maintenance problem occur during any point of service which may jeopardize the safety of the vehicle, the driver, or the client, the fleet driver will be required to take his or her vehicle out of service for repair immediately. Ventura Transit System maintains a stringent disciplinary procedures and penalties policy for any fleet driver not adhering to company rules and regulations.

One of the benchmarks of our success at Ventura Transit System is our ability to retain staff. Ventura Transit System had less than a 5% staff turnover over the course of the last 3 years. On average, our staff members stay with us for 12+ years. We ensure this by offering a healthy work environment, competitive wages, advancement potential, and ongoing training that builds a team environment. Additionally, we are always looking for backup staff and drivers that we see exhibiting our high standards, and who meet our "Golden Standard" principles.

With our experience in quick adaptation that was brought on by the pandemic, along with our years of providing fixed route and Dial-A-Ride services, Ventura Transit System is ready to start on Day 1 with the reopening of the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas. Additionally, should the demand for services be higher than anticipated by the City, Ventura Transit is ready to work together with the City to address any unanticipated additional needs. In addition to solutions ranging from using larger vehicles and creating additional routes, Ventura Transit System has a fleet of vehicles at that would be able to be put into service for the contract, if the need arose, as quickly as the next day.

Ventura Transit System is not proposing any changes to the current operating practices in place for the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract, and will be able to perform the contract based on the current Scope of Services outlined in the RFP.

## **2.2 Service Plan**

Ventura Transit System CEO Mahmood Babaeian was the owner of Checker Cab in 1994 and was Calabasas' first Dial a Ride contractor at its inception. Having this unique background and understanding of the City's needs for a fixed route and Dial-A-Ride makes both he and Ventura Transit System uniquely qualified to be the contractor for the service. Ventura Transit System shall manage service in accordance with the guidelines and parameters established in the contract.

Under the guidance of David Becerra, proposed General Manager for the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract, Ventura Transit System shall coordinate, manage, and control all necessary program activities which shall include: maintain all vehicles, provide vehicle drivers and all project personnel, train personnel as necessary, develop administrative procedures, compile financial and non-financial records, and develop methods to

improve effectiveness and maximize service efficiency. Ventura Transit System will obtain and provide all required federal, state, and local approvals and permits and will ensure that all vehicles Ventura Transit System are properly licensed for the services they are providing. Ventura Transit System must also have all applicable state and local business licenses or procure same prior to the start of service. City will provide vehicle licenses and registrations.

Ventura Transit System will become familiar with all reporting requirements for the Calabasas DAR program and to supply accurate financial and operating data which complies with above described requirements. The City's monthly report requirements have been structured to ensure the collection of data required for the reports; however, the type of information and the reporting format is changed by the FTA on a regular basis. Ventura Transit System shall work with the City to keep up to date on all reporting requirements. Ventura Transit System staff will attend meetings with City staff.

As shown by the experience of David Becerra who has extensive experience with fulfilling contractual obligations with Gold Coast Health Plan and CenCal Health Plan contracts where Ventura Transit System is providing a high level of fixed route and Dial-A-Ride services, Ventura Transit System management will be able to easily integrate the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas seamlessly into our organizational structure.

#### **a. Fixed Route**

Ventura Transit System has already studied all the routes, including the pickup and drop off locations and will use Medi-Routes as the scheduling and dispatch system to dispatch and communicate with all assigned drivers to the fixed route through our computer system and GPS locating which is described in detail below in Communications. The City has provided the routing, and Ventura Transit System is aware of the routing as well as the vehicles being used in routing. The routes will be entered into our software system once we have been selected as the contract provider. Our Operations Manager will have the drivers pre-scheduled to the routes. Should any changes occur, the Operations Manager will adjust the schedule accordingly. Prior to the start of the Contract, Ventura Transit System plans to do dry-runs with the vehicles and drivers to ensure that everything is ready to run smoothly as of Day 1.

In addition to the features that MediRoutes provides, Ventura Transit System can equip the vehicles used for the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract with GPS through a service we are utilizing on other contracts through Verizon Connect. Verizon Connect offers High-resolution maps with smart clustering and detail on demand providing a simple yet powerful vehicle tracking solution that helps reduce fuel consumption, provides accurate ETAs, monitors vehicle diagnostics and vehicle maintenance needs, while also offering the ability to provide in-vehicle alerts to drivers. This software allows Ventura Transit System to run historical reports on up to 2 years of fleet data to uncover insightful trends, support investigations and extrapolate reliable forecasts. Cloud-based storage is regularly backed up and replicated. There are added benefits for fixed route service which allow us to replay vehicles' route history for specific dates and follow the actual routes taken by drivers, and can show specific events, such as speeding or stops, and compare drivers' performance.

## **b. Communications**

The current Ventura Transit System dispatch operation and software (MediRoutes) will be utilized to provide service for the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract. Ventura Transit System currently receives requests for, and dispatches, over 1000 trips per day and has the capacity to double that number. Requests are taken via phone or fax and entered into the dispatch software. Dispatchers receive this information on their computer screens. The dispatcher assigns those trips not automatically assigned to vehicles manually. Dispatchers communicate with drivers by both radio and tablet.

Dispatchers provide the link between the office and the field that is vital to any transportation operation. Well trained dispatchers allow for smooth operations and a high quality of service. Dispatchers are empowered to resolve operations problems and have the support of management to resolve customer issues. Management is always available should the need arise. Daily dispatch logs are utilized to prepare month end reports and monitor service levels.

As with any transit operation, information from reporting is vital to the success and efficiency of the service. All relevant statistics are compiled and analyzed to reveal trends and possibilities to improve service. The current dispatch software compiles all information which can then be sorted to produce reports for the city. The current reporting requirements are easily accomplished and can be enhanced for future needs.

All information from fleet driver's logs will be gathered and maintained in a database for analysis. Trends in ridership and service will be reviewed and discussed at regular intervals with the City. Ideas for improvement and/or alteration of transit route plans will be thoroughly discussed with the City before any existing plan alterations or proposed plan implementations are adopted, as these changes may affect existing proposed or future budgetary considerations.

The current trip software maintains all data regarding call time, pickup and delivery time, and trip length. On-time performance can be reported for a variety of circumstances including how long phone orders take, time from phone call to dispatch of vehicle, actual pickup time to requested or proposed time, and any missed trips.

The fixed-route vehicle will be gauged on a 5 minute +/- benchmark and the dial-a-ride vehicle will be gauged on a 10 minute +/- benchmark. Ventura Transit System has been utilizing the MediRoutes Transportation Management System for 4 years.

The MediRoutes application is cloud-based software used with mobile device technologies to offer optimal scheduling, booking, dispatch and billing services for

Transportation Providers. Using these state-of-the-art tools, MediRoutes offers easy online call taking – either trip booking through the import of brokerage trips or direct entry of on-demand trips.

Reservations for Recurring trips, also known as Calendar or Subscription trips, are also supported.



MediRoutes offers optimized scheduling – taking into account any rider requirements (i.e. wheel chair user) and appointment time (if applicable), the transport vehicle’s capacity, the drive time, and funding source requirements or limitations. The schedule is created ensuring that each of your passengers get to their appointments on time while providing service with the highest level of efficiency.

Once the schedule is created, you have the option of reminding your passengers that they have transportation scheduled with you by having the MediRoutes software send automated reminders to your passengers using voice, email and or text. You will be able to schedule the reminder in advance in MediRoutes and you will receive confirmations from your clients directly in the MediRoutes desktop application.

MediRoutes provides real-time dispatching and sends the driver’s manifest to driver’s phones with the GPS location of each vehicle and the driving time and distance to scheduled pickups and drop offs. Real-time updates to the drivers and the dispatchers show where the drivers are at all times. In addition, the GPS coordinates and time stamps of each pick up and drop off, with the passenger’s signature captured at the time of service, helps everyone stay on track.

The Automated Optimized Scheduling Algorithm creates an optimized schedule by minimizing dead-head distance and overall distance traveled while maximizing revenue miles. Setup starts with Space Types. From there, Capacity Types are defined and associated with vehicles based on the capacity configurations of the vehicle fleet. Vehicles are then assigned to “Runs.” Runs can have different garage locations, times of service and days of operation. An optimized schedule results from using these parameters in conjunction with the specifics of the collection of trips to be scheduled (pickup/drop-off locations, requested times and space types).

MediRoutes allows for “shopping” or “point-and-click” manual scheduling in those cases where a specific schedule is required. Innovative map visualization provides a review of any schedule for visual confirmation. Template schedules can be created to take a “snap shot” of the schedule for calendar rides. These “Template Schedules” can then be easily applied to future days.

The innovative dispatch screen allows ultimate visibility of the fleet. Same day or will-call trips can be scheduled using real-time, automated scheduling that takes into account the current location and schedule status of the vehicles in operation. The GPS positions of vehicles are updated every minute. Schedule changes are constantly sent to drivers. Specialized work-flow allows drivers and dispatchers to indicate and confirm “Cancel at Door” or “Cancel No Show.” Two-way messaging from dispatch to drivers cuts down on constant “chatter” and makes for a more pleasant experience for customers.

The mobile application allows for passenger and driver signature capture. Customized Trip Sheets reproduce trip logs with these signatures and can be saved as PDFs for paperless storage and historical retrieval.

All data can be exported to Excel for further manipulation. Operational reports include On Time Performance with dynamic parameter setting, which allows for a “what if” analysis. GPS reporting, including map visualization and reverse geo-coding, can be accessed for any past day by vehicle or

employee. The extensive reporting proves to be a valuable tool when you need to respond to allegations involving speeding or other misconduct.

### Reporting to the City of Calabasas

Ventura Transit System proposes to pass information to the City weekly via email updates and monthly by hardcopy. Ventura Transit System management will be available for all meetings with the city.

Though a more detailed example is attached, the following is a sample of information that will be made available to the City:

- A complete list of all vehicle breakdowns, description of the mechanical cause and correction that took place.
- A complete list of all scheduled trips or portions thereof missed with explanation.
- A brief summary off all customer grievances/constructive suggestions concerning service as described in the aforementioned proposal, and company responses to those complaints/suggestions.
- A complete listing of all client pickups that were not completed due to equipment failure.
- A listing of all passengers by type of fare paid.
- Raw ridership data that includes information referring to average wait time between customer call and pickup.



### **c. Customer Information**

Ventura Transit System understands the need for accurate reporting to the City. As routes are developed, manifests are created for each route for each day of the week. The manifest becomes the source document for most other reporting and is also the document that validates consumer attendance. The integrity of this data is critical and Ventura Transit System has installed a system of checks and balances to ensure the accuracy of this source data.

The manifest is numbered. Data fields within the manifest include date, driver name and bus number (all pre-printed). A pre-printed sequential list of passengers which includes passenger name, scheduled pick up time, mobility device used, passenger specific notes, pick up address and destination address directs the driver accordingly each day. As routes may differ slightly each day of the week, a manifest is unique to the particular day of the week. The driver, for each manifest, notes actual pick up and drop off times as well as route start and end time and miles.

Data is accumulated with corrections made to the master manifest by exception. Reconciliation of passenger information is accomplished by the dispatcher. Reports are generated for each day as well as monthly. Reports will be generated by our Operations Manager. Invoices are also generated after the data is compiled in accordance with the requirements of the City.

We understand that it is important for the City of Calabasas to have the technology available to produce accurate statistics on ride times, unduplicated passengers, total passengers and trip distances. As we monitor adherence to performance standards as well as efficiency, quantitative data is crucial to the operation.

In addition to passenger statistics and operations data, it is important to monitor each vehicle in fuel and oil consumption, tire and parts usage, and breakdowns.

Our maintenance staff has these data collection and reporting procedures integrated into their daily operation. Through programs networked with the vehicle inventory program, our staff has immediate access to fuel and oil consumption as well as parts assigned to each vehicle.

Our staff is familiar with NTD requirements and knows how to produce accurate information on a timely basis. This type of data collection and reporting has been implemented in our contracts throughout the counties.

All routine reporting generated by Ventura Transit System, as approved by the City, will be forwarded to the City by electronic mail on a daily basis. In addition, complaints, accident reports and other data of a more urgent nature are sent real time as the reports are completed to ensure the timely delivery of information to the City's contract administrator.

With data from existing contractor and the City, and constantly updating records, we will be able to efficiently communicate with the residents of Calabasas in regards to their trip requests, pick up times, any changes, and in emergency situations what the contingency plan is.

**d. Contractor and Staff Training**

We believe that, as part of professional behavior, it is our responsibility to hire and keep well-mannered and ethical employees, provide a positive working environment, take initiative within appropriate boundaries, provide meaningful and consistent communications, and demonstrate leadership and relationship skills.

Ventura Transit System’s dispatcher training program ensures our staff is proficient, skilled and experienced when assisting riders. Dispatchers are evaluated and refreshed during their employment.

**Operator Training Plan:**

<b>Ventura Transit System Training Program Hours</b>	
<b>Classroom Training</b>	<b>Hours</b>
Accident Reporting	5
Alcohol & Drug Education	5
Blood Borne Pathogens	1
Customer Service	4
Disability Sensitivity Training (ADA)	8
Diversity Training	1
Driver Safety Responsibilities	1
DVIR / ATTN / NO SHOW / Paperwork	1
Emergency Procedures	5
First Aid / CPR	6
Grievance Procedures	5
Mandated Reporting (I.E Abuse)	5
Non Harassment / Sexual Harassment Policy	5
Passenger Assistance & Safety	5
Passenger Control / Difficult Passenger Training	8
Vehicle Communications Device Training	1
<b>Total Classroom Hours</b>	<b>66</b>

<b>Behind the Wheel Training</b>	<b>Hours</b>
Defensive Driving	10
Lift Operation	2
Proper Lifting Techniques	5
Proper Wheelchair Loading / Unloading	3
Route & Service Area Orientation	10
Vehicle Operation	5
<b>Total Behind the Wheel Hours</b>	<b>35</b>

<b>Total Driver Training Hours</b>	<b>101</b>
------------------------------------	------------

On a yearly basis, all operating personnel associated with the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract will receive at least the required sixteen (16) hours of Department of Motor Vehicles training and eight (8) hours of recurrent “transit certificate” training. No driver is allowed behind the wheel until all training is completed.

#### **Passenger Assistance**

Assistance Guidelines for Elderly & Disabled Passengers (AGEDP) is our in-house training program that includes classroom lecture, discussion, learning material relevant to passenger assistance, and a hands-on practice applying classroom knowledge to practical situations. This training program covers characteristics of major disabling conditions, assistive devices, vehicle boarding procedures, vehicle condition and operation, emergency procedures and basic vehicle and lift maintenance. The session also covers the requirements for fixed-route drivers under the Americans with Disabilities Act such as calling out stops.

#### **Sensitivity Training**

Sensitivity training is part of our AGEDP training and teaches drivers proper terminology such as persons with disabilities rather than handicapped people, power chair rather than electric chair, and hearing and speech impaired rather than deaf and dumb. While we realize that most of these are outdated terms that we are teaching alternatives to, we want to reinforce that they are properly noted by our drivers and staff. Further, the trainee learns about the different types of disabilities including auditory, speech, behavioral, physical, and mental.

The role-playing session is often the most memorable part of sensitivity training. Examples of role-playing include walking while being blindfolded, using a wheelchair in boarding, deboarding and while riding the vehicle, and communicating without using the voice.

### **Defensive Driving**

Ventura Transit System teaches the Smith System of Defensive Driving which is a nationally recognized safety program. It is easy to remember and use in daily driving since it constantly reinforces the five major rules:

- 1) Aim High
- 2) Get the Big Picture
- 3) Leave Yourself an Out
- 4) Make Sure They See You
- 5) Keep Your Eyes Moving



Ventura Transit System drivers are required to complete annual defensive-driving training.

### **Passenger Relations**

We teach our drivers positive behavior towards passengers, as well as positive work attitudes. Trainees are taught proper methods in handling various passenger issues. We develop a driver's awareness to understand that they inherently have the basic skills required to create good passenger relations. Drivers team the key is showing courtesy and respect to every person with whom they come in contact.

### **Passenger Incidents**

We instruct drivers to effectively address conflicts or problems that may arise. We specifically address four categories of passenger incidents:

- Passenger issues including fare evasion or smoking on the vehicle
- Abusive and harassing passengers
- Passenger illness or injury
- Vehicle damage, such as vandalism

### **City Specific Training**

We will work with City staff to build upon the training components that teach our employees about the connecting transportation systems and opportunities for passenger transfer to those systems as part of Ventura Transit System's training program. We will also continue to provide training in City policies, procedures and record-keeping requirements as well as national, state, and local laws and regulations. Drivers are trained to administer on-board surveys, route information, and distribute marketing materials as needed.

### **Fares**

In this session, extensive instruction of the City fare structure is covered. Ventura Transit is aware that the City is responsible for selling annual passes and or individual tickets to the public. The drivers must verify that every passenger presents a pass and or a shuttle ticket at the time of boarding the buses. The

drivers shall not accept money as a form payment for the fare. All specifics relating to fare passes will be covered in this portion of the training.

### **Behind-the- Wheel Training**

As a new driver is trained, they go on the road with a Behind-the-Wheel Trainer who teaches the basics of defensive driving classroom training, vehicle handling, and behind the wheel training to each driver. The trainee also learns proper loading and unloading procedures, proper securement and restraint procedures, paperwork requirements, and service area characteristics.

### **Cadet Training**

As a final step prior to being certified to provide revenue service, the new driver completes their training with an experienced driver. Cadet training serves as a training reinforcement tool and is a transition from the training environment to the real world of operations.

### **Driver Evaluations**

Annually, we require all full- time and part-time drivers to receive defensive-driving refresher training in which the Smith System 5-Keys of Space Cushion Driving is used. This program stresses defensive, decisive, and dependable driving techniques.

Drivers are required to attend monthly safety meetings, which highlight various defensive-driving techniques. All drivers must complete a ride- along evaluation every 12 months, and unobserved evaluations occur frequently.

### **Accident Retraining**

Accident evaluations occur any time a driver has an accident in which they failed to do everything possible to prevent the accident or when it is determined that the driver requires retraining because of the circumstances of the accident. Our retraining is based on a minimum of two hours: one hour is spent in the classroom, and one hour is spent behind the wheel of the bus. Retraining hours may be increased depending on the severity of the accident and the type of retraining required. The evaluation focuses on determining the cause and contributing factors. We then specifically correct any noted contributing factor in our refresher and retraining program. Ventura Transit System Certified trainers, for both the classroom and behind the wheel, conduct accident retraining.

### **Retraining Success Measurement**

The success of the retraining program is measured by performance standards. Ride checks, unobserved driving practices, and passenger comments, and no additional accidents measure the effectiveness of refresher training. Ventura Transit System will not accept unsafe driving or working practices. A safe service delivery is a vital part of our primary objective.

### **Recurrent Safety Strategy:**

All hired fleet drivers are required to participate in four (4) full days of supervised on-the-road training prior to being allowed to begin to provide service for Ventura Transit System. This training helps to familiarize our fleet drivers with the service route regional area, and helps them to attain a sound

working knowledge of our company procedures. This training includes but is not limited to: vehicle fueling, driver and passenger safety, handicapped/wheelchair/special needs customer assistance, map reading, ridership reporting requirements, personal appearance, public and customer/client relations, emergency procedures, and many other aspects involved in providing superior paratransit and fixed route services throughout the City of Calabasas community.

### **First Aid / CPR Course Training**

Ventura Transit System has contracted with the local American Red Cross to provide these courses to all hired fleet drivers.



### **Supervisory**

Ventura Transit System management training consists of 5 days or more of important managerial issues. The purpose of the Management Training Program is to identify key management responsibilities and departmental resources. Each manager is instructed to bring a positive attitude and a willingness to learn. We provide a folder to collect handouts and resource materials received during training sessions. Our front-line supervisors also receive onsite training which takes approximately three days.

Ventura Transit System encourages partnership with the City, and welcomes staff members that have any specific input regarding training. Ventura Transit System consistently works towards our common goal of customer satisfaction.

### **Dispatcher**

Our dispatcher is taught that their main function is to coordinate the system, communicate with the public, communicate with the drivers, and maintain accurate records. A dispatcher is the key to providing a safe and efficient transportation system. Their job is complex and fast paced.

Our dispatchers will learn to speak with drivers clearly and accurately. Proper radio etiquette is emphasized while interacting with drivers. They need to be able to relay information to drivers about any routing or schedule changes. Dispatchers are the driver's life line during an emergency. In the event of an accident, the drivers are instructed to call the dispatcher immediately. The dispatcher will keep accurate information and dispatch whatever services are needed to maintain service, and will work closely with Management and Maintenance staff to ensure any disruptions are kept to a minimum. Dispatchers are taught effective management skills regarding their responsibilities.

Ventura Transit System will make every effort to retain current employees of the current Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract in accordance with CA Labor Code 1070.

### **Uniform Standards**

Operators shall be in uniform at all times while in service or otherwise on duty. Ventura Transit System will provide Operator uniforms to our employees, and will be responsible to ensure that Operators wear these uniforms and maintain a neat and clean appearance while on duty.

Ventura Transit System will develop a dress code that will be subject to City approval. Dress code will include, at a minimum, both shirt/blouse and slacks (standardized dress shorts permitted with City prior approval). Drivers shall wear name tags clearly displaying their names at all times while performing their duties. Uniforms shall clearly display (separately) both the name of the contracting firm and name of the transit service. Each driver shall have an accurate timepiece available and in clear sight at all times during vehicle operations. The dress code shall include shoes that shall be solid, plain-toe military style oxford. Low-cut and high-top tennis shoes are not permissible. Suede shoes, sandals, cleated, or open-toe shoes will not be permitted. Consideration for safety must be applied to all dress code elements.

### **Customer Service Sensitivity / Empathy Training**

Ventura Transit System provides all its fleet drivers and office management personnel with Customer Service Sensitivity/Empathy Training. Any and all employees of Ventura Transit System not only undergo this training but must present and sustain a positive attitude throughout his or her tenure with our company. This training is not only a dedicated section of our Training Hours, but also reinforced in each of the sections of the training schedule, and additionally emphasized in ongoing trainings.

All employees must possess a fundamental working knowledge and understanding of these qualities. It is imperative in our client-oriented industry that we continue to provide and up-grade this training especially for those customers with mobility limitations and special needs.

### **Employee Performance Evaluations**

We feel that it is important to continually work with our drivers and staff to maintain the highest possible standards and conduct regular performance evaluations. Our evaluations policies are as follows:

- Full-time company employees will receive thorough evaluations twice a year, with part-time employees being evaluated once per year. Employee re-evaluations will take place on an as needed basis for those who have been redressed by the company for failing to uphold company standards and policy.
- Regular wage increases in line with positive company and personal goal-oriented performance will attract and retain the high caliber of employees necessary to successfully manage and operate the proposed contract.

**e. Administration and Operational Resources**

Ventura Transit System, in conjunction with City staff, will continually refine our training component to instruct our dispatchers and vehicle operators of all fixed route policies and procedures. The City can be assured that our General Manager, Andre Galvan, will meet with City staff on a monthly basis and more frequently, as needed. Management staff is also available by phone and e-mail at all times.

The Administrative staff will consist of the staff members listed in the chart listed in Section 1.3, with the descriptions of each position containing the reporting staff for each managerial position.

**f. Customer Service and Complaints**

If a complaint is received from a passenger, our dispatch management team will file an incident report with the City and will work quickly to resolve any and all issues, and will meet all the City requirements and will comply with all the rules and regulations of the contract.

If a complaint is filed with the City of Calabasas, once The City emails the customer correspondence to us we will make at least three documented attempts to contact each customer filing a complaint within five calendar days in order to discuss the complaint and resolution if any. Ventura Transit System will also provide the complaint resolution to the City via the agreed upon communication protocol no later than five calendar days from receipt of the information.

Our management team will meet with the City staff to discuss complaints, service issues, and suggestions on a regular basis. The Administrative Manager will keep a record off all complaints received, and will work with the General Manager and Operations Manager to ensure that all complaints are properly addressed as well as reported.

**g. Safety**

Strict vehicle maintenance is paramount to any safety transportation safety plan. Our staff of certified mechanics, under a comprehensive full service maintenance program, will continuously service all fleet vehicles. In any transportation program, maintenance and vehicle safety is of utmost concern. All fleet drivers will be required to inspect their vehicles daily and to complete a daily vehicle inspection checklist sheet before operating the vehicle. Should a mechanical problem be found during this regular inspection, whereby any fleet driver should find a mechanical defect that he or she deems would make the vehicle unsafe to operate, the vehicle will be pulled from service until which time the mechanical problem has been safely and completely corrected. Ventura Transit System’s existing operations managers will refer to specific procedures outlined in the CHP Administrative Manual, which we use as our industry standard and will be required for use by every fleet operations driver. Therefore, should any maintenance problem occur during any point of service which may jeopardize the safety of the vehicle, the driver, or the client, the fleet driver will be is required to take his or her vehicle out of service for repair immediately. Ventura Transit System maintains a stringent disciplinary procedures and penalties policy for any fleet driver not adhering to company rules and regulations. Included in this



proposal you will find the preventive maintenance schedule under which all fleet vehicles are regularly maintained.

### **Fire Suppression Equipment**

Ventura Transit System maintains regular certifications as required for fire extinguishers and fire suppression equipment installed on the Revenue Vehicles.

### **Preventive Maintenance Schedule**

The following represents a service schedule for company fleet vehicle service to be performed in conjunction with all existing vehicle manufacturer recommended service contracts:

#### **Service Frequency**

- Oil Change every 6,000 miles.
- Lube (Chassis & Bearings) every 6,000 miles.
- Transmission Service every 12,000 miles.
- Air Filter inspections every 6,000 miles.
- Brake Inspections every 6,000 miles.
- Wheel Alignment and Steering component Inspections every 6,000 miles.
- Hoses and Belts check every 6,000 miles.
- Shock Inspections every 6,000 miles.
- Electrical System inspections every 6,000 miles.
- Air Conditioning/Heating Inspections every 6,000 miles.
- Daily Tire Inspections, with regular required tire rotations every 60 days.



We utilize a preventive maintenance inspection system founded on progressive mileage and days. For example, Ventura Transit System often performs Critical Item Inspections every forty-five days or 3,000 miles, whichever comes first, and major inspections occur on mileage and time parameters based on the specific fleet and RFP requirements.

Tire tread depth is monitored. Ventura Transit System's tire replacement policy states that no front tires are to be operated with less than 5/32 of tread and no rear tires are to be operated with less than 3/32 of tread. This standard exceeds the DOT's specifications of 4/32 for front and 2/32 for back tires. To ensure proper wheel changes and maintenance, Ventura Transit System requires that all installation personnel, including outside shops, follow the Ventura Transit System Wheel Installation Procedure without fail or exception. All wheels must be torqued to OEM specifications after installation on the vehicle.

In addition, fluid changes occur during preventive maintenance inspections. An engine oil and filter change occurs at the 6,000-mile interval or manufacturer recommendation and the transmission fluid and filter change interval is scheduled on manufacturer recommendations, and antifreeze is tested for proper DCA levels at the 24,000-mile interval.

Wheelchair lifts are also thoroughly checked as part of preventive maintenance. We maintain wheelchair lifts in-house. As with all other vehicle components, Ventura Transit System mechanics must be knowledgeable of specific lift maintenance procedures and may receive training provided by the wheelchair lift manufacturer. Our lift inspection procedures are included on our preventive maintenance form and are typically progressive in scope.

It is our Maintenance Manager's responsibility to properly schedule these preventive maintenance inspections and to ensure that they occur in a timely order.

In order to properly schedule these services, we require our maintenance shop to maintain a vehicle preventive maintenance status schedule. Here, the vehicle number, mileage that is updated daily from the DVIR form or fuel sheet, and the mileage and type of next preventive maintenance inspection service due is tracked.

The Inspection and Preventive Maintenance form is maintained in the vehicle file for the entire life of the vehicle.

Each week our Maintenance Manager presents a written report to the Operations Manager. This report reflects the activities of the maintenance department and keeps management informed regarding compliance with scheduled preventive maintenance activities as well as breakdowns, service calls, the amount of labor used, and parts purchased. This report helps our Operations Manager take prompt action should the scheduled maintenance fall behind.

### **Air Conditioning**

Ventura Transit System has extensive experience in operating and maintaining air conditioning systems. The following outline highlights our preventive maintenance program for air conditioners. During periods with high temperatures, certain items may be scheduled for more frequent maintenance based on equipment performance experience.

3,000 miles:

- Inspect drive compressor belt for proper wear/tension
- Replace return air filter
- Conduct system performance checks.

6,000 miles:

Check all of the above as well as:

- Analyze system for proper operation
- Monitor oil level
- Inspect system control thermometer Check all wiring and connections
- Monitor blowers for proper operation
- Inspect evaporator and condenser cores, clean if needed
- Check sight glass for proper refrigerant fill Check all lines.

24,000 miles:

Check all of the above as well as:



- Change filter dryer as required and as specified by the manufacturer
- Clean cores
- Check both condenser and evaporator motors for proper operation
- Torque component mounting bolts
- Check water control valve for proper operation.

### **Daily Servicing Procedures**

In order to ensure that proper maintenance is completed, the following procedures are conducted daily:

**Fueling** — Fueling is completed at the end of each operational day. Detailed records of fuel and oil consumption are recorded and monitored. These forms are also used for reconciliation of total amounts of fuel used.

**Tire Pressure** — In order to maximize tire life and to provide a safety check in addition to pre-trip inspections, tire inflation is checked by our utility person at least once per week. Improper inflation pressures are corrected immediately. Air pressure is also checked during the preventive maintenance inspection.

**Body Damage** - Both our driver (daily with the pre-trip inspection) and utility person are required to identify body damage. Body damage is immediately corrected.

**Post-trip inspection** — At the end of each day, our driver is required to complete a post-trip inspection. This inspection includes the daily cleaning specified below, closing and securing all doors and windows, shutting down the radio and performing a walk-around inspection to check for any exterior damage and exterior cleanliness.

### **Vehicle Repairs**

In addition to the preventive maintenance inspection program, all other necessary repair work is performed as needed. This includes all body repair, mechanical work, air conditioning maintenance, wheelchair lift repairs, and engine as well as transmission overhauls. Vehicle repairs are completed using the highest quality parts available. Ventura Transit System participates in a number of national account parts programs, which allows us significant savings.

Each vehicle has a maintenance file. Included in the file are all preventive maintenance inspection forms, repair orders, warranty work, and DVIR forms. This provides us with an ongoing history of all maintenance work performed and parts usage per vehicle.

Road breakdowns are kept at a minimum but can occur at any time. We use the services of local towing specialists.

Ventura Transit System will be responsible for dispatching a replacement bus within 10 minutes in the event a vehicle deployed for or in revenue service becomes disabled due to mechanical breakdown or accident. If the delay of service is 20 minutes or longer, Ventura Transit shall notify the City's Transit Manager via the agreed upon communication protocol.

## **Vehicle Repairs**

As required by California Code of Regulations 13 (13 CCR), Ventura Transit System shall maintain a current vehicle file in chronological order. At a minimum, the following information will be kept in this file:

- Maintenance Repair Work Orders
- Preventive Maintenance Schedule Reports
- Contractor's Defect Report (Pre-operation and Maintenance Record cards)
- Report of Trouble
- Quality Assurance Inspection Reports
- CHP Terminal Inspection Reports
- Vehicle Smoke Emissions records

All maintenance work orders and report files shall become a permanent part of the contract file. Records shall be made available to the City or its representative, the California Highway Patrol and/or such other regulatory agencies with jurisdiction when requested. Original copies of records shall remain on file at all times at Ventura Transit's local facility. Contractor shall provide the original copies to the City at the termination of the Agreement. The Administrative Manager will be in charge of file retention, and will work closely with the Maintenance Manager to ensure that all files are kept up-to-date.

**Ventura Transit System Safety Program** — Comprehensive employment eligibility requirements for positions that require driving or maintaining Ventura Transit System's passenger service vehicles are outlined in Ventura Transit System's Safety Program. Individuals must meet the company's high standards for employment, training, vehicle safety, and record keeping outlined in the safety program. Ventura Transit System developed the safety program to help all employees live by our most important key success factor: Focusing on Safety. This program continues to be updated to be compliant with the most current state and federal requirements.

Prior to being approved for training, an applicant must complete the thorough Ventura Transit System's Selection Process. Additional strict eligibility requirements include substance abuse testing, checking employment references, DOT Substance Abuse Reference Check, physical exam (after employment offer), background check, criminal record check (CRC), and motor vehicle record (MVR) check. Both CRC and MVR checks are to be maintained accurate and current. This program is designed specifically to monitor the credentials and certifications of all driving personnel to ensure that Ventura Transit System vehicles are operated by persons properly trained and certified. Additionally, in-person audits are required to ensure that the required training is being conducted and properly documented.

Ventura Transit System feels that an integral part of safety is selecting the proper personnel as staff. Our hiring procedures are briefly outlined as follows:

**Minimum requirements:**

- Continuous possession of a valid driver's license, a California DMV Transit Certificate, passenger endorsement, air brake endorsement, current possession of a Class A or B license, and any other certifications as required by the State of California to operate the services as assigned by the contract.
- Not more than two (2) moving violations in the past five (5) years and no DWI/DUI conviction within the last seven (7) years.
- Demonstrated command of the English language, both oral and written.
- Sensitivity to customer needs.
- Ability to resolve complaints and problems as needed.
- No felony conviction history or conviction for crimes of moral turpitude.
- Must pass Federal Drug and Alcohol Testing regulations
- No applicant will be hired if they are unable to obtain a Vehicles for Developmentally Disabled Persons (VDDP) Pass.

**Licensing:**

All drivers shall be required to have a valid California Driver's License with the appropriate Class for the vehicle they are assigned. All drivers must also have in their possession at all times when operating a vehicle in the service of the City of Calabasas:

- A valid DMV Medical Examiner's Certificate and
- A valid DMV Bus driver's Certificate.

Ventura Transit System shall be responsible for monitoring all DMV records of employed fleet drivers to ensure their continued qualification and suitability for fixed-route and dial-a-ride vehicle operations.

**Medical/Drug Testing:**

Ventura Transit System has contracted with the New Era Drug Testing Company, a qualified firm approved by FTA and California PUC. Ventura Transit System shall require pre-employment medical examinations that also include substance abuse testing for all perspective drivers and other safety management employees of the contractor. Any person who has not successfully passed such an examination shall not be permitted to operate a fleet vehicle or to perform any service while under contract with the City of Calabasas. Additionally, Ventura Transit System will continue to implement its actively existing anti-drug program established and in place for its employees under the Drug-Free Workplace Act of 1988. The requirements of this anti-drug program shall and does include, in addition to pre-employment testing:

Substance-abuse testing after a traffic collision and:

- Testing before returning to duty at such time after there has been a documented substance abuse infraction.
- Testing when there is reasonable cause;

- Periodic testing every (2) years upon receipt of the DMV Medical Examiner’s Certificate; and the contractor shall provide certification that the drug free workplace actions are being successfully implemented.

**h. Startup and Transition Plan –**

Ventura Transit System’s corporate offices and call center are located at 295 Willis Ave STE H4 in Camarillo, and will be utilized for the operations of the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas contract. At this location we have the ability to have an office space that is solely dedicated to the Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas where dispatch staff and operators can take and dispatch calls. Our management is located on these premises (with the exception of the Maintenance Manager who works from our Maintenance Facility location). Our 5,175 sq ft state of the art call center has plenty of room for all of our call center and dispatch staff, and has a large conference room that comfortably seats 15 people while also having the technology to host Zoom meetings. Additionally we have a driver meeting area (driver room) where we can have driver trainings and driver meetings.

We will work with the City to utilize the City owned yard on Calabasas Road at the intersection of Calabasas Road and Mureau Road.

Our Maintenance Facility is located at 568 Mulhardt St in Oxnard where we have the ability to maintain more vehicles than are required by the contract, and maintain CNG services. Ventura Transit System’s maintenance facility meets all of the requirements for the maintenance of all vehicles, including CNG vehicles. Our maintenance location is equipped with all the tools, equipment, and spare parts necessary for the maintenance and repair of Revenue and Non-Revenue Vehicles, in accordance with the Agreement.

We will meet with the existing management and drivers to offer them their existing employment, while also running ads job employment websites, and local hiring agencies to secure staff for any remaining open positions. We will meet with the City Staff to collect all pertinent data on all clients prior to the start date of the contract.

Please refer to our Transition Plan for a more detailed summary of the transition, as well as dates.

**Hiring Plan Summary**

In the event that new and/or replacement professional operators are required Ventura Transit System takes the following necessary steps to ensure only qualified individuals are hired:

A career opportunity is listed on all reputable employment outlets within a 20 mile radius of the City of Calabasas, and highlights preferences to local Calabasas residents. These outlets include but are not limited to:

- Print and Internet Advertising
- Recruitment events by local Department of Labor offices and colleges
- Recruitment partnerships with local non-profit groups



It is our strict policy requirement that all Ventura Transit System drivers have a minimum of the following prior to hire:

- Continuous possession of a valid driver's license, a California DMV Transit Certificate, passenger endorsement, air brake endorsement, current possession of a Class A or B license, and any other certifications as required by the State of California to operate the services as assigned by the contract.
- Not more than two (2) moving violations in the past five (5) years and no DWI/DUI conviction within the last seven (7) years.
- Demonstrated command of the English language, both oral and written.
- Sensitivity to customer needs.
- Ability to resolve complaints and problems as needed.
- No felony conviction history or conviction.
- Must pass Federal Drug and Alcohol Testing regulations
- All Operators must have a current, valid Class B license with Passenger Endorsement, a current Transit Training Certificate (VTT), and Medical Card.
- Verification that all staff has cleared background checks to work with children

Ventura Transit System utilizes Good Hire to obtain all employee criminal background checks, searching national, federal, state, and county databases. A sample report can be provided to the City of Calabasas for review, if necessary.

**Licensing:**

All drivers shall be required to have a valid California Driver's License with the appropriate Class for the vehicle they are assigned. All drivers must also have in their possession at all times when operating a vehicle in the service of the City of Calabasas:

- All Operators must have a current, valid Class B license with Passenger Endorsement, a current Transit Training Certificate (VTT), and Medical Card.
- In addition, at least one office staff member on duty must have all above licenses and certifications.

Ventura Transit System shall be responsible for monitoring all DMV records of employed fleet drivers to ensure their continued qualification and suitability for fixed-route vehicle operations.

**Medical/Drug Testing:**

Ventura Transit System has contracted with the New Era Drug Testing Company, a qualified firm approved by FTA and California PUC. Ventura Transit System shall require pre-employment medical examinations that also include substance abuse testing for all perspective drivers and other safety management employees of the contractor. Any person who has not successfully passed such an examination shall not be permitted to operate a fleet vehicle or to perform any service while under contract with the City of Calabasas. Additionally, Ventura Transit System will continue to implement its actively existing anti-drug program established and in place for its employees under the Drug-Free Workplace Act of 1988. The requirements of this anti-drug program shall and does include, in addition to pre-employment testing:

Substance-abuse testing after a traffic collision and:

- Testing before returning to duty at such time after there has been a documented substance abuse infraction.
- Testing when there is reasonable cause;
- Periodic testing every (2) years upon receipt of the DMV Medical Examiner’s Certificate; and the contractor shall provide certification that the drug free workplace actions are being successfully implemented.

**Bilingual/Multi-lingual Acuity:**

Currently more than 50% of Ventura Transit System staff, including dispatchers/call takers and drivers, are bilingual in English and Spanish. Our bilingual staff must be able to communicate clearly, and read and write in both languages. Ventura Transit System will continue to maintain this standard and will continue to encourage select individuals with these skills to join our team.

Ventura Transit System is a client service oriented business and therefore will continue to respond to the needs of all its customers with professionalism, courtesy, and a high degree of sensitivity. All fleet drivers are required to complete a comprehensive driver training program and to maintain current certificates with our office at all at all times.

**Verification that all staff has cleared background checks:**

Ventura Transit System utilizes GoodHire to obtain all employee criminal background checks, searching national, federal, state, and county databases. A sample report can be provided to the City of Calabasas for review, if necessary.

**Transition Period Timeline**

Ventura Transit System Transition Schedule for Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas Contract	
Task	Timeline
Contract Awarded and Agreements Executed	June 2021
Meet with existing operator to prepare for Transition	June 2021
Meet with Existing Staff & Interview Existing Employees	June 10 - June 15
Qualify Existing Staff & Select Existing Employees	June 10 - June 15
Inspection of Vehicles and Assess for Repairs Needed	June 10 - June 15
Advertise for Open Positions & Set Interview Dates	June 11 - June 18
Repairs as Needed	June 11 - June 18
Interview for Open Positions, Qualify Applicants, & Background Checks / H6 Screening	June 13 - June 20
Physical Exams and Drug Screening	June 13 - June 20
Conduct New & Existing Employee Orientations / Issue Uniforms	June 13 - June 20
Final Meetings with existing contractor & Establish Final Schedules for Staff	June 21 - June 25
Mock Shifts with Call Center / Dispatchers, Office Staff	June 21 - June 29
Dry Runs on Routes with Staff	July 6 – July 11
Commencement of Services	August 1, 2021

**i. Coordination with City staff –**

Ventura Transit System understands that this service is only successful with a high level of coordination, communication and cooperation between the City and Ventura Transit System. Ventura Transit System will continually use its experience to make ongoing recommendations to the City regarding the use its experience to make ongoing recommendations to the City scheduling and operations of the fixed-route and dial-a-ride services.

Ventura Transit System management staff assigned to this contract will always be available (including after hours) via email, direct cell phone, and fax, to the City of Calabasas staff. We would also be available for any meeting schedule that the City would like to implement, as to maintain open communication and to ensure that all City expectations and requirements are being met and exceeded.

Our cost proposal will include all expenses in relationship to providing reliable transportation services for the City of Calabasas. In calculating the proposed hourly rate, our accounting team has carefully examined all expense items and has arrived at the amount listed in the fee schedule, which includes the provisions of Labor Code § 1720 thereby requiring Ventura Transit System to pay the prevailing wage rates for all work performed under the Contract.

**3. Implementation Timeline**

Ventura Transit System Implementation Schedule for Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas Contract	
Task	Timeline
Contract Awarded and Agreements Executed	June 2021
Meet with existing operator to prepare for Transition	June 2021
Meet with Existing Staff & Interview Existing Employees	June 10 - June 15
Qualify Existing Staff & Select Existing Employees	June 10 - June 15
Inspection of Vehicles and Assess for Repairs Needed	June 10 - June 15
Advertise for Open Positions & Set Interview Dates	June 11 - June 18
Repairs as Needed	June 11 - June 18
Interview for Open Positions, Qualify Applicants, & Background Checks / H6 Screening	June 13 - June 20
Physical Exams and Drug Screening	June 13 - June 20
Conduct New & Existing Employee Orientations / Issue Uniforms	June 13 - June 20
Final Meetings with existing contractor & Establish Final Schedules for Staff	June 21 - June 25
Mock Shifts with Call Center / Dispatchers, Office Staff	June 21 - June 29
Dry Runs on Routes with Staff	July 6 – July 11
Commencement of Services	August 1, 2021

EXHIBIT B  
APPROVED FEE SCHEDULE

PROPOSAL COST FORM FOR THE OPERATION AND MAINTENANCE  
OF PUBLIC TRANSIT AND TRANSPORTATION SERVICES FOR THE CITY OF CALABASAS

EXHIBIT B



Year	Proposed Rate/ Hourly
1	\$48.50
2	\$50.92
Optional 3 Year Extension	
3	\$53.47
4	\$56.14
5	\$58.95

Our Admin fee will be in addition to the route hours and will be charged at 6 hours daily for the days of service. This is to align with the invoices that you have provided and have been previously billed.

This cost proposal for Ventura Transit System, Inc. to provide professional services for transit operations for The Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas Contract is valid for a minimum period of one hundred twenty (120) days subsequent to the RFP closing date.

---

Mahmood Babaeian, CEO



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE:** JUNE 15, 2021

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** KINDON MEIK, CITY MANAGER

**BY:** MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK

**SUBJECT:** ADOPTION OF RESOLUTION 2021-1735, REAFFIRMING AND EXTENDING THE EXISTENCE OF A LOCAL STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC

**MEETING**

**DATE:** JUNE 23, 2021

---

**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2021-1735, reaffirming and extending the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

**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 September 23, 2020, the City Council reaffirmed and extended the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

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.

On November 10, 2020, the City Council reaffirmed and extended the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

On December 9, 2020, the City Council reaffirmed and extended the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

On January 27, 2021, the City Council reaffirmed and extended the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

On March 24, 2021, the City Council reaffirmed and extended the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

On May 12, 2021, the City Council reaffirmed and extended the existence of a Local State of Emergency due to the Novel Coronavirus COVID-19 Pandemic.

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 2021-1735, 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 until Council has proclaimed its termination.

**ATTACHMENT:**

Resolution No. 2021-1735

**ITEM 4 ATTACHMENT  
RESOLUTION NO. 2021-1735**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, REAFFIRMING AND EXTENDING  
THE EXISTENCE OF A LOCAL STATE OF EMERGENCY DUE 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 16<sup>th</sup> 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 the proclamation of a local emergency on September 23, 2020, by adoption of Resolution No. 2020-1703; 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 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 November 10, 2020, by adoption of Resolution No. 2020-1709; and

**WHEREAS**, the City Council of the City of Calabasas ratified the proclamation of a local emergency on December 9, 2020, by adoption of Resolution No. 2020-1704; and

**WHEREAS**, the City Council of the City of Calabasas ratified the proclamation of a local emergency on January 27, 2021, by adoption of Resolution No. 2021-1713; and

**WHEREAS**, the City Council of the City of Calabasas ratified the proclamation of a local emergency on March 24, 2021, by adoption of Resolution No. 2021-1719; and

**WHEREAS**, the City Council of the City of Calabasas ratified the proclamation of a local emergency on May 12, 2021, by adoption of Resolution No. 2021-1730; 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 reaffirms the City Manager/Director of Emergency Services' Proclamation of the Existence of a Local Emergency and declares that a local state of emergency continues to exist within the City of Calabasas.

**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.

**BE IT FURTHER RESOLVED that** the Executive Orders issued by the City Manager/Director of Emergency Services are hereby reconfirmed.

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 23<sup>rd</sup> day of June 2021.**

---

James R. Bozajian, 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: JUNE 14, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MICHAEL MCCONVILLE, MANAGEMENT ANALYST**

**SUBJECT: APPROVAL OF AMENDMENT TO THE AGREEMENT WITH THE CALABASAS CHAMBER OF COMMERCE TO PROVIDE SERVICES AND ACTIVITIES TO ADDRESS THE NEGATIVE ECONOMIC IMPACTS OF COVID-19; AND DIRECT STAFF TO INCLUDE \$50,000 IN AMERICAN RESCUE PLAN ACT FUNDS IN THE FY 2021-22 BUDGET**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

City Council amend its agreement with the Calabasas Chamber of Commerce to provide services and activities to address the negative economic impacts of COVID-19; and direct staff to include \$50,000 in American Rescue Plan Act funds in the FY 2021-22 budget.

**BACKGROUND:**

The City of Calabasas contracts with the Calabasas Chamber of Commerce to act as the City's Visitor and Tourism Bureau, promoting the City as an attractive location to live, work and do business. The City's current contract with the Chamber was entered into on March 1, 2020, and provides \$40,000 in annual funding to support the goal of facilitating the stability and retention of existing businesses, as well as assisting with bringing new business opportunities to Calabasas.

The American Rescue Plan Act of 2021 (ARPA) established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local,

territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. The City of Calabasas is scheduled to receive \$4.4 million in ARPA stimulus funding.

**DISCUSSION/ANALYSIS:**

On May 4, 2021, the Calabasas Chamber of Commerce submitted a letter to the City Council requesting \$200,000 in additional funding due to financial hardships experienced from the COVID-19 pandemic. The City Council discussed the Chamber’s additional funding request at its May 26th meeting and directed staff to return at the next City Council meeting with a resolution appropriating \$50,000 in American Rescue Plan Act funds to the Calabasas Chamber of Commerce, as well as a detailed expense listing of the Chamber’s proposed use of the additional funding.

In an effort to promote Calabasas’ swift economic rebound from the pandemic’s negative economic impacts, the Chamber plans on utilizing \$40,000 to draft and publish 12,000 Calabasas Visitor and Tourism Guides. The majority of these guides (9,200) will be mailed directly to Calabasas homes and businesses, with the rest being distributed directly by the Chamber at in-person events and business drop-ins. The Chamber plans to utilize the other \$10,000 to encourage patronage at Calabasas based businesses via local newspaper, magazine, and print ads.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City is scheduled to receive \$4.4 million in American Rescue Plan Act (ARPA) stimulus funds. Staff will include \$50,000 in American Rescue Plan Act funds in the FY 2021-22 budget.

**REQUESTED ACTION:**

City Council amend its agreement with the Calabasas Chamber of Commerce to provide services and activities to address the negative economic impacts of COVID-19; and direct staff to include \$50,000 in American Rescue Plan Act funds in the FY 2021-22 budget.

**ATTACHMENTS:**

1. Letter from the Calabasas Chamber of Commerce Requesting Stimulus Funding
2. Calabasas Chamber of Commerce’s Proposed Expense Listing on use of American Rescue Plan Act Stimulus Funds

3. March 2020 Agreement between the City of Calabasas and the Calabasas Chamber of Commerce
4. Amendment No. #1 to the Agreement between the City of Calabasas and the Calabasas Chamber of Commerce



*Proudly serving the Business Community for over 65 years!*

Honorable Mayor Bozajian and City Council  
Mr. Kindon Meik, City Manager  
100 Civic Center Way  
Calabasas, CA 91377

May 4, 2021

Dear Mayor, City Council, and City Manager,

Thank you for your continued support for the Calabasas Chamber of Commerce and for allowing us to submit a request for stimulus funding. We value the relationship we have with the City, City Council, and our local businesses.

At the start of COVID-19, the Calabasas Chamber was the primary resource for businesses, organizations, and the community by providing information from local, state, and federal governments on financial relief possibilities, public health guidelines, webinar facilitation for critical information, and served as a sounding board for concerned business owners. Our function was to advocate for the survival of city businesses throughout the pandemic by creating an environment in which they could continue to prosper during a very challenging time.

The Chamber provided regular updates to businesses, members, and non-members from LA Public Health on COVID-19 protocol, emerging recommendations from the CDC to ensure a safe work environment, and what Tier levels need to be met for indoor and outdoor capacity for business operations. The Chamber also facilitated several informative webinars that focused on funding opportunities for businesses from federal, state, and county offices.

The Chamber assisted many local businesses with unemployment and PPP applications providing them with much needed empathy and reassurance that they were not alone. Many of these businesses faced an uncertain future that they had not planned for and were faced with closing their doors. We provided them an outlet to talk, seek answers through information, and personal assistance in their time of need.

For the businesses forced to close because of public health protocols, the Chamber provided free e-blast advertising, take-out for restaurants, curbside pick-up, e-Commerce online sales for retailers, and Pop-up markets at each shopping center in the City to boost holiday sales. The Chamber also promoted businesses on all social media outlets, including Facebook boosts, Twitter, Instagram, LinkedIn, and the City and Chamber websites.

For the open businesses during the pandemic, the Chamber also offered free advertising because they were experiencing a decrease in sales. At that time, the community believed all business were closed except grocers.



*Proudly serving the Business Community for over 65 years!*

The Chamber held webinars with government agencies, Congressman Ted Lieu on the "CARES Act," Senator Henry Stern's forum for local business leaders to discuss "The State Response to the Economic Ramifications of Covid19," and Assembly Member Jesse Gabriel's "Small Business Meeting." During the pandemic, the communication between Mayor Weintraub and the Chamber proved invaluable, having a unified message for the businesses and community. On March 31, 2020, the Chamber sent a proposal to the Mayor and City Council asking for financial support for the Calabasas businesses that were forced to close. The Chamber's objective was to request funding in the way of loans or grants. Mayor Weintraub and Councilmember Gaines put forth a grant program to purchase PPE for the businesses positioned to reopen.

The "Calabasas Open Small Business Grant Program" provided a one-time emergency grant, up to \$10,000, to eligible Calabasas based small businesses to assist with COVID-19 reopening costs. The approved appropriation amount was \$500,000, or 50 grants if each small business receives the maximum amount. The City's small businesses that were required to close, or partially close, because of the pandemic, had access to money. Providing these much-needed funds to the City's small businesses allowed stores to reopen while also stimulating the local economy.

Several merchants benefited from the Chamber's involvement with the City to provide grants to the businesses hit the hardest. Providing program information to local businesses proved to be challenging. The Chamber President visited, in person, with many local business owners eligible for the grant to make them aware of the grant, and to help them navigate the application process. The Chamber President spent countless hours providing expert advice, reassurance, and sound guidance to these businesses to help them get through.

The Chamber worked closely with City staff, Michael McConville, and Marty Hall, to review the submitted applications for eligibility, and with Maureen Tamuri distributing banners and signs throughout the City to the businesses allowed to reopen.

The Chamber is always grateful for the City's support, but this is a different time, with urgency, that requires a different measure of support. Like so many small businesses, the Calabasas Chamber has experienced financial hardship because of COVID-19, and we are not immune. The Calabasas Chamber Board of Directors respectfully requests \$200,000 from the City's stimulus funds to help restart the Chamber and develop a successful long-term economic strategy to support our local economy – and we will do this together.

These funds are a reinvestment from the City into the local business community through the Chamber and its initiatives. We serve as both an advocate for local merchants and as a liaison between the City and their business community. Our professional expertise of unifying our businesses, providing high-quality events, networking opportunities, educational events to increase knowledge of cutting edge business practices, and advertising is essential to reigniting a robust Calabasas business community.



*Proudly serving the Business Community for over 65 years!*

Our sole function is to embody what the spirit of Calabasas represents for the local economy. This community is a destination spot, it is well-known throughout the Country, it has a mystique that is different than other communities, and it's where we all call home. We help the City create that sentiment, together.

The stimulus funds from the City will allow the Chamber to promote specific commercial initiatives to help combat the negative economic impact to the City and our local economy caused by COVID-19. We will work with the City encouraging new businesses and businesses looking to expand to open up here. The City's assistance will allow the Chamber to return to a visible and welcoming office space as the City's official Visitor and Tourism Bureau. At our best, we will have a friendly front office, greet visitors, and provide recommendations on where to eat and shop locally. We are also a source of knowledge for the local community and new homeowners moving into Calabasas.

Having office space allows us to meet with interested developers, investors, and entrepreneurs looking to develop or open a new business within the City. The Chamber office will provide an essential space for business employee recruitment and a place to hold interviews. The office allows us to meet with corporations who need a Certificate of Origin for exporting products overseas and will serve as the initial point of contact for potential economic opportunities for our community.

The Calabasas Chamber is aware the City will draw up an agreement defining the specific purpose of the stimulus funds. The Chamber can guarantee that the funds will be used to combat the negative economic impacts of the pandemic or to respond to a public health emergency.

Calabasas is a unique community. Our relationship to our local economy and the City could not be more critical to our businesses as liaisons to the City and their advocates. Coming out of the pandemic requires a reintroduction for everyone to our new "normal," which we intend to use these funds to do. To put this dark winter behind us, we will need to be aggressive in our approach to rebuilding the momentum for our local businesses. This requires the continuation of the strong relationship the Chamber and the City have together.

Respectfully yours,

*Mike McNutt*

Mike McNutt Chamber Chairman & The Calabasas Chamber Board of Directors



AGREEMENT BETWEEN THE CITY OF CALABASAS AND  
THE CALABASAS CHAMBER OF COMMERCE

THIS AGREEMENT ("Agreement") is made and entered into as of the 1st day of March, 2020 by and between the City of Calabasas, California, a Municipal Corporation ("City"), and the Calabasas Chamber of Commerce, a California Non-Profit Corporation ("Chamber"). City and Chamber are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

WHEREAS, the City and Chamber desire to promote the City as an attractive location to live, work and do business; and

WHEREAS, the City desires to make available information concerning its activities, and encouraging and facilitating stability and retention of existing businesses, as well as encouraging the location of new businesses in the community; and

WHEREAS, the state law authorizes the expenditure of public monies for such activities; and,

WHEREAS, the Chamber is organized for and willing to promote existing businesses on behalf of the City and to publicize and assist them.

NOW THEREFORE, in consideration of the premises, covenants, and promises hereinafter set forth, the Parties do hereby agree as follows:

1. The Chamber agrees to perform its usual services and activities, including acting as the City's Visitor and Tourism Bureau, during the term of this Agreement, examples of which include:
  - A. Maintain adequate facilities, in a convenient location, of a dignified and professional appearance; provide telephone service; retain qualified personnel to respond to telephone or personal inquiries from citizens, visitors, commercial firms, and potential commercial and light industrial developers concerning the City of Calabasas; and maintain such services in the City during regular business hours.
  - B. Answer promptly all correspondence directed towards the Chamber relative to facilities and opportunities in or available within the City of Calabasas; and disseminate information in and outside of the City.
  - C. Confer with business representatives to encourage and urge the establishment of their business activities within the City of Calabasas.
  - D. Provide, from time to time, informational materials (e.g., maps, directories, brochures) that promote the City of Calabasas as an attractive place to live, work and do business.

- E. Welcome new businesses to the City of Calabasas by both written and personal communications.
  - F. Utilizing pre-existing communications and public relations procedures in place, promote any City sponsored events upon request of the City, understanding that said promotion will be conducted through existing Chamber infrastructure.
  - G. Provides services to assist both struggling and growing businesses through advice and counsel coordinated through the Chamber including resources such as SCORE and other similar advisory agencies.
  - H. Provide at least (6) workshop environments for businesses which can include networking breakfasts, educational luncheons and other type business seminars.
  - I. Participate in at least one community development event such as the, Pumpkin Festival, the Calabasas Wine Tasting, State of the City Address, Mayoral Luncheon and Calabasas Film Festival.
  - J. Sponsor tables provided at no additional cost to the City at the Installation Gala and the Mayor's Luncheon, and include a full table, signage, and media and program acknowledgements as a top supporting sponsor. The City agrees to waive all fees to the Chamber for use of Founders Hall twice a year and use of the City Plaza once a year.
  - K. Promote the City as a major sponsor for all chamber special events at no additional charge.
  - L. Provide City Council with a quarterly report of existing businesses, new businesses and businesses closing or leaving Calabasas.
  - M. Schedule up to six visits to Calabasas Chamber businesses with the sitting Calabasas City Mayor each quarter.
  - N. Introduce new businesses who have joined the Calabasas Chamber of Commerce.
  - O. Create and provide a Calabasas Guide that includes a map of Calabasas, lists of restaurants, hotels, venues for events and yearly activities in the City of Calabasas.
2. The term of this Agreement shall be from March 1, 2020 through June 30, 2022 unless extended by written agreement of the parties or terminated earlier in accordance with Section 8 ("Term").
3. The Chamber will perform the services set forth in Section 1 during the Term, and the City shall compensate the Chamber for these services in an amount of FORTY THOUSAND DOLLARS annually, per fiscal year ("Compensation"). Total compensation for the term of this agreement is ONE HUNDRED TWENTY THOUSAND DOLLARS.
4. The Chamber agrees that it will not use the Compensation in connection with the election, nomination, support, publicity, endorsement or appointment of any officer or employee of the City or of any other governmental agency, with the sole exception of hosting a Candidate Forum open to all candidates for any elective office or to all views on any ballot measure.

Initials: (City)   *CF*   (Contractor)   *AK*

5. The Chamber shall provide the City a quarterly and an annual written report of activities conducted pursuant to this Agreement with sufficient detail and statistics to justify the City's expenditure of public funds. The City shall provide the Chamber an outline of the contents to be covered in the report.

6. The Chairman of the Chamber's Board of Directors, the Chamber President, the City Manager, and the Mayor shall meet regularly to discuss: (i) the coordination of City and Chamber efforts with respect to the economic development of the City of Calabasas; and (ii) items of joint interest and concern for purposes of maintaining positive City-Chamber relations and to set goals and objectives for future projects and programs.

7. The City shall provide, from time to time, and as available, informational material to the Chamber (e.g., brochures, flyers, video) to assist the Chamber in promoting the City of Calabasas.

8. This Agreement may be terminated for any reason by either party on sixty days written notice. From the date of the termination notice, the payment from City to the Chamber, hereunder shall be adjusted on a pro-rated basis to the date of termination. Upon termination of this Agreement, all other rights and obligations of the Parties hereunder shall cease and be of no further force and effect.

9. The Chamber shall not have any right, title or interest in, or right to use, any of the following without the written consent of the City: (i) any designs, logos, symbols, trademarks, service marks, representations or other identification of the City; or (ii) official City photographs.

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

To City:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: City Manager  
Telephone: (818) 224-1600

To Chamber:

Calabasas Chamber of Commerce  
23564 Calabasas Road, #216  
Calabasas, CA 91302  
Attn: President/CEO  
Telephone: (818) 222-5680

Initials: (City)   *CF*   (Contractor)   *JK*

13. This instrument contains the entire Agreement between City and Chamber 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 Chamber.

14. This Agreement shall not be effective until the City Council ratifies it.

THIS AGREEMENT is executed as of the day and year first above written.

“CITY”

“CHAMBER”

City of Calabasas

Calabasas Chamber of Commerce

By: 

By: 

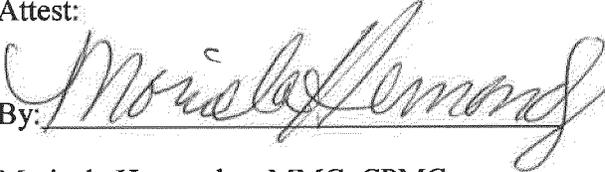
Alicia Weintraub, Mayor

Bridget Karl, President & CEO

Date: \_\_\_\_\_

Date: 2.28.2020

Attest:

By: 

Maricela Hernandez, MMC, CPMC

City Clerk

Date: 4/29/2020

“City”

City of Calabasas

By: 

Ron Ahlers, CFO

Date: 3.30.2020

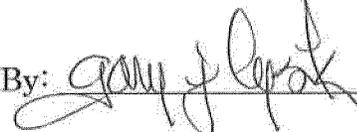
Approved as to form:

By: 

Scott H. Howard, City Attorney

Colantuono, Highsmith & Whatley, PC

Date: 3/11/20

By: 

Dr. Gary Lysik, City Manager

Date: 4/27/20

Initials: (City) AF (Contractor) AK

**ITEM 5 ATTACHMENT 4**  
**AMENDMENT No. #1 TO AGREEMENT**  
(City of Calabasas and Calabasas Chamber of Commerce)

This Amendment No #1 (“Amendment”) to the Agreement Between the City of Calabasas and the Calabasas Chamber of Commerce (“Agreement”) is made on this 23rd day of June 2021 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Calabasas Chamber of Commerce, a California Non-Profit Corporation, 23564 Calabasas Road, #216, Calabasas, CA 91302 (“Chamber”).

This “Amendment” modifies the original Agreement between the “City” and the “Chamber” dated March 1, 2020 in the following fashion:

- A. City and Chamber desire to amend the Agreement by modifying section 1 to add subsections (P) through (T) to read as follows:

“P. Provide the City with documents annually evidencing use of the monies for the purposes designated permissible by the American Rescue Plan Act of 2021.

Q. Provide the City Council with annual, year-end reports regarding what the Chamber has done for the relevant year.

R. Provide the City Council with quarterly status reports regarding its past activities and planned future ones.

S. Implement a program whereby the City receives timely notices of businesses entering or exiting the City, in addition to the Chamber’s existing quarterly reports.

T. Devise strategies to bring new businesses into existing empty commercial locations.”

- B. City and Chamber desire to amend the Agreement by modifying section 2 of the Agreement to read as follows:

“The term of this Agreement shall be from March 1, 2020 through June 30, 2022 unless extended by written agreement of the parties or terminated earlier in accordance with Section 8 (“Term”).”

- C. City and Chamber desire to amend the Agreement by modifying section 3 to read as follows:

“The Chamber will perform the services set forth in Section 1 subdivisions (A) through (O) during the Term, and the City shall compensate the Chamber for these services in an amount of FORTY THOUSAND DOLLARS annually, per fiscal

year (“Compensation”). The Chamber will perform the additional services set forth in Section 1 subdivisions (P) through (T) during the term and the City shall compensate the Chamber for these additional services in an amount of FIFTY THOUSAND DOLLARS for fiscal year 2021-2022. This additional amount, excluding the FORTY THOUSAND DOLLARS annually, must be specifically designated for items within the Chamber’s budget that constitute permissible use for federal stimulus funds under the American Rescue Plan Act of 2021 and related applicable federal, state, and local laws.”

**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**

**“Chamber”**  
**Calabasas Chamber of Commerce**

By: \_\_\_\_\_  
James Bozajian, Mayor

By: \_\_\_\_\_  
Bridget Karl, President & CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kindon Meik  
City Manager

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Matthew T. Summers, City Attorney

Date: \_\_\_\_\_



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 10, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MARTY HALL, ACTING DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: RECOMMENDATION TO APPROVE THE AMENDMENT OF A PROFESSIONAL SERVICES AGREEMENT WITH TOP SEED TENNIS ACADEMY, INC FOR A MONTH-TO-MONTH AGREEMENT**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

It is recommended that the City Council approve the amendment of a Professional Services agreement with Top Seed Tennis Academy, Inc. The current contract is expiring on June 30, 2021 and Staff is recommending a month-to-month agreement to allow Staff to go out for a RFP.

**BACKGROUND:**

The Facility Use Agreement for Top Seed Tennis Academy expires June 30, 2021. Top Seed Tennis Academy has operated their program at the Calabasas Tennis & Swim Center since the original purchase of the Center in January of 1994.

**DISCUSSION/ANALYSIS:**

The proposed amendment allows for the contract to continue on a month to month basis as the City will do a RFP for the Tennis operations at the Tennis & Swim Center.

**REQUESTED ACTION:**

It is recommended that City Council approve the amendment.

**ATTACHMENTS:**

Professional Services Agreement with Top Seed Tennis Academy

Amendment #1

6758

**PROFESSIONAL SERVICES AGREEMENT**  
City of Calabasas / Top Seed Tennis Academy, Inc.

**1. IDENTIFICATION**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Calabasas, a California municipal corporation ("City"), and Top Seed Tennis Academy, Inc., an independent contractor ("Contractor").

**2. RECITALS**

- 2.1 City has determined that it requires the following services from the Contractor: operate and manage the tennis programs and services offered at the Calabasas Tennis & Swim Center ("CTSC") along with hiring, training and supervising the front desk and maintenance personnel at CTSC located at 23400 Park Sorrento, Calabasas, California 91302.
- 2.2 Contractor represents and it has been determined 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. Contractor 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 Contractor agree as follows:

**3. DEFINITIONS**

- 3.1 "Scope of Services": Such professional services as are set forth in Exhibit A and incorporated herein by this reference.
- 3.2 "Commencement Date": August 11, 2016.
- 3.3 "Expiration Date": June 30, 2021.

**4. TERM**

The parties hereby acknowledge and agree that Contractor has exercised its option to renew the Agreement for an additional seven (7) year term, thereby extending the term until 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. CONTRACTOR'S SERVICES**

- 5.1 Contractor 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. This Agreement shall not be construed as granting the Contractor any property interest

Initials: (City) JB (Contractor) SM

in the CTSC, including, but not limited to, a license, lease or concession.

- 5.2 Contractor shall perform all work to the highest professional standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 Contractor 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 Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Steve McAvoy** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

6. **COMPENSATION**

- 6.1 In consideration of the services to be provided by Contractor under this agreement, Contractor shall receive fifty percent (50%) of the difference between the "Gross Revenues" (defined as revenue for tennis membership, daily court use, tennis lessons, social events, leagues, tennis camps and other tennis related programs) and the "522 Expenditures" (defined in Exhibit A, Section 5). The difference between the Gross Revenues and the 522 Expenditures is defined for purposes of this Agreement as "Net Revenues" from the tennis program. Net Revenues shall be calculated on a monthly basis, but shall be paid on an annual basis with a monthly draw to Contractor against the Net Revenue.
- 6.2 Contractor shall receive a draw of fifteen thousand dollars (\$15,000) per month from the 522 Joint Account. Such sums are to be credited against Top Seed's 522 Expenditures. The combined draw for the fiscal year will total one hundred and eighty thousand dollars (\$180,000). If that sum is more than Contractor's Net Revenues, Contractor will be required to reimburse City the difference. If that sum is less than Contractor's Net Revenues for the fiscal year, the City will pay Contractor the balance within 90 days of year end.
- 6.3 Capital Improvement Fund. From their respective shares of Net Revenues, Contractor and City shall contribute ten percent (10%) of Net Revenues to a Capital Improvement Fund established and maintained by City, which provides funds to undertake capital repairs and/or facility improvements that are mutually agreed upon for the tennis program at the Center. In the event that Net Revenues

Initials: (City) J (Contractor) SM

exceed sixty thousand dollars (\$60,000) during any quarter, the parties agree that their respective contributions to the Capital Improvement Fund shall be increased to twelve percent (12%) of their respective shares of Net Revenues for such quarter.

- 6.4 All fees charged by Contractor for tennis programs shall be subject to review by Center's Recreation Services Manager and City Council to ensure that the fee structure is benchmarked against industry standards and fair market value for goods and services.

**7. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material ("written products" herein) developed by Contractor 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. Contractor 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 Contractor.

**8. RELATIONSHIP OF PARTIES**

Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor 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 Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor 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 Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor 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.

Initials: (City) J (Contractor) SH

**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. Contractor acknowledges that City would not enter into this Agreement in the absence of Contractor's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Contractor 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 Contractor 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 Contractor under this Agreement any amount due City from Contractor as a result of Contractor's failure to pay City promptly any indemnification arising under this Section 10 and related to Contractor'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 Contractor under this Section 10 will not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Contractor 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 Contractor in the performance of this Agreement. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor 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 Contractor's

Initials: (City) JA (Contractor) SM

subcontractors or any other person or entity involved by, for, with or on behalf of Contractor 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 Contractor 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, Contractor 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 Contractor'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 Two Million Dollars (\$2,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent contractors, personal injury, underground hazard, and explosion and collapse hazard where applicable.

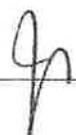
11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.

11.1.3 Sexual abuse insurance coverage for sexual abuse, molestation, harassment, negligent hiring, training, supervision, retention, and failure to warn. With minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident and include the naming of the city, its officers & employees as additional insureds.

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

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement, and, if any work is sublet,

Initials: (City)



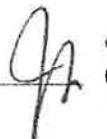
(Contractor)



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

- 11.2 Contractor 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 Contractor 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, Contractor 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. Contractor shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Contractor 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 required by this Agreement shall contain an

Initials: (City)



(Contractor)



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. Contractor 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 Contractor 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 Contractor's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Contractor, and Contractor's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Contractor 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, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

**12. MUTUAL COOPERATION**

- 12.1 City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.
- 12.2 City shall make the tennis courts, tennis patio and tennis common grounds, community rooms, tennis patio and pro's office at the CTSC available to Contractor for the purposes stated in this Agreement.
- 12.3 In the event any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require.

Initials: (City)

JL

(Contractor)

SH

**13. RECORDS AND INSPECTIONS**

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

**14. PERMITS AND APPROVALS**

Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement.

**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 Contractor'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: **Jeff Rubin,**  
**Director of Community Services**  
Telephone: (818) 224-1600

If to Contractor:

Top Seed Tennis Academy,  
Inc.  
23400 Park Sorrento  
Calabasas, CA 91302  
Telephone: (818) 222-2782  
Mobile: (818)414-0114

With courtesy copy to:

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

Initials: (City) JR (Contractor) SM

**16. SURVIVING COVENANTS**

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.3 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

**17. TERMINATION**

In the event that City or Contractor is in default of any term or condition under this agreement, except the requirement to have and maintain insurance or fingerprinting, the non-defaulting party shall provide written notice of the default and the defaulting party shall have thirty (30) days after service of notice in which to cure the default. In the event the default involves failure to procure or maintain insurance in all respects as required by this agreement, or the default involves failure to fingerprint all employees and receive DOJ clearance prior to start date, defaulting party shall have 72 hours after service of written notice to cure the default. In the event the defaulting party fails to cure the default(s) within the period(s) of time set forth, the non-defaulting party has the right, unilaterally and in its sole and complete discretion to determine the continued existence of the default and terminate this agreement without further notice and without cause. Termination of this agreement for default is not an exclusive remedy and is without prejudice to any other remedy the terminating party may be entitled to under law.

All City data, document, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

**18. GENERAL PROVISIONS**

- 18.1 Contractor 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 Contractor.
- 18.2 In the performance of this Agreement, Contractor 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

Initials: (City) JA (Contractor) SM

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 Contractor 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 Contractor unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Contractor 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 Contractor.
- 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

Professional Services Agreement  
City of Calabasas/Top Seed Tennis Academy, Inc.

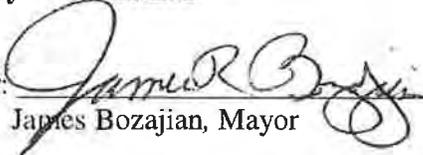
into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor 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 Contractor.

Initials: (City) Jan (Contractor) SM

Professional Services Agreement  
City of Calabasas/Top Seed Tennis Academy, Inc.

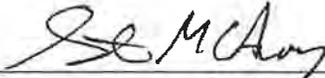
**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

**“City”**  
**City of Calabasas**

By:   
James Bozajian, Mayor

Date: 8/24/16

**“Contractor”**  
**Top Seed Tennis Academy, Inc.**

By:   
Steve McAvoy, Owner/President

Date: August 11, 2016

By: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

By:   
Maricela Hernandez, MMC  
City Clerk

Date: 8/25/16

Approved as to form:

By:   
Scott H. Howard, City Attorney

Date: 2016.08.24

## EXHIBIT A SCOPE OF WORK

### **In fulfillment of Contractor's obligations under this Agreement, Contractor shall:**

1. Provide a comprehensive tennis program for youth through adults that meets the needs of beginner through advanced tennis programs and is in accordance with the USTA, United States Tennis Association.
2. Employ, train, schedule, supervise, discipline, and pay the employees and sub-contractors used to operate the tennis program. In order to operate the tennis program, Contractor shall employ and/or contract for the following positions: tennis teaching professionals, social event coordinator, maintenance personnel (which shall be responsible for the maintenance of the facility) and front desk personnel. Contractor will also employ an hourly/part time administrative assistant position 10–20 hours per week depending on the season and a full time Business Services Coordinator (salary/benefits). The level of Contractor employment and staffing necessary to operate the tennis program shall be subject to the approval of the City.
3. Contractor will have all program fees payable to the City of Calabasas and make a commercially reasonable good faith effort to collect all Gross Revenues derived from Contractor's tennis programs at the Center, both current and past due. Such effort shall not include judicial proceedings.
4. Contractor shall furnish the independent accounting firm, contracted by the City with pertinent accounting materials, books and records requested by the City from time to time with respect to Contractor's tennis related programs at the Center.
5. Require Contractor's management and/or mid-management to attend a minimum of  $\frac{3}{4}$  of the staff meetings at the Center required by the City.
6. Contractor agrees to comply with Public Resources Code 5164 which requires the City to take reasonable steps to determine if a prospective employee, contractor or volunteer has been convicted of any crimes specified in Penal code Section 11105. Contractor further agrees to have all current/prospective employee's, Contractor's, and volunteers' complete a Supplemental Application Form, provided by the city and submit fingerprints for purposes of screening any prospective employees, contractor or volunteer for a criminal background. City shall submit at the sole cost of Contractor, any request for criminal background screening to the Department of Justice. No employee shall perform any work for the Contractor until such time that fingerprint clearance is received by the City.
7. Contractor shall perform its obligations under this Agreement in a positive and professional manner. In fulfilling this obligation, Contractor shall, without limitation; return telephone messages within 48 hours and process refunds within 30 days.
8. Prior to proceeding with any marketing and promotional material going out, Contractor will confirm all tournament, programs and events with City to ensure facilities are available and parking can be accommodated.

**In fulfillment of City's obligations under this Agreement, City shall:**

1. Make the areas of Center specified in Section 12, above, available to Contractor for the purposes stated in this Agreement. City shall not, except as specified herein, interfere with Contractor in the exercise of any of its rights or responsibilities under this Agreement.
2. Employ a Recreation Manager to oversee the operation of the entire Center and all activities, including coordination of the full time Business Services Coordinator, front desk and maintenance personnel duties. The Recreation Manager will have thirty percent (30%) of their salary and benefits charged as a 522 Expenditure as agreed to by both parties.
3. Oversee the full time Business Services Coordinator (employed by Top Seed) and coordinate/facilitate the Contractor accounting procedures (for operations at the Center), including; deposits, processing receivables, payroll, accounts payable, processing registration, and other duties as assigned by the Recreation Manager. The Business Services Coordinator's salary and benefits will be charged as a 522 Expenditure as agreed to by both parties.
4. Deposit all revenues generated by Contractor's tennis programs (i.e. tennis memberships, daily court use, lessons, social events, league fees, tennis camps, and other related tennis programs) at the Center, defined herein as "Gross Revenues", into the appropriate city account (the "910 Joint Account") and provide Contractor monthly statements itemizing all such revenues.
5. Establish and maintain the 910 Joint Account as depository for Gross Revenues derived from tennis membership and Top Seed programs and services offered at the Center. City shall issue checks out of the 910 Joint Account, as mutually agreed upon by both parties, for the following expenses (defined as "522 Expenditures"):
  - a. One-half of the water bill for the Center
  - b. All tennis related electricity charges
  - c. Tennis, program and social supplies
  - d. Office supplies
  - e. Custodial supplies
  - f. All tennis court related repairs and maintenance (but not capital improvements)
  - g. One-half of monthly landscape bill
  - h. Insurances as outlined in the Agreement
  - i. All salaries (and related benefits) for tennis professionals, maintenance and front desk personnel, the tennis social events coordinator, the salary and benefits for the Business Services Coordinator, administrative assistant and 30% of salary and benefits for the Recreation Manager. All such sums shall be mutually agreed upon by both parties.
6. Provide Contractor with all pertinent accounting materials, books and records requested by Contractor from time to time relating to the 910 Joint Account and 522 Expenditures.
7. Pay expenses covered exclusively by the City and others, but not included in this Agreement or payable from the 910 Joint Account, including pool related electricity charges, gas for the pool heater, 70% of Recreation Manager salary and benefits, non-tennis court related repairs of the

Professional Services Agreement  
City of Calabasas/Top Seed Tennis Academy, Inc.

Center (i.e. repairs or maintenance in locker rooms, lights in parking lot or swimming pool area), and any capital improvement or expenditures (which are to be disbursed from the Capital Improvement Fund described in Section 6 above).

8. Establish a line item within the City's 522 Joint Expenditures to reimburse Contractor for payroll, worker's compensation, and payroll taxes for tennis professionals, front desk and maintenance staff, social events coordinator, head pro, director of tennis, business services coordinator and administrative assistant subject to staffing levels approved by the City.
9. Assist with marketing and promotion of Contractor and development of the tennis programs cooperatively with Contractor. Specifically, City shall provide one (1) page in the seasonal recreation brochure for program material related to the City. The City will make available space for promotional banners and deck signage as approved by the Recreation Manager during the program season.
10. Implement an annual membership fee increase based on the Consumer Price Index (CPI), and have it effective September 1<sup>st</sup> of each year. City will also, on a periodic basis, conduct a membership fee survey to access current membership rates in the local area.

**EXHIBIT B**  
**APPROVED FEE SCHEDULE**

Approved Fee Schedule is outlined in Section 6 of this agreement above.

**AMENDMENT No. # 1 TO PROFESSIONAL SERVICES AGREEMENT**  
(City of Calabasas and Top Seed Tennis Academy, Inc.)

This Amendment No. #1 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 23rd day of June, 2021 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Top Seed Tennis Academy, Inc., 23400 Park Sorrento, Calabasas, CA 91032 (“Contractor”).

This “Amendment” modifies the original Agreement between the “City” and the “Contractor” dated August 11, 2016 in the following fashion:

- A. City and Contractor desire to amend the Agreement by modifying section 3.3 – Definitions to read as follows.

**3. Definitions**

- 3.1 “Scope of Services”: Such professional services as are set forth in Exhibit A and incorporated herein by this reference.
- 3.2 “Commencement Date”: August 11, 2016
- 3.3. “Expiration Date”: July 31, 2021

- B. City and Contractor desire to amend the Agreement by modifying section 4 – Term of the Agreement to read as follows:

**4. TERM**

The parties hereby acknowledge and agree that the Agreement shall renew upon the same terms and conditions contained in the Agreement on a month-to-month basis unless City or Contractor provides notice pursuant to Section 15 by the 15th of each month of nonrenewal for the subsequent month.

Initials: (City) \_\_\_\_\_ (Contractor) STJ

**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**

By: \_\_\_\_\_  
James Bozajian, Mayor

Date: \_\_\_\_\_

**“Contractor”**  
**Top Seed Tennis Academy, Inc.**

By:  \_\_\_\_\_  
Steve McAvoy, Owner/President

Date: June 14, 2021

By: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Scott H. Howard, City Attorney

Date: \_\_\_\_\_



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 8, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MARTY HALL, ACTING DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: RECOMMENDATION TO APPROVE THE AMENDMENT OF A PROFESSIONAL SERVICES AGREEMENT WITH LITTLE LEARNERS, LLC FOR THE OPERATION OF AFTER SCHOOL AND SEASONAL CAMP PROGRAMS**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

It is recommended that City Council approve the amendment of a Professional Services Agreement with Little Learners, LLC, for the operation of after school and seasonal camp programs. This amendment extends the length of the contract by two years to be in line with our agreement with the LVUSD.

**BACKGROUND:**

In the summer of 1996, the City of Calabasas Community Services Department developed a seasonal youth day camp program for the residents of Calabasas. This program, known as Camp Calabasas, is quite popular and continues to operate at Juan Bautista de Anza Park. Due to the success of the above mentioned program, in 1998, staff negotiated an agreement with LVUSD to provide an on-site after school program at Lupin Hill Elementary. With both of these programs continuing to grow in popularity, the amount of time and staffing required was creating internal concerns. Staff began exploring options that would allow for continued growth of these successful camps while enabling staff to concentrate on other programs and develop new programming for our community.

Our original Facility Use Agreement with Little Learners began in the spring of 2005 and due to their success in building a foundation and meeting the needs of our community; we have seen an increase in participation in both the after school and seasonal camp programs through the years with the exception of COCID-19 pandemic.

Little Learners continues to work well with our community, school district and staff and we look forward to continued success in the coming years.

**FISCAL IMPACT/SOURCE OF FUNDING:**

All payments totaling \$96, 564.00 per year made by Little Learners to the City shall be credited to Account Number 10-000-4400010. With the COVID-19 pandemic occurring in March 2020 Little Learners were closed and when allowed to open were able to run at 25% capacity due to LA County Health Guidelines. Staff recommends City Council allow Little Learners to pay a 25% rate from March 2020 thru May 2021 for a total of \$28,164.50.

**REQUESTED ACTION:**

It is requested that City Council approve the amendment of a Professional Services Agreement with Little Learners, LLC, for the operation of after school and season camp programs.

**ATTACHMENTS:**

Las Virgenes Unified School District Long Term Agreement

Amendment #1

**LAS VIRGENES UNIFIED SCHOOL DISTRICT**  
**LONG TERM FACILITY USE PERMIT**  
**City of Calabasas Little Learners**  
**Amends and Extends Agreement**  
**for 2021/22, 2022/23 and 2023/24**

This agreement is made and entered into on the date hereinafter set forth by and between the Las Virgenes Unified School District, hereinafter referred to as "School District" and, the **City of Calabasas** hereinafter referred to as "Facility User". This amended agreement supersedes any previously executed agreements between the School District and Facility User for a before and after school program operated at Lupin Hill Elementary School. For and in consideration of their mutual promises, obligations assumed, releases given, payments made and to be made, performance given and to be given, and the other considerations contained, the parties hereto agree as follows:

1. Type of Program: Before and After School Program known as Little Learners operated by the City of Calabasas.
2. Dates, Days and Times: Full Use.
3. Location of Use: Lupin Hill Elementary School, 26210 Adamor Road, Calabasas, CA 91302, upon which School District provides and maintains three portable classroom units which shall be allocated for use by the City of Calabasas Little Learners program. Facility User shall have shared use of the campus black top when school is not in session. School District shall ensure that use by any outside organizations will not impede the Facility User's access.
4. Care and Maintenance of the Restrooms: The Facility User shall assume responsibility for routine cleaning of the playground restrooms at the end of each day of use. Restroom facilities must be cleaned, closed and locked at the conclusion of Facility User daily operations.
5. Care and Maintenance of School District Facilities:

The Facility User is fully responsible for cleaning the facilities provided.

School District facilities are taken on an "as is" basis. The Facility User shall exercise reasonable care in the use of all School District buildings, grounds, equipment, supplies, and internal furnishings. Equipment, audio visual, computers, and other ancillary items located within the facility and/or classrooms are not to be used at any time unless specifically provided for as part of this agreement. The Facility User guarantees that they will provide adequate supervision to insure that the use of all School District buildings, grounds, furnishings, etc. by participants in the program are done so in a way to prevent the possibility of damage or detriment to the buildings, grounds, furnishings, etc., and thereby reducing the level of additional cleaning and maintenance which might otherwise be required.

The Facility User will reimburse the School District for any School District facility or items damaged as a result of their usage by Facility User upon notification by School District. Notification by School District will include costs of the damage repair. Reimbursement by Facility User to School District for facility item damage will occur within 30 days of written notification by School District of such damage. Failure to do so will result in penalty charges of 10% of costs incurred.

The Facility User shall be responsible for cleaning and/or disinfecting all touch points in common use areas should the Covid-19 pandemic continue during the term of this agreement. Facility User shall abide by any restrictions added to use of the facilities as communicated by either the District or by the Principal.

6. Adherence to School Rules: the Facility User must comply with directions listed below as well as written and verbal directions of school site staff members as to use of the facilities.

This includes but shall not be limited to:

- a. The Facility User will ensure that children are not allowed in any rooms at any time without adult supervision.
- b. Use and/or presence of alcohol, tobacco or any illegal substance are forbidden AT ALL TIMES AT ALL SITES.
- c. All food or beverages must be stored in tightly sealed containers (not cardboard).
- d. In those classrooms with white boards, Facility User will provide their own non-permanent markers.
- e. Facility User understands that the school district has the right to cancel any of the listed dates of use on 24 hour notice should it conflict with a school activity or program. An alternate day or credit will be provided if cancellation occurs less than five days before the affected date. No credit is available if the facility user is given give or more days notice of the cancellation.
- f. The Facility User will reimburse the school district for any items damaged in the classrooms or on the campus as a result of their usage within 30 days of notification of such damage.
- g. The Facility User will ensure that no one enters any other internal building areas that are not part of this agreement (i.e. internal hallways or other classrooms).
- h. The Facility User will provide the both the school site principal and the School District official responsible for Facility User program oversight with current and updated emergency contact numbers for appropriate personnel.
- i. The Facility User will assume full responsibility for providing participants with pertinent information regarding their programs and applicable school rules.
- j. The Facility User will comply with site rules on manner and method of entering facilities, use of ancillary facilities (bathrooms, outdoor area, etc.) and available parking areas (Note: facility users may be asked to avoid parking in certain areas in order to maximize the impact either on surrounding community or within the school campus).
- k. The Facility User shall comply with the School District's recycling program goals by providing the appropriate training and receptacles for trash/ and recycling collection for their program usage.
- l. The Facility User may install a telephone at their sole cost at a mutually agreed to location. Prior written approval by the School District official responsible for Facility User program oversight is required.

- m. The Facility User is required to turn off lights and HVAC when space is not occupied. Failure to do so will result in penalty charges of costs incurred, plus 10%.
- n. The Facility User understands there is no outside advertising allowed on district premises.

7. Placement of Non-District Storage/Equipment on Site: Facility User may not place any storage containers or non-district equipment without the expressed written permission of both the school site principal and the School District official responsible for the Facility User program oversight. Requests for placement of such facilities must be made in writing by Facility User with a diagram indicating what and where it is to be placed, as well as a detailed description of the type of container and/or its construction. The School District makes no warranties or assurances that Facility User will be allowed to place non-district storage/equipment on site. Each request will be taken on a case-by-case basis. Facility User's existing storage shed has been approved by the District

8. Licensing: Facility User will maintain necessary licensing to operate the child care, enrichment or park and recreation programs on the School District's site. A valid permit must accompany the Facility User at all times. Facility User shall provide a copy of the permit to the School District.

9. Signage: Facility User, at Facility User's sole cost and expense, will be allowed signage limited to one (1) monument sign, no larger than a 2' x 3'. The monument sign and placement of all signs must be approved by the School District official responsible for the Facility User program oversight in writing in advance of installation. All plans for signage shall be mutually agreed upon with the School District and shall comply with any applicable requirements set forth by the Cities of Calabasas and Agoura Hills, as applicable.

10. Advertisement. All advertisement and enrollment literature/communications shall note that Facility User is independent and not affiliated with Las Virgenes Unified School District.

11. Removal of Buildings/Storage Containers: In the event that the Facility User removes Facility User owned storage/equipment containers from the site, the Facility User, at its own expense, shall return the area(s) to its previous safe useable condition(s). Reasonable notice of said work shall be provided to both the School District official responsible for the Facility User program oversight and the site principal in writing. All utility connections will be secured properly and in compliance with all applicable safety and building code regulations, and shall be inspected and approved by School District. Failure to do so will result in penalty charges of costs to return the area to its previous condition, plus 10%.

Upon the end of the term (including applicable extensions/renewals) of the Facility Use Permit, Facility User, at Facility User's sole cost and expense, shall remove the Facility User any non-district storage/equipment containers from the site and shall return the area(s) to its previous safe useable condition. All utility connections will be secured properly and in compliance with all applicable safety and building code regulations, and shall be inspected and approved by School District. Failure to do so will result in penalty charges of costs to return the area to its previous condition, plus 10%.

12. Hold Harmless/Indemnification: It is recognized that the Facility User is responsible for hiring, training, and supervising any and all personnel involved in providing their program.

Liability from or associated with the conduct of the program offered by the Facility User shall be the sole responsibility of the Facility User. The Facility User hereby releases and discharges the School District, its officers, board members, employees, agents, servants, and volunteers from any and all liability rising out of or in connection with the programs, activities, and/or all liabilities associated with any and all claims related to such activities, programs or liabilities that may be filed. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits, or judgments of any and every kind that the Facility User may have against the School District or any other person or entity may have against the School District because of any death, personal injury, or illness, or because of any loss or damage to property that occurs during or as a result of the above described activity/program and that results from any cause other than the direct negligence of the School District.

13. Insurance requirements: In order to protect against liability and loss as described above, the Facility User shall secure, carry, and maintain at all times during the term of this agreement, public liability and property damage insurance adequate to protect against such losses. Insurance shall be from an insurance carrier licensed to do business in the State of California.

Facility User shall provide to the School District a Certificate of Insurance evidencing the existence of a comprehensive general liability and property damage liability insurance policy prior to the use of the Facility with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and an endorsement naming the School District as additional insured. The insurance shall include, but not be limited to, personal injury liability, broad form property damage liability, blanket contractual liability and products liability. The additional covered party/insured endorsement must be in the form of an Endorsement (Rider) attached to the organization's Certificate of Insurance whereby Las Virgenes Unified School District, its governing board, officers, employees, agents and volunteers are named as additional insured under Facility User's liability insurance. Insurance must be primary and non-contributory, include a waiver of subrogation, and include a 30-day notice of intent to cancel, non-renew or material change endorsement. Proof of insurance shall be submitted annually to the School District by June 30<sup>th</sup> of each year.

Facility User shall provide proof of automobile liability insurance of not less than \$1,000,000 for each occupant for bodily injury and property damage claims. Automobile insurance must include owned, hired and non-owned automobile insurance.

Facility User shall provide proof of workers' compensation insurance as required by State Law covering all their employees.

Facility User shall provide proof of sexual abuse/molestation coverage for not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. If Sexual Molestation and Abuse Liability coverage is included in the Commercial General Liability of Facility User the policy shall not contain a sub-limit of insurance that reduces coverage to limits less than required above. Sexual Abuse and Molestation Insurance shall cover bodily injury, emotional distress, or mental anguish related to any claim, cause of action or liability associated with child molestation or sexual abuse. District must be named as additional insured. The coverage must contain a severability of interests/cross liability clause or language stating that Facility User's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the

insurer's liability. If the Sexual Molestation and Abuse Liability coverage is written on a "claims-made" basis, the following shall apply: the retroactive date must be shown, and precede the date of Agreement or the beginning of the Agreement services; insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the Agreement services; if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement, Facility User must purchase an extended period of coverage for a minimum of three (3) years after completion of the Agreement services.

School District reserves the right to require additional lines of coverage.

14. Fees and Charges: For the use of facilities including utilities and restroom paper products, Facility User shall pay School District one thousand four hundred fifty six dollars and fifty six cents (\$1,456.56) monthly beginning July 1, 2021 through June 30, 2022.

<u>School Year</u>	<u>Monthly Rent</u>
<u>2021-22</u>	<u>\$1,456.56</u>
<u>2022-23</u>	<u>\$1,485.69</u>
<u>2023-24</u>	<u>\$1,515.41</u>

A 2% annual increase shall begin July 2022, and take effect in July of each subsequent year for the entire term of the Long-Term Facility Use Permit, including any extensions/renewals. All additional use (weekend & other) shall be billed at the School District Tier III Non-Profit rate.

There is no guarantee of access to the school property if the School District closes due to an emergency situation. Facility User shall honor any closure request made by the School District.

15. Method of Payment: Payments may be made by check or money order, payable to Las Virgenes Unified School District and are due the first of the month. Failure to do so will result in penalty charges of 10% if more than 30 days late.

16. Meetings with Site Principal: Facility User agrees to meet with the site principal prior to the start of each school each year, and as requested, to discuss schedules and programs.

17. Term: This agreement will remain in force for three (3) years beginning July 1, 2021 - June 30, 2024. The parties shall meet not less than three (3) months prior to expiration to determine the need or desire to extend this agreement. Agreement will not be arbitrarily withheld, and will be based solely on the educational needs at the site.

18. Mandatory Reporter Requirements: Licensee acknowledges and understands that, pursuant to California Penal Code Section 11165.7, employees and agents of Licensee and any sublicensee whose duties under the Scope of Work include contact and supervision of children are mandatory reporters of known or suspected instances of child abuse or neglect. Licensee will ensure that employees or agents of Licensee and any sublicensee who are mandatory reporters will take a Child Abuse Mandated Reporter Educators Training within six weeks of hire and annually thereafter within the first six weeks of each school year. Licensee agrees to make this training available to each mandatory reporter. Licensee will ensure that each employee or agent of

Licensee and any sublicensee who is a mandatory reporter will sign an acknowledgement form, which shall be retained by the Facility User.

19. Live Screen Criminal Background Check Requirements: Licensee, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or District policy, will conduct all required criminal background checks. If required by EC section 45125.1, Licensee must provide for the completion of a Fingerprint Certification form, in the District's required format, prior to any of the Licensee's employees, or those of any other sublicensees, who are anticipated to come into contact with the District's students. Licensee further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and Licensee will comply with any such requirements. Licensee further acknowledges and agrees that no Licensee or sublicensee employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Licensee is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the District to prepare and submit that individual's fingerprints to the Department of Justice.

20. Unsupervised Contact: "Unsupervised contact" with students means contact that provides the person opportunity and probability for personal communication or touch with students when not under direct District supervision. As required by District policy, Licensee shall ensure that Licensee, any sublicensees [of all tiers], and their officers, employees, and agents will have no direct, unsupervised contact with students while on District property. Licensee will work with District to ensure compliance with this requirement. If Licensee is unable to ensure through a security plan that none of its officers, employees, or agents, or those of its sublicensees, will have direct, unsupervised contact with students in a particular circumstance or circumstances, then Licensee shall notify District before beginning any work that could result in such contact. In addition to any Live Screen Criminal Background Check Requirements as set forth above, Licensee authorizes District, at its discretion, to obtain information about Licensee and its history and to independently conduct its own criminal background check, including fingerprinting, of any Licensee officers, employees, or agents who may have unsupervised contact with students. Licensee shall cause its employees and/or sublicensees, if any, to authorize District to conduct these background checks. Unless otherwise required by law, Licensee shall pay all fees for processing the background check. District may deduct the cost of such fees from a progress or final payment to Licensee under this Agreement, unless Licensee elects to pay such fees directly.

21. Cancellation: The term of this agreement shall be for the 2021-22, 2022-23 and the 2023-24 school years, subject to renewal with a 2% increase on rent annually. The Facility User understands and agrees that this permit may be canceled for no cause by either party with one semester's notice. The District may cancel at any time during the school year should it be determined that there has been unacceptable use of facilities and/or district materials.

22. Assignment: It is understood that this agreement is entered into with Facility User and may not be assigned or subleased to any other party.

23. Severability: If any provision of this contract is deemed to be void or voidable, the remaining provisions shall still be in effect.

*[Handwritten Signature]*

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

*Kindan Meik, City Manager*

NAME  
FACILITY USER  
CITY OF CALABASAS  
100 CIVIC CENTER WAY  
CALABASAS, CA 91302

NAME  
LAS VIRGENES UNIFIED  
SCHOOL DISTRICT  
4111 LAS VIRGENES ROAD  
CALABASAS, CA 91302

DATE

DATE

**AMENDMENT No. #1 TO PROFESSIONAL SERVICES AGREEMENT**  
(City of Calabasas and Little Learners, LLC)

This Amendment No. #1 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 23rd day of June, 2021 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Little Learners, LLC, PO Box 9164, Calabasas, CA 91302 (“Consultant”).

This Amendment modifies the original Agreement between the “City” and the “Consultant” dated February 8, 2017 in the following fashion:

- A. City and Consultant desire to amend the Agreement by modifying section 3, subsection (c) – Expiration Date of the Agreement to read as follows:

c. “Expiration Date”: June 30, 2024.

Section 4 of the Agreement is also amended to incorporate the new Expiration Date.

- B. City and Consultant desire to amend the Agreement by modifying section 6.2 – Compensation to read as follows:

6.2 Consultant shall pay the Las Virgenes Unified School District a monthly rental fee (Facility User Fee) as set forth in Exhibit C, or as otherwise may be agreed between Consultant and Las Virgenes Unified School District, due on the fifteenth (15<sup>th</sup>) of the month for the current month’s use of De Anza Park and the Lupin Hill Elementary School Portable. Consultant shall pay the fees outlined in Section 14 of Exhibit C and use the method of payment in Section 15 of Exhibit C.

- C. City and Consultant desire to amend the Agreement by attaching the facility use agreement between the City and the Las Virgenes Unified School District as Exhibit C, incorporated herein by reference as if set forth herein in full.

**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**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Little Learners, LLC**

By: Bridget Nelson  
Bridget Nelson

Date: 6/11/2021

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Scott H. Howard, City Attorney

Date: \_\_\_\_\_



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

---

**DATE:** JUNE 14, 2021

**TO:** HONORABLE COUNCILMEMBERS

**FROM:** MAYOR JAMES R. BOZAJIAN

**SUBJECT:** APPOINTMENTS TO THE AGOURA HILLS/CALABASAS COMMUNITY CENTER JOINT POWERS AUTHORITY BOARD

**MEETING DATE:** JUNE 23, 2021

---

**SUMMARY RECOMMENDATION:**

That the City Council confirm Peter Kraut and Jerry Viner to the Community Center Joint Powers Authority Board at this time.

**BACKGROUND:**

Pursuant to the Joint Powers Authority Agreement executed between the cities of Calabasas and Agoura Hills, the City of Calabasas is entitled to the following representation on the Community Center Joint Powers Authority Board.

- Two City Councilmembers, one of them serving as an alternate.
- Four other City residents, two of them serving as alternates.

At present, there are two vacancies in the Calabasas delegation. One of those vacancies is the alternate Councilmember, and the other is a resident representative.

Our City Council had previously designated Councilmember Peter Kraut to be named as the alternate Councilmember at the appropriate time.

When there have been Board vacancies in years past, the Council has traditionally

elevated the senior-most alternate to be the voting delegate, filling the resulting alternate seat at a later date. Right now, that person would be Jerry Viner.

**REQUESTED ACTION:**

Therefore, I am recommending that the Council confirm Peter Kraut and Jerry Viner to the Community Center Joint Powers Authority Board at this time. This would leave one vacant seat for an alternate delegate, whom we can appoint later.

**ATTACHMENTS:**

None.



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 14, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR  
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE  
MANAGER**

**SUBJECT: AUTHORIZATION TO APPROVE AND ADD AMENDMENT No. 1, FOR  
ADDITIONAL FUNDING IN THE AMOUNT OF \$525,250.00 TO THE  
PROFESSIONAL SERVICES AGREEMENT WITH VENCO WESTERN, INC.  
FOR REGULAR MONTHLY LANDSCAPE MAINTENANCE AND  
AUTHORIZED UNEXPECTED EMERGENCY WORK FOR NINE (9) CITY  
PARKS OF THE CITY OF CALABASAS**

**MEETING**

**DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

That the City Council authorizes to approve and add amendment number 1 for additional funding in the amount of \$525,250.00 to the existing Professional Services Agreement (PSA) with Venco Western, Inc. for regular monthly landscape maintenance and any authorized unexpected emergency work for the nine (9) City Parks of The City of Calabasas.

**BACKGROUND:**

The City of Calabasas approved a Professional Services Agreement (PSA) with Venco Western, Inc. in December 2017. This Professional Services Agreement (PSA) is for (5) years and will expire December 2022.

Prior to the current Professional Services Agreement (PSA) Venco Western, Inc. was the contractor providing general landscape maintenance service to our (9) nine parks.

In October 2017 city staff began discussions with Venco Western, Inc. to extend the (PSA) for (5) five years to see if they would be interested in continuing the service with the understanding it would be at the 2012 general landscape maintenance price. Venco Western, Inc. agreed to this with the understanding there was only the possibility each year of the consumer price index (CPI) increase.

On December 13<sup>th</sup>, 2017 the City Council approved the recommendation for a (5) five year Professional Services Agreement (PSA) for general landscape maintenance service for the parks of The City of Calabasas.

**DISCUSSION/ANALYSIS:**

The purpose of this agenda item is to amend funding to the current Professional Services Agreement (PSA) that was approved on December 13<sup>th</sup>, 2017. This funding will cover expenses to the end of the current (PSA) which expires in December 2022.

This additional funding, unfortunately is needed since in the past three years the City has experienced multiple wildfires, a helicopter crash and other unforeseen emergencies that have required clean-ups, numerous repairs and new plantings to several parks. Because of the number of unexpected events the amount of the current Professional Services Agreement (PSA) has been greatly depleted. Our concern going into the current fire season is if an unexpected event should occur there is no additional funding for general maintenance, clean-ups, and any other repairs that may be needed at our parks.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Budget monies from Fund 10- General Fund: Division 321 – General Landscape Maintenance will be utilized for this work. Staff requests funding be approved and the budget be adjusted accordingly.

**REQUESTED ACTION:**

That the City Council authorizes to approve and add amendment number 1 for additional funding in the amount of \$525,250.00 to the existing Professional Services Agreement (PSA) with Venco Western, Inc. for the regular monthly landscape maintenance and authorized unexpected emergency work for the nine (9) City Parks of The City of Calabasas and directs staff to make the required funding adjustments.

**ATTACHMENTS:** Attachment A – Amendment No. 1  
Attachment B – City of Calabasas Park Maps  
Attachment C – Current Professional Services Agreement

ITEM 9 ATTACHMENT A

**AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT**  
(City of Calabasas and Venco Western, Inc.)

**This Amendment No. 1 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 23<sup>rd</sup> day of June, 2021 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Venco Western, Inc., 2400 Eastman Avenue, Oxnard, CA 93030 (“Contractor/Consultant”).**

**This “Amendment” modifies the original Agreement between the “City” and the Venco Western, Inc. dated December 13<sup>th</sup>, 2017 in the following fashion:**

- A. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.1 – Scope of Services as set forth in Contractor/Consultant’s [Month, Day, Year] proposal to City attached hereto as Exhibit [A-1] and incorporated herein by this reference.
- B. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.2 – Approved Fee Schedule as set forth in Contractor/Consultant’s [Month, Day, Year] fee schedule to City attached hereto as Exhibit [B-1] and incorporated herein by this reference.
- C. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.4 – Expiration Date of the Agreement to read as follows:  
  
3.4 “Expiration Date”: \_\_\_\_\_.  
  
Section 4 of the Agreement is also amended to incorporate the new Expiration Date.
- D. City and Venco Western, Inc. desire to amend the Agreement by modifying Section 6 so that the total compensation and costs payable to Venco Western, Inc. under this Agreement is a not-to-exceed the sum of One Million Eight Hundred Thirty Two Thousand Six Hundred Fifty Dollars (\$1,832,650.00).**
- E. City and Contractor/Consultant desire to amend the Agreement by modifying Section 5 – Consultant/Contractor’s Services to include those additional services as set forth in Contractor/Consultant’s [Month, Day, Year] proposal to City attached hereto as Exhibit [C-1] and incorporated herein by this reference.

Initials: (City) \_\_\_\_\_ (Venco Western, Inc.) \_\_\_\_\_

**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/Contractor”**  
**Venco Western, Inc.**

By: \_\_\_\_\_  
James R. Bozajian, Mayor

By: \_\_\_\_\_  
Linda Burr, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kindon Meik, City Manager

By: \_\_\_\_\_  
Peter R. Christl, CFO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Attest:

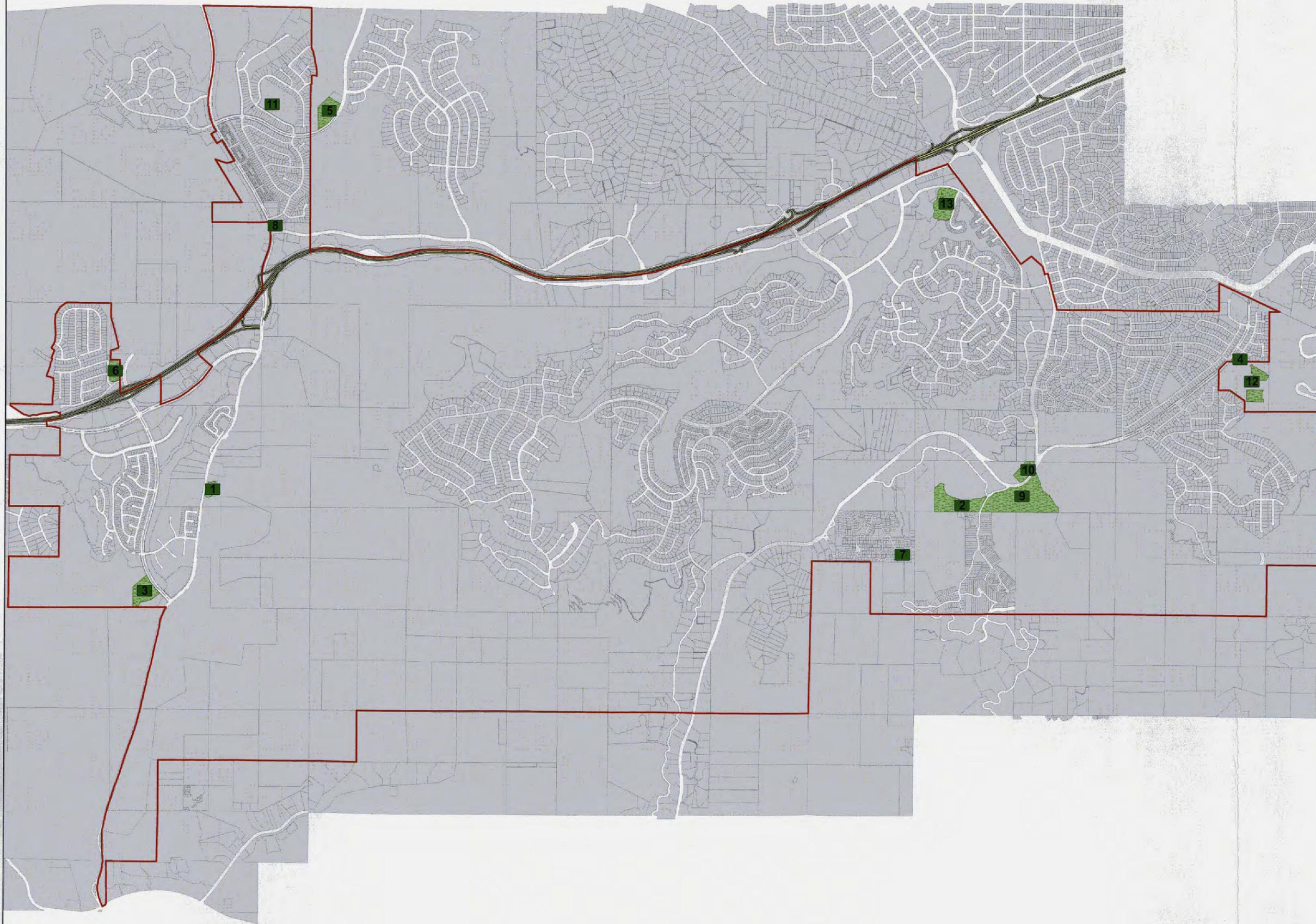
By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Scott H. Howard, City Attorney

Date: \_\_\_\_\_



CITY of CALABASAS

**CITY PARKS  
LANDSCAPE  
MAINTENANCE  
OVERVIEW MAP**

**LEGEND**

 PARKS

Location No.	Description-Location Area
1	Bark Park
2	Creekside Park
3	De Anza Park
4	Freedom Park
5	Gates Canyon Park
6	Grape Arbor Park
7	Highlands Park
8	Las Virgenes-Mureau Road Pocket Park
9	Wild Walnut Park
10	Mt. Restoration Trust Headquarters
11	Lupin Elementary School
12	Alice C. Stelle Middle School
13	Tennis and Swim Center





CITY of CALABASAS

**BARK PARK  
LANDSCAPE  
MAINTENANCE**



**LEGEND**

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

**IRRIGATION CONTROLLERS/DEVICES**

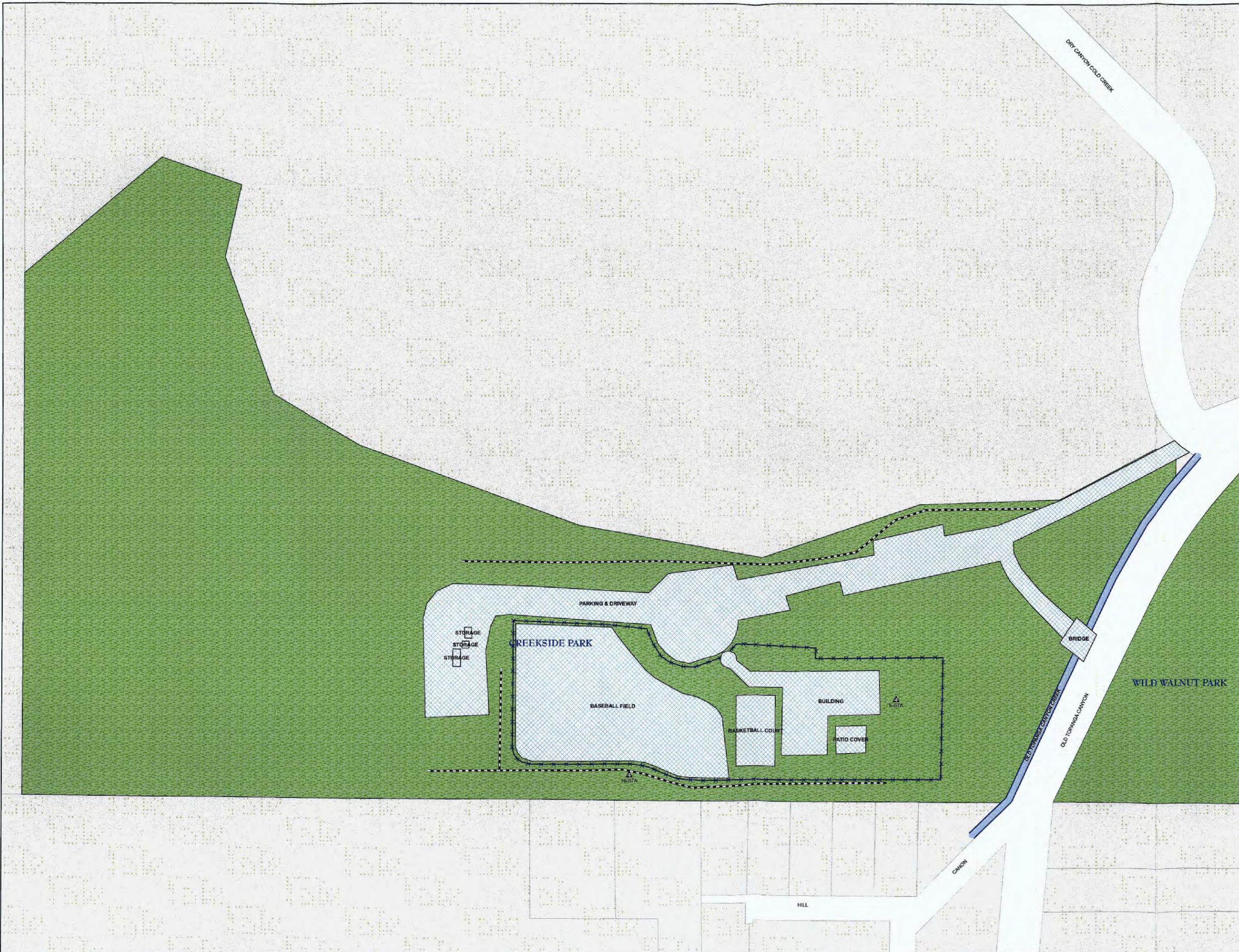
- CALSENSE
- CHAMPION
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- TORO
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

### CREEKSIDE PARK LANDSCAPE MAINTENANCE



#### LEGEND

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

#### IRRIGATION CONTROLLERS/DEVICES

- CALSENSE
- CHAMPION
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- TORO
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

### DE ANZA PARK LANDSCAPE MAINTENANCE

#### LEGEND

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

#### IRRIGATION CONTROLLERS/DEVICES

- CALSENSE
- CHAMPION
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- TORO
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

### FREEDOM PARK LANDSCAPE MAINTENANCE

#### LEGEND

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

#### IRRIGATION CONTROLLERS/DEVICES

- CALSENSE
- CHAMPION
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- TORO
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

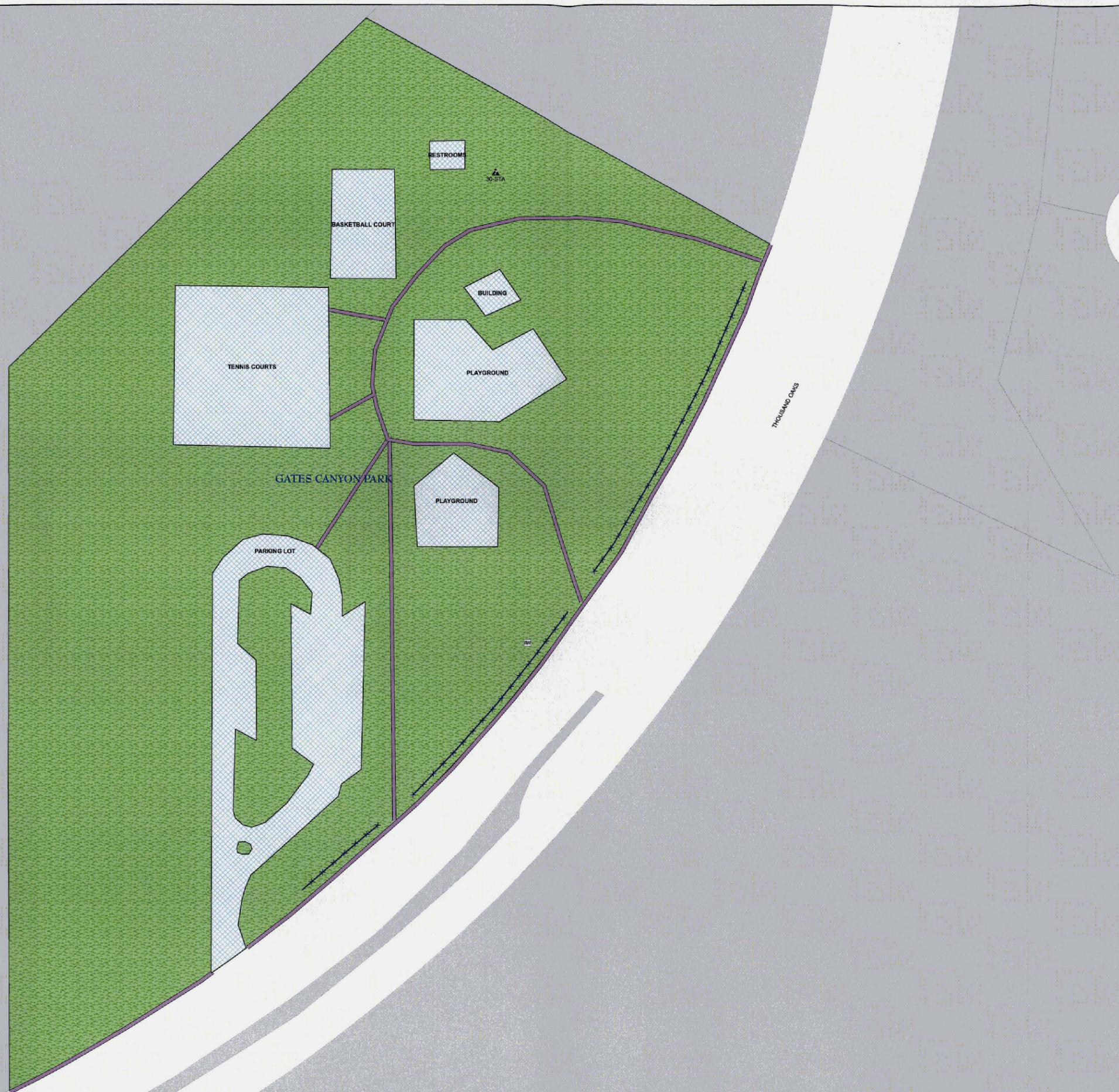
### GATES CANYON PARK LANDSCAPE MAINTENANCE

#### LEGEND

-  PARK
-  STRUCTURES
-  SIDEWALK
-  TRAILS
-  FENCING
-  V\_DITCHES
-  CREEK

#### IRRIGATION CONTROLLERS/DEVICES

-  CALSENSE
-  CHAMPION
-  DIG
-  IRRITROL
-  LEIT
-  RAIN BIRD
-  RAINMASTER
-  RAINDIAL
-  TORO
-  BACK FLOW PREVENTOR
-  ELECTRIC METER
-  WATER METER
-  WATER METER - RECLAIMED





CITY of CALABASAS

### GRAPE ARBOR PARK LANDSCAPE MAINTENANCE

#### LEGEND

-  PARK
-  STRUCTURES
-  SIDEWALK
-  TRAILS
-  FENCING
-  V\_DITCHES
-  CREEK

#### IRRIGATION CONTROLLERS/DEVICES

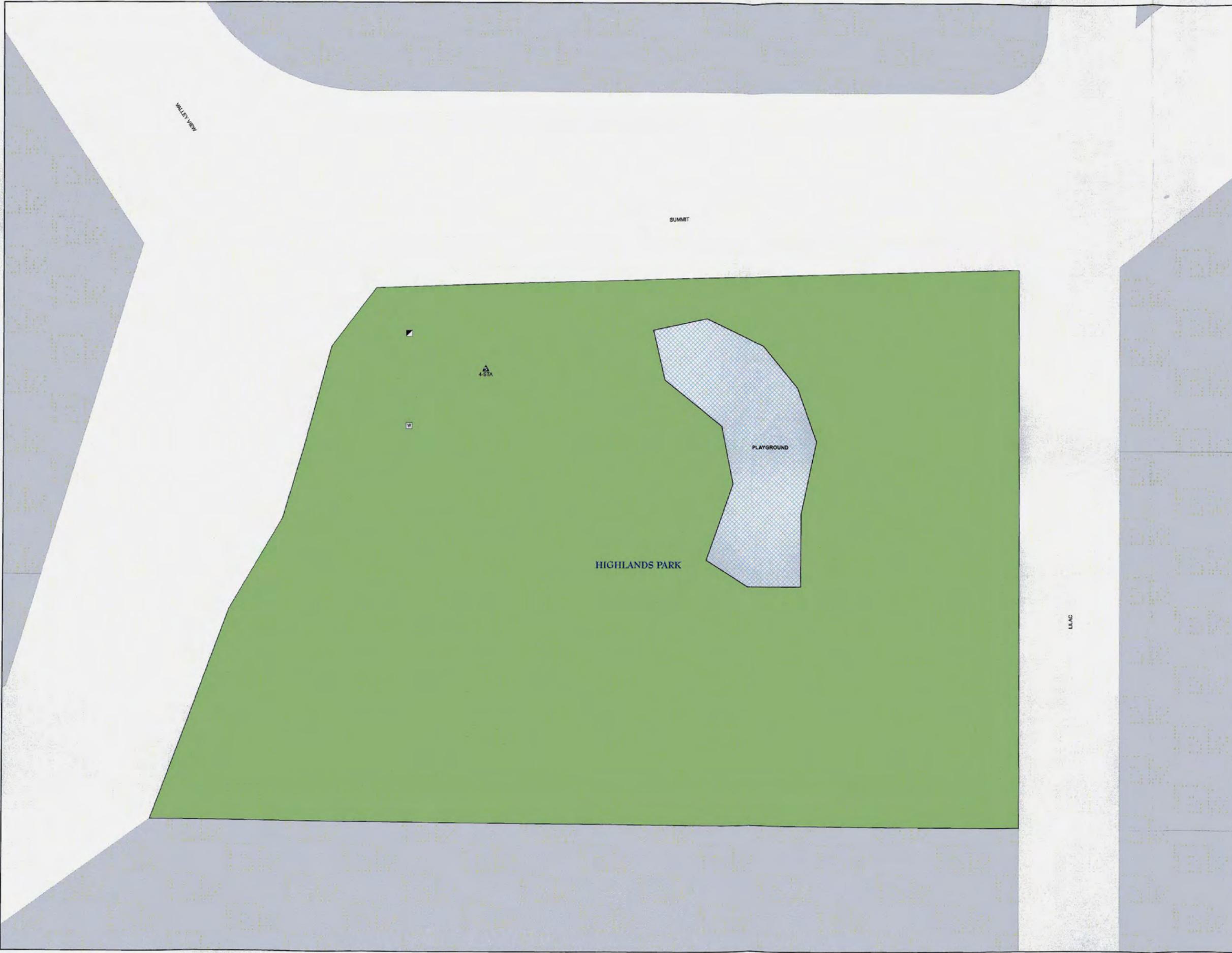
-  CALSENSE
-  CHAMPION
-  DIG
-  IRRITROL
-  LEIT
-  RAIN BIRD
-  RAINMASTER
-  RAINDIAL
-  TORO
-  BACK FLOW PREVENTOR
-  ELECTRIC METER
-  WATER METER
-  WATER METER - RECLAIMED





CITY of CALABASAS

### HIGHLANDS PARK LANDSCAPE MAINTENANCE



**LEGEND**

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

**IRRIGATION CONTROLLERS/DEVICES**

- CALSENSE
- CHAMPION
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- TORO
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

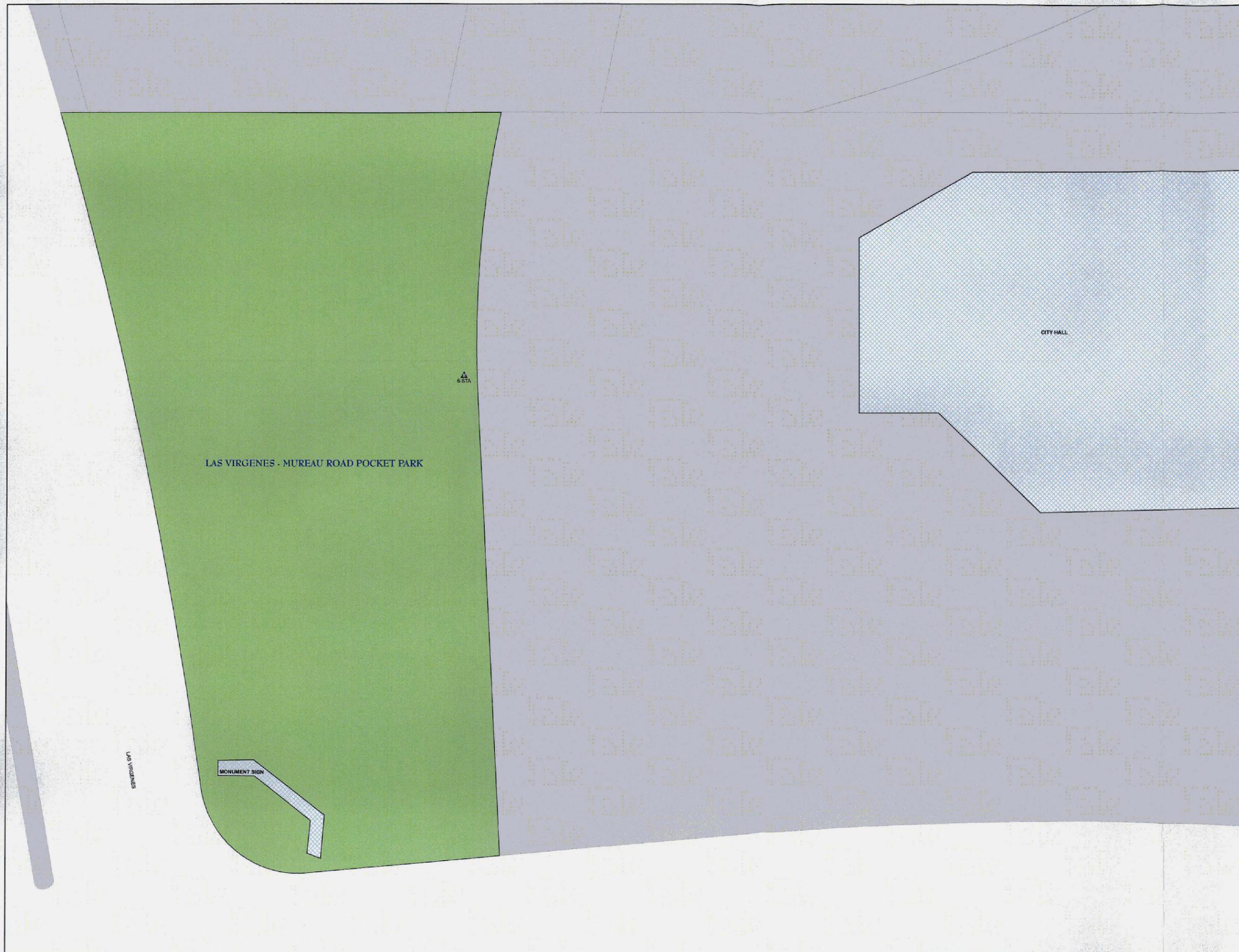
**LAS VIRGENES ROAD/  
MUREAU ROAD  
POCKET PARK  
LANDSCAPE  
MAINTENANCE**

**LEGEND**

-  PARK
-  STRUCTURES
-  SIDEWALK
-  TRAILS
-  FENCING
-  V\_DITCHES
-  CREEK

**IRRIGATION CONTROLLERS/DEVICES**

-  CALSENSE
-  CHAMPION
-  DIG
-  IRRITROL
-  LEIT
-  RAIN BIRD
-  RAINMASTER
-  RAINDIAL
-  TORO
-  BACK FLOW PREVENTOR
-  ELECTRIC METER
-  WATER METER
-  WATER METER - RECLAIMED





CITY of CALABASAS

### WILD WALNUT PARK LANDSCAPE MAINTENANCE

#### LEGEND

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

#### IRRIGATION CONTROLLERS/DEVICES

- CALSENSE
- CHAMPION
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- TORO
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

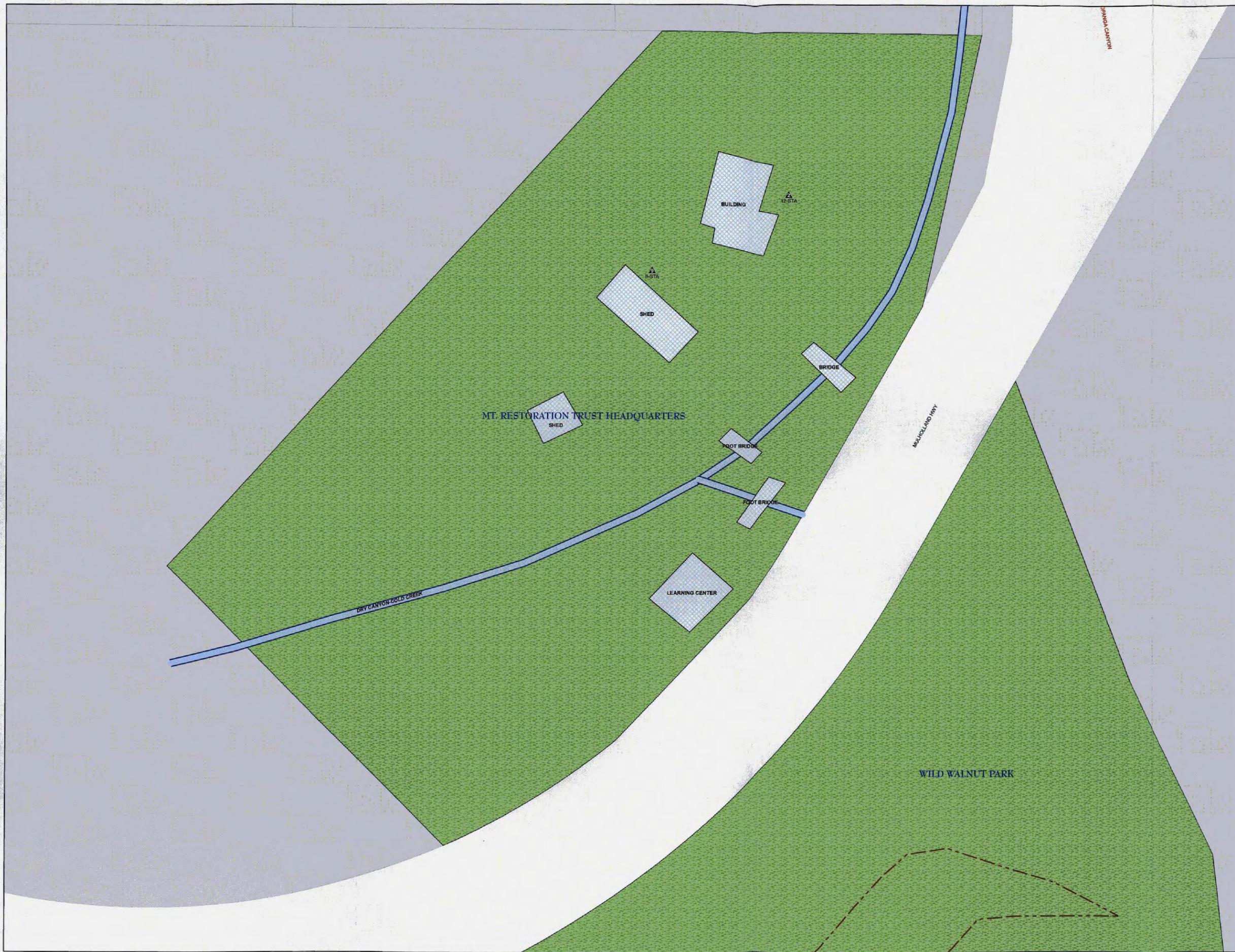
**MT. RESTORATION TRUST HEADQUARTERS LANDSCAPE MAINTENANCE**

**LEGEND**

-  PARK
-  STRUCTURES
-  SIDEWALK
-  TRAILS
-  FENCING
-  V\_DITCHES
-  CREEK

**IRRIGATION CONTROLLERS/DEVICES**

-  CALSENSE
-  CHAMPION
-  DIG
-  IRRITROL
-  LEIT
-  RAIN BIRD
-  RAINMASTER
-  RAINDIAL
-  TORO
-  BACK FLOW PREVENTOR
-  ELECTRIC METER
-  WATER METER
-  WATER METER - RECLAIMED





CITY of CALABASAS

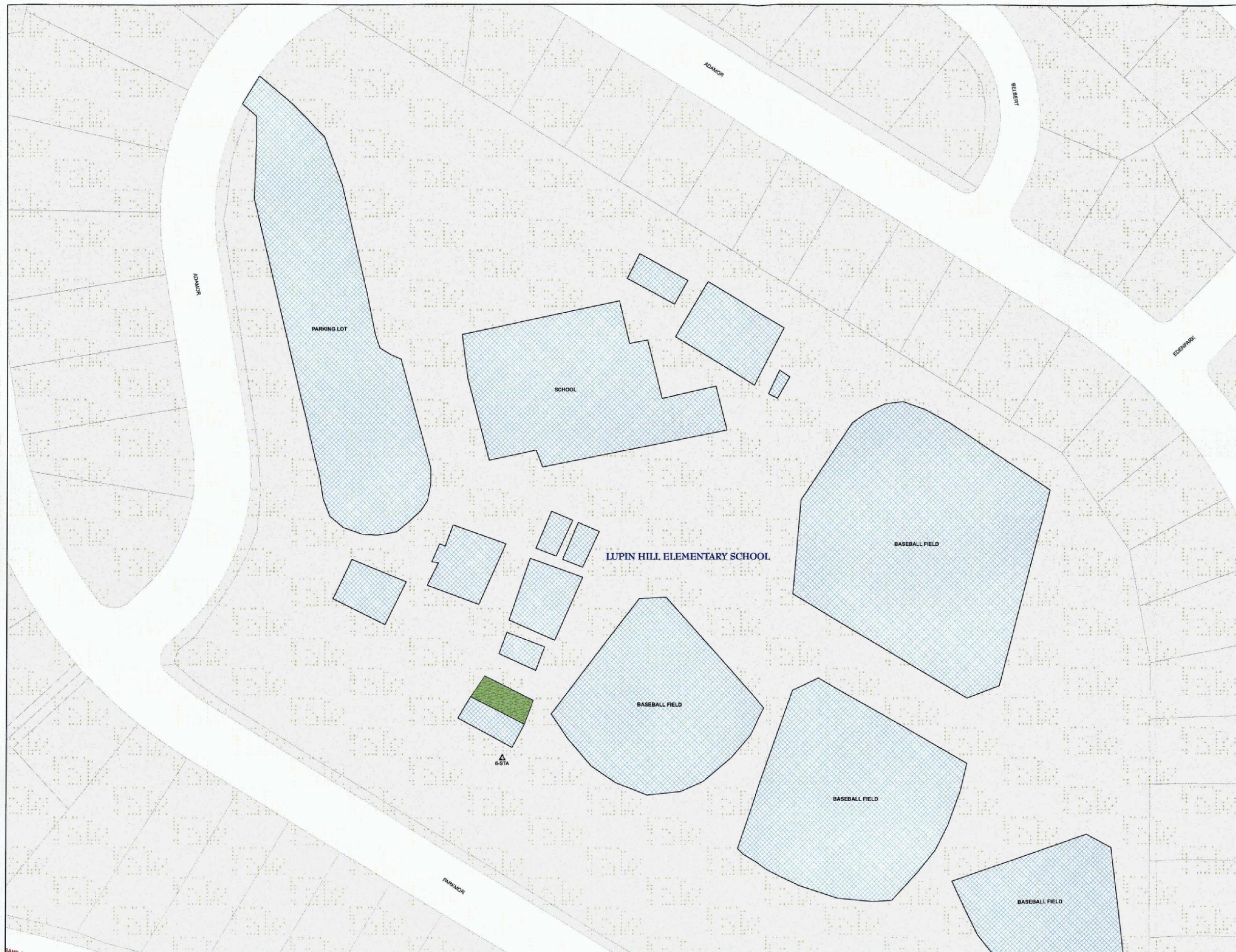
**LUPIN HILL  
ELEMENTARY SCHOOL  
LANDSCAPE  
MAINTENANCE**

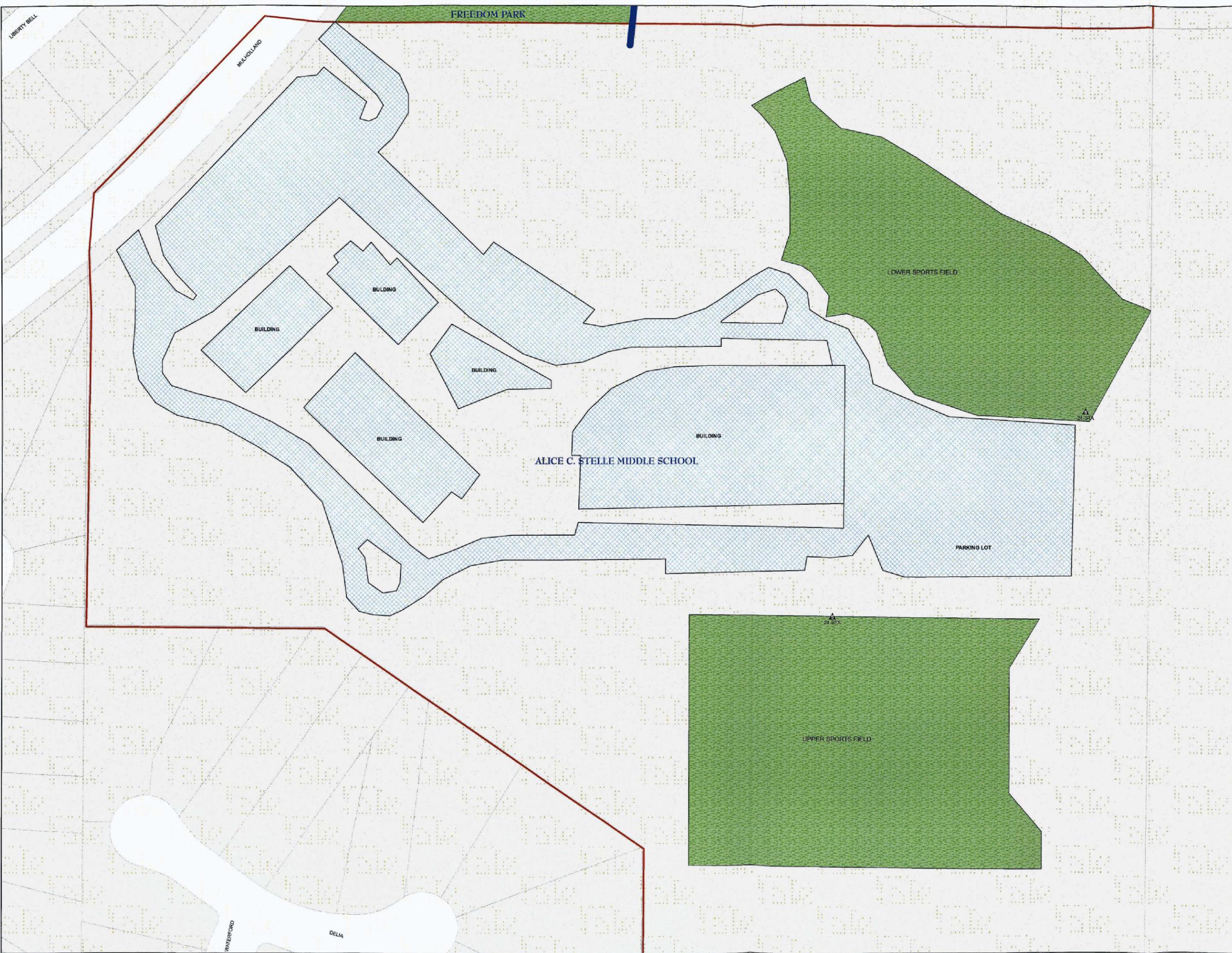
**LEGEND**

-  PARK
-  STRUCTURES
-  SIDEWALK
-  TRAILS
-  FENCING
-  V\_DITCHES
-  CREEK

**IRRIGATION CONTROLLERS/DEVICES**

-  CALSENSE
-  CHAMPION
-  DIG
-  IRRITROL
-  LEIT
-  RAIN BIRD
-  RAINMASTER
-  RAINDIAL
-  TORO
-  BACK FLOW PREVENTOR
-  ELECTRIC METER
-  WATER METER
-  WATER METER - RECLAIMED





CITY of CALABASAS

**ALICE C. STELLE  
MIDDLE SCHOOL  
LANDSCAPE  
MAINTENANCE**

**LEGEND**

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

**IRRIGATION CONTROLLERS/DEVICES**

- CALSENSE
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED





CITY of CALABASAS

### TENNIS AND SWIM CENTER LANDSCAPE MAINTENANCE

#### LEGEND

- PARK
- STRUCTURES
- SIDEWALK
- TRAILS
- FENCING
- V\_DITCHES
- CREEK

#### IRRIGATION CONTROLLERS/DEVICES

- CALSENSE
- DIG
- IRRITROL
- LEIT
- RAIN BIRD
- RAINMASTER
- RAINDIAL
- BACK FLOW PREVENTOR
- ELECTRIC METER
- WATER METER
- WATER METER - RECLAIMED



ITEM 9 ATTACHMENT C

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

1. **IDENTIFICATION**

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

2. **RECITALS**

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

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

3. **DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s fee schedule to City attached hereto and included within Exhibit A and incorporated herein by this reference.
- 3.3 “Commencement Date”: **December 13, 2017.**
- 3.4 “Expiration Date”: **December 31, 2022.**

4. **TERM**

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

Initials: (City) JK (Contractor) UB

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 Million Three Hundred Seven Thousand Four Hundred Dollars (\$1,307,400.00)** unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Linda Burr** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.5 To the extent that the Scope of Services involves trenches deeper than 4', Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:

(1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from

Initials: (City) BA (Contractor) UB

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

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

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

**6. COMPENSATION**

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

Initials: (City)           

(Contractor)

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

- 6.5 To the extent applicable, at any time during the term of the Agreement, the Consultant may at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code section 22300. At the request and expense of the consultant, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the Consultant. Upon satisfactory completion of the contract, the securities shall be returned to the Consultant.

**7. OWNERSHIP OF WRITTEN PRODUCTS**

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

**8. RELATIONSHIP OF PARTIES**

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

**9. CONFIDENTIALITY**

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

Initials: (City) JA (Contractor) UB

**10. INDEMNIFICATION**

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

Initials: (City)



(Contractor)



Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

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

**11. INSURANCE**

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.

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

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor. Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to

Initials: (City)   

(Contractor)

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

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

- 11.2 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

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

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.

**Note: If this contract provides service to a Home Owners Association, that Home Owners Association must be listed as an additional insured in addition to the City.**

- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond or other security acceptable to the City guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

**12. MUTUAL COOPERATION**

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

**13. RECORDS AND INSPECTIONS**

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during

Initials: (City) SA (Contractor) UB

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities with respect to this Agreement.

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

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

If to City:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: **Heather Melton, Landscape Manager**  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7338

If to Consultant:

**Venco Western, Inc.**  
**2400 Eastman Ave.**  
**Oxnard, CA 93030**  
**Attn: Linda Burr**  
**Telephone: (805)981-2400**  
**Facsimile: (805) 981-2450**

With courtesy copy to:

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

**16. SURVIVING COVENANTS**

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

Initials: (City) SM (Contractor) LB

**17. TERMINATION**

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

**18. GENERAL PROVISIONS**

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

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

writing.

- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable and actual court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

Initials: (City)



(Contractor)



Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

- 18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or 1777.7 of the Labor Code.

19. **PREVAILING WAGES**

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

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

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

Initials: (City) VA (Contractor) VB

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

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

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

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

Initials: (City)   *JA*  

(Contractor)   *UB*

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

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

By:   
Fred Gaines, Mayor

Date: 1-8-18

“Consultant”  
Venco Western, Inc.

By:   
Linda Burr, President

Date: Dec. 20, 2017

By: See attached  
Peter R. Christl, CFO

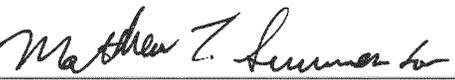
Date: \_\_\_\_\_

Attest:

By:   
Maricela Hernandez, MMC  
City Clerk

Date: 1/9/18

Approved as to form:

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

Date: 1/4/18

**UNANIMOUS WRITTEN CONSENT OF  
THE SHAREHOLDERS AND BOARD OF DIRECTORS OF  
VENCO WESTERN, INC., a California corporation**

The undersigned, being all of the directors and shareholders of VENCO WESTERN, INC., a California corporation, unanimously adopt, approve, and consent to the following resolution:

RESOLVED, that the following persons are the current officers and directors of the corporation:

Linda Del Nagro Burr – President and Chief Executive Officer, Director  
Peter R. Christl – Secretary and Chief Financial Officer, Director

RESOLVED FURTHER that Linda Del Nagro Burr, in her capacity as Present and Chief Executive Officer, is hereby authorized to execute any and all contracts, and any related documents, on behalf of the corporation.

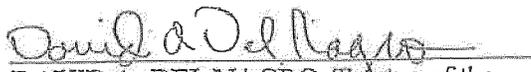
**SHAREHOLDERS:**

Dated: 5.16.2012



LINDA DEL NAGRO BURR, Trustee of the  
Del Nagro Family Trust Dated  
January 26, 2006

Dated: 5-17-12



DAVID A. DEL NAGRO, Trustee of the  
Del Nagro Family Trust Dated  
January 26, 2006

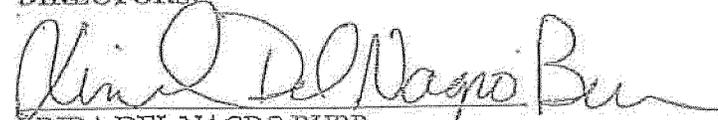
Dated: 5/18/12



PETER R. CHRISTL, Trustee of the  
Christl Family Trust Dated February 17, 2006

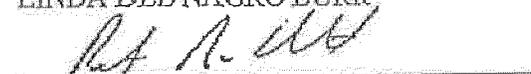
**DIRECTORS:**

Dated: 5.16.2012



LINDA DEL NAGRO BURR

Dated: 5/16/12



PETER R. CHRISTL

EXHIBIT A  
SCOPE OF WORK & FEE SCHEDULE

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

BARK PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual/operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalks, walkways and parking area cleanup, sweeping, weed control, and litter removal.	100 SF	167	\$ .05451	365	\$ 3322.166
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 102,000.00	*As required.	\$ 102.00
5.	Litter removal, weeding, and mulching.	100 SF	240	\$ .06693	52	\$ 835.29
<b>LAWN AREAS</b>						
6.	Mowing and edging.	100 SF	114	\$ .44736	52 <sup>42</sup>	2,141.96 <sup>UB</sup> <del>2651.99</del>
7.	Fertilization.	100 SF	114	\$ .79899	12	\$ 1093.02
8.	Weed control (chemical).	100 SF	114	\$ .29079	3	\$ 99.45
9.	Aeration.	100 SF	114	\$ .80891	12	\$ 1106.59
10.	Dethatching.	100 SF	114	\$ 1.61000	1	\$ 183.54
<b>GROUNDCOVER AND SHRUB AREAS</b>						
11.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	38	\$ .56368	12	\$ 257.04
12.	Pruning in natural form.	100 SF	38	\$ 1.97197	2	\$ 149.87
13.	Edging.	LS	1	\$ 10,710.00	12	\$ 128.52
14.	Fertilization.	100 SF	38	\$ .79053	4	\$ 120.16
15.	Mulching (top dress).	100 SF	38	\$ 3.54697	2	\$ 269.57
<b>TREES</b>						
16.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	40	\$ .13388	12	\$ 64.26
17.	Pruning for pedestrian/vehicular clearance.	EA	40	\$ .13388	12	\$ 64.26
18.	Maintain tree-watering basins, weeding and mulching.	EA	40	\$ .13388	12	\$ 64.26
19.	Inspect and adjust tree stakes, ties and guys.	EA	40	\$ .13388	12	\$ 64.26

Spc12-20

42

Initials: (City) UB Contractor UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

BARK PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
20.	Fertilization.	EA	40	\$ 0	3	\$ 0
<b>IRRIGATION SYSTEMS</b>						
21.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	25	\$ 42840	52	\$ 556.92
22.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	25	\$ 42840	12	\$ 128.52
23.	Irrigation system audit.	1,000 SF	25	\$ 1,30560	2	\$ 65.28
<b>PARK AND RECREATION AMENITIES</b>						
24.	Woodchip dog run area inspection / raking / leveling / screening / replenishing.	100 SF	140	\$ 07650	52	\$ 556.92
25.	Dog waste removal from turf and woodchips dog run areas.	LS	1	\$ 5,35501	365	\$ 1954.58
26.	Concrete walkway wash down.	SF	250	\$ 14600	12	\$ 438.00
27.	Park bench inspection and cleaning.	EA	11	\$ 1,09600	52	\$ 626.91
28.	Trash receptacle inspection, emptying and cleaning.	EA	8	\$ 1,82769	52	\$ 760.32
29.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy replenishing.	EA	3	\$ 1,82699	52	\$ 285.01
30.	Chain-link fence with pest barrier, inspection and repair.	LF	1,235	\$ 1,0287	52	\$ 184.31
TOTAL AMOUNT COST BREAKDOWN IN FIGURES				\$15,623.48	UB	\$16,133.49
TOTAL AMOUNT COST BREAKDOWN IN WORDS				Sixteen thousand one hundred thirty-three and forty-seven cents		
				Fifteen thousand six hundred twenty-three dollars and forty-eight cents UB		

\*For multiplication purposes, treat as (1).

Spc12-20

43

Initials: (City) UB Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

CREEKSIDE PARK AND COMMUNITY CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual/operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalks, walkways, sports court and parking area cleanup, sweeping, weed control, and litter removal.	100 SF	467	\$ .04586	104	\$ 2227.33
4.	Litter removal, weeding, and mulching.	100 SF	168	\$ .12750	52	\$ 1113.84
<b>DRAINAGE FACILITIES</b>						
5.	Inspect and maintain concrete "V"-ditches and inlets.	100 LF	11	\$ 1,947.27	12	\$ 257.04
6.	Creek area - litter and debris removal.	LS	1	\$ 21.42	12	\$ 257.04
<b>LAWN AREAS</b>						
7.	Mowing and edging.	100 SF	182	\$ .56043	242 <sup>UB</sup>	\$ 4,283.93 <sup>UB</sup> <del>5303.91<sup>UB</sup></del>
8.	Fertilization.	100 SF	182	\$ .76135	4	\$ 554.26
9.	Weed control.	100 SF	182	\$ .36429	*As required.	\$ 66.30
10.	Aeration.	100 SF	182	\$ 1,5130	21 <sup>UB</sup>	\$ 275.37 <sup>UB</sup> <del>550.73<sup>UB</sup></del>
11.	Dethatching.	100 SF	182	\$ 1,5130	10 <sup>UB</sup>	\$ 275.37 <sup>UB</sup> <del>1800</del>
<b>GROUNDCOVER AND SHRUB AREAS</b>						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	132	\$ .08113	12	\$ 128.51
13.	Pruning in natural form.	100 SF	132	\$ .32455	2	\$ 85.68
14.	Edging.	LS	1	\$ 21.42	12	\$ 257.04
15.	Fertilization.	LS	1	\$ 135.66	3	\$ 406.98
16.	Mulching (top dress).	100 SF	132	\$ .64909	2	\$ 171.36
<b>TREES</b>						
17.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	48	\$ .11156	12	\$ 64.26
18.	Pruning for pedestrian/vehicular clearance.	EA	48	\$ .11156	12	\$ 64.26

Spc12-20

Initials: (City) JS Contractor UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

CREEKSIDE PARK AND COMMUNITY CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
19.	Maintain tree-watering basins, weeding and mulching.	EA	48	\$ .22313	12	\$ 128.52
20.	Inspect and adjust tree stakes, ties and guys.	EA	48	\$ .11156	12	\$ 64.26
21.	Fertilization.	EA	48	\$ 0	3	\$ 0
22.	Watering.	EA	10	\$ .70685	156	\$ 1102.69
<b>PLANTED SLOPES</b>						
23.	Inspect for damage and special needs to maintain health.	100 SF	49	\$ .10929	12	\$ 64.26
24.	Pruning.	100 SF	49	\$ .105571	2	\$ 64.26
25.	Edging.	LS	1	\$ 5.35000	12	\$ 64.20
26.	Weed control.	100 SF	49	\$ .21857	12	\$ 128.52
27.	Fertilization.	100 SF	49	\$ .77122	A 24	\$ 75.58 42 151.14 85
28.	Mulching (top dress).	100 SF	49	\$ .43714	2	\$ 42.84
<b>IRRIGATION SYSTEMS</b>						
29.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	32	\$ 1.00400	52	\$ 1670.66
30.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	32	\$ .334109	12	\$ 128.52
31.	Irrigation system audit.	1,000 SF	32	\$ 2.04	2	\$ 130.56
<b>PARK AND RECREATION AMENITIES</b>						
32.	Play area sand surfacing inspection / raking / leveling / screening / replenishing.	SF	5,850	\$ .00374	52	\$ 1137.71
33.	D.G. pathways inspection / weeding / raking / leveling / replenishing.	100 SF	37	\$ .29635	52	\$ 570.18
34.	Ball field, infield area inspection / weeding / raking / leveling / replenishing.	100 SF	66	\$ .24920	52	\$ 855.25
35.	Play area resilient paving inspection and cleaning.	SF	710	\$ .01508	52	\$ 556.75
36.	Concrete walkway and sports court cleaning.	100 SF	315	\$ .04352	52	\$ 712.86
37.	Picnic table inspection and cleaning.	EA	4	\$ 1.64	52	\$ 341.12

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

CREEKSIDE PARK AND COMMUNITY CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
38.	Trash receptacle inspection, emptying and cleaning.	EA	6	\$ 1.09599	52	\$ 341.95
39.	Backstop inspection and weeding.	EA	1	\$ .21423	52	\$ 11.14
40.	Chain-link fence with pest barrier inspection and repair.	LF	600	\$ .00571	50	\$ 178.15
TOTAL AMOUNT COST BREAKDOWN IN FIGURES					\$18,583.17	\$ 30229.47 <sup>UB</sup>

TOTAL AMOUNT COST BREAKDOWN IN WORDS *Twenty thousand two hundred ~~thousand~~ <sup>UB</sup>*  
~~thousand nine hundred forty seven~~ *cent* ~~cents~~ *Eighteen thousand*  
*five hundred eighty three dollars and seventeen cents. UB*

\*For multiplication purposes, treat as (1).

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

DE ANZA PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalks, walkways, sports court and parking area cleanup, sweeping, weed control, and litter removal.	100 SF	713	\$ ,03151	260	\$ 5841.32
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	1,619	\$ ,05551	52	\$ 4673.28
<b>LAWN AREAS</b>						
6.	Mowing and edging.	100 SF	1,002	\$ ,21357	<del>52</del> 42 UB	<del>8,987.88</del> 4127.85 UB
7.	Fertilization.	100 SF	1,002	\$ ,80041	4	\$ 3208.04
8.	Weed control.	100 SF	1,002	\$ ,13882	3	\$ 417.29
9.	Aeration.	100 SF	1,002	\$ ,76886	21 UB	770.40 1540.80 UB
10.	Dethatching.	100 SF	1,002	\$ 1,20100	10 UB	0 1203.40 UB
<b>GROUNDCOVER AND SHRUB AREAS</b>						
11.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	24	\$ 1,8720	12	\$ 539.14
12.	Pruning in natural form.	100 SF	24	\$ 5.61	2	\$ 269.28
13.	Edging.	LS	1	\$ 20.43	12	\$ 209.16
14.	Fertilization.	100 SF	24	\$ ,80409	4	\$ 77.25
15.	Replace annual color plants.	100 SF	6	\$ 42.80	4	\$ 1027.20
16.	Mulching (top dress).	100 SF	24	\$ ,93625	2	\$ 44.94
<b>TREES</b>						
17.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	178	\$ 1,12623	12	\$ 209.63
18.	Pruning for pedestrian/vehicular clearance.	EA	178	\$ ,25247	12	\$ 539.28
19.	Maintain tree-watering basins, weeding, mulching and leveling grates.	EA	178	\$ ,50494	12	\$ 1078.55

Spc12-20

Initials: (City) RB Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

DE ANZA PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
20.	Inspect and adjust tree stakes, ties and guys.	EA	178	\$ .25247	12	\$ 539.28
21.	Fertilization.	EA	178	\$ 0	3	\$ 0
<b>IRRIGATION SYSTEMS</b>						
22.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	104	\$ .43311	52	\$ 2336.85
23.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	104	\$ .21605	12	\$ 269.63
24.	Irrigation system audit.	1,000 SF	104	\$ .165846	2	\$ 136.96
<b>PARK AND RECREATION AMENITIES</b>						
25.	Play area sand surfacing inspection / raking / leveling / screening/ replenishing.	SF	600	\$ .01917	52	\$ 598.10
26.	Play area wood chip surfacing inspection/raking/leveling/ screening/replenishing.	SF	5,850	\$ .020393	52	\$ 1195.51
27.	D.G. pathways inspection / weeding / raking / leveling / screening/ replenishing.	SF	125	\$ .27606	52	\$ 1794.39
28.	Picnic table inspection and cleaning.	EA	40	\$ 1.68500	52	\$ 3504.80
29.	Trash receptacle inspection, emptying and cleaning.	EA	15	\$ 1.53300	52	\$ 1199.74
30.	Ball field backstop, home plate inspection and weeding.	EA	1	\$ .22471	104	\$ 23.37
31.	Bleacher inspection and cleaning.	EA	1	\$ 17.253	52	\$ 897.16
32.	Bench inspection and cleaning.	EA	22	\$ 1.045	52	\$ 1195.48
33.	Barbeque inspection, cleaning, and ash removal.	EA	3	\$ 5.751	104	\$ 1794.31
34.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy replenishing.	EA	3	\$ 1.917	52	\$ 299.05
35.	Concrete picnic area wash down.	100 SF	38	\$ .60539	52	\$ 1196.25
TOTAL AMOUNT COST BREAKDOWN IN FIGURES						\$ 45,096.52
TOTAL AMOUNT COST BREAKDOWN IN WORDS						\$ 45,096.52
<i>Forty-five Thousand Two hundred and ten and two cents</i> <i>Forty-five Thousand nine hundred and sixty-two cents</i> <i>Forty-five Thousand nine hundred and sixty-two cents</i>						<i>US</i> <i>US</i> <i>US</i>

\*For multiplication purposes, treat as (1).

Spc12-20

48

Initials: (City)

*VB* Contractor) *UB*

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

FREEDOM PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved walkways, and tetherball court cleanup, sweeping, weed control, and litter removal.	100 SF	10	\$ .74150	104 52 UB	\$ 385.58 UB <del>771.60</del>
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	244	\$ .09209	52	\$ 1168.44
<b>LAWN AREAS</b>						
6.	Mowing and edging.	100 SF	33	\$ 1.215	52 UB	\$ 1,683.99 UB <del>2084.94</del>
7.	Fertilization.	100 SF	33	\$ .92409	4	\$ 121.98
8.	Weed control.	100 SF	33	\$ .48152	3	\$ 47.67
9.	Aeration.	100 SF	33	\$ 2.188	21 UB	\$ 72.20 UB <del>444.44</del>
10.	Dethatching.	100 SF	33	\$ 2.1879	10 UB	\$ 0 UB <del>722.00</del>
<b>GROUNDCOVER AND SHRUB AREAS</b>						
11.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	88	\$ .12767	12	\$ 134.82
12.	Pruning in natural form.	100 SF	88	\$ 1.532	2	\$ 269.63
13.	Edging.	LS	1	\$ 11.23	12	\$ 134.76
14.	Fertilization.	100 SF	88	\$ .80858	4	\$ 284.62
15.	Replace annual color plants.	100 SF	2	\$ 81.32	4	\$ 650.56
16.	Mulching (top dress).	100 SF	132	\$ .168091	2	\$ 179.76
<b>TREES</b>						
17.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	35	\$ .16050	12	\$ 67.41
18.	Pruning for pedestrian/vehicular clearance.	EA	35	\$ .16050	12	\$ 67.41
19.	Maintain tree-watering basins, weeding, and mulching.	EA	35	\$ .16050	52	\$ 292.11

Spc12-20

:49

Initials: (City) JB

Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

FREEDOM PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
20.	Inspect and adjust tree stakes, ties and guys.	EA	35	\$ 1,540.7	12	\$ 64.71
21.	Fertilization.	EA	35	\$ 0	3	\$ 0
<b>PLANTED SLOPES</b>						
22.	Inspect for damage and special needs to maintain health.	100 SF	66	\$ .08511	12	\$ 67.41
23.	Pruning in natural form.	100 SF	66	\$ 1,361	2	\$ 179.65
24.	Edging.	LS	66	\$ 1,702.1	12	\$ 134.81
25.	Weed control.	100 SF	66	\$ 5,106.8	12	\$ 404.46
26.	Fertilization.	100 SF	66	\$ 1,540.00	3	\$ 304.92
27.	Mulching (top dress).	100 SF	66	\$ 531.11	6	\$ 210.32
<b>IRRIGATION SYSTEMS</b>						
28.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	19	\$ 2,956.5	104 <sup>LB</sup> 52	\$ 292.10 <sup>LB</sup> <del>584.20</del>
29.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	19	\$ 5,913.2	12	\$ 134.82
30.	Irrigation system audit.	1,000 SF	19	\$ 1,802.1	2	\$ 68.48
<b>PARK AND RECREATION AMENITIES</b>						
31.	Play area sand surfacing inspection / raking / leveling / screening / replenishing.	SF	900	\$ .01278	52	\$ 598.10
32.	D.G. pathways inspection / weeding / raking / leveling / replenishing.	SF	3,890	\$ .00391	52	\$ 1195.47
33.	Play area resilient paving inspection and cleaning.	SF	210	\$ 1,026.75	104	\$ 584.22
34.	Picnic table inspection and cleaning.	EA	1	\$ 5.62	52	\$ 292.24
35.	Trash receptacle inspection, emptying and cleaning.	EA	2	\$ 1.84	52	\$ 191.36
36.	Bench inspection and cleaning.	EA	3	\$ 5.52	52	\$ 861.12
37.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy replenishing.	EA	2	\$ 5,751.0	52	\$ 59.81

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

FREEDOM PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
38.	Railroad tie steps inspection and sweeping.	LS	1	\$ 5.61	52	\$ 291.72
TOTAL AMOUNT COST BREAKDOWN IN FIGURES				\$11,603.66	(1)	\$ 128,267.70
TOTAL AMOUNT COST BREAKDOWN IN WORDS <i>Twelve Thousand eight</i>						
<i>thousand five hundred six and seventy cents Eleven thousand</i>						
<i>six hundred three dollars and sixty-six cents. UP</i>						

\*For multiplication purposes, treat as (1).

Initials: (City) *PP* Contractor) *UP*

**LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA**

<b>GATES CANYON PARK</b>						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalks, walkways, sports court, and parking area cleanup, sweeping, weed control, and litter removal.	100 SF	822	\$ 102605	260	\$ 5567.41
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	1,303	\$ 04109	52	\$ 2784.09
<b>LAWN AREAS</b>						
6.	Mowing and edging.	100 SF	182	\$ 9.119	42 UB	\$ 16,197.64 UB 20054.22
7.	Fertilization.	100 SF	182	\$ 7.92701	4	\$ 5770.86
8.	Weed control.	100 SF	182	\$ 1.092	3	\$ 5916.23
9.	Aeration.	100 SF	182	\$ 6.554	1 UB	\$ 1,192.83 UB 2385.16
10.	Dethatching.	100 SF	182	\$ 6.557	10 UB	\$ 493.37 UB
<b>GROUNDCOVER AND SHRUB AREAS</b>						
11.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	35	\$ 4.59	12	\$ 192.78
12.	Pruning in natural form.	100 SF	35	\$ 1.224	2	\$ 85.68
13.	Edging.	LS	1	\$ 10.71	12	\$ 128.52
14.	Fertilization.	100 SF	35	\$ 8.1457	4	\$ 114.04
15.	Replace annual color plants.	100 SF	1	\$ 238.59	4	\$ 954.36
16.	Mulching (top dress).	100 SF	35	\$ 6.1200	2	\$ 42.84
<b>TREES</b>						
17.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	98	\$ 1.0928	12	\$ 128.51
18.	Pruning for pedestrian/vehicular clearance.	EA	98	\$ 2.1857	12	\$ 257.04
19.	Maintain tree-watering basins, weeding and mulching, leveling,	EA	98	\$ 4.3714	12	\$ 514.08

Spc12-20

52

Initials: (City) JB Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

GATES CANYON PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
	and level grates.					
20.	Inspect and adjust tree stakes, ties and guys.	EA	98	\$ 1,0928	12	\$ 128.51
21.	Fertilization.	EA	98	\$ 0.7214	70 LB	\$ 212.14 LB
22.	Watering.	EA	33	\$ 649.09	156	\$ 3341.52 LB
<b>IRRIGATION SYSTEMS</b>						
23.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	32	\$ 1.004	52	\$ 1670.66
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	32	\$ 1,669.38	12	\$ 257.04
25.	Irrigation system audit.	1,000 SF	32	\$ 1.53	2	\$ 97.92
<b>PARK AND RECREATION AMENITIES</b>						
26.	Play area sand surfacing inspection / weeding / raking / leveling / screening / replenishing.	SF	400	\$ 1.02741	52	\$ 570.13
27.	D.G. pathways at interactive play area inspection / raking / leveling / replenishing.	SF	1,500	\$ 1.00731	52	\$ 570.18
28.	Picnic table inspection and cleaning.	EA	15	\$ 2.924	52	\$ 2280.72
29.	Trash receptacle inspection, emptying and cleaning.	EA	18	\$ 1,913.75	52	\$ 855.27
30.	Two-rail fence/handrail inspection and cleaning.	LF	1,030	\$ 0	52	\$ 0
31.	Bench inspection and cleaning.	EA	14	\$ 1.07100	52	\$ 779.69
32.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy replenishing.	EA	4	\$ 1.37000	52	\$ 284.96
<b>TOTAL AMOUNT COST BREAKDOWN IN FIGURES</b>				<b>\$45,470.51 LB</b>		<b>\$ 51731.52 LB</b>
<b>TOTAL AMOUNT COST BREAKDOWN IN WORDS</b>				<i>fifty one thousand seven hundred thirty four and fifty cents</i>		
				<i>Forty-five thousand four hundred twenty dollars and fifty-one cents</i>		

\*For multiplication purposes, treat as (1).

*RB*  
*LB*

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

GRAPE ARBOR PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalks, walkways, sports court, and parking area cleanup, sweeping, weed control, and litter removal.	100 SF	139	\$ 1,2124	260	\$ 4381.01
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	168	\$ .04413	52	\$ 385.52
<b>DRAINAGE FACILITIES</b>						
6.	Inspect and maintain concrete "V"-ditches and inlets.	100 LF	3	\$ 1,8719	12	\$ 67.39
<b>LAWN AREAS</b>						
7.	Mowing and edging.	100 SF	983	\$ .16327	<del>52</del> <sup>42</sup> LB	<del>6,1740.77</del> <sup>8345.77</sup> LB
8.	Mowing and edging ball field infield with reel type mower.	100 SF	36	\$ .18576	52	\$ 347.74
9.	Fertilization.	100 SF	1,019	\$ .77808	4	\$ 3171.45
10.	Weed control.	100 SF	1,019	\$ .06825	3	\$ 208.64
11.	Aeration.	100 SF	1,019	\$ .56701	<del>21</del> <sup>21</sup> LB	<del>577.78</del> <sup>465.67</sup> LB
12.	Dethatching.	100 SF	1,019	\$ .56702	<del>20</del> <sup>20</sup> LB	<del>577.79</del> <sup>577.79</sup> LB
<b>GROUNDCOVER AND SHRUB AREAS</b>						
13.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	46	\$ 1.465	12	\$ 808.68
14.	Pruning in natural form.	100 SF	46	\$ 1.465	2	\$ 134.78
15.	Edging.	LS	1	\$ 22.47	12	\$ 269.64
16.	Fertilization.	100 SF	46	\$ .80136	4	\$ 147.45
17.	Replace annual color plants.	100 SF	4	\$ 156.22	4	\$ 2499.52
18.	Mulching (top dress).	100 SF	46	\$ .97696	2	\$ 89.88

Spc12-20

54

Initials: (City) RB Contractor) CB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

GRAPE ARBOR PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>TREES</b>						
19.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	70	\$ .08025	12	\$ 67.41
20.	Pruning for pedestrian/vehicular clearance.	EA	70	\$ .08025	12	\$ 67.41
21.	Maintain tree-watering basins, weeding, and mulching.	EA	70	\$ .08025	12	\$ 67.41
22.	Inspect and adjust tree stakes, ties and guys.	EA	70	\$ .08025	12	\$ 67.41
23.	Fertilization.	EA	70	\$ 0	3	\$ 0
<b>PLANTED SLOPES</b>						
24.	Inspect for damage and special needs to maintain health.	100 SF	53	\$ .10599	12	\$ 67.41
25.	Pruning in natural form.	100 SF	53	\$ 1.695	2	\$ 179.67
26.	Edging.	LS	1	\$ 22.47	12	\$ 269.64
27.	Weed control	100 SF	53	\$ .42396	12	\$ 269.64
28.	Fertilization.	100 SF	53	\$ 1.917	4	\$ 406.40
29.	Mulching (top dress).	100 SF	53	\$ 1.27	6	\$ 403.86
<b>IRRIGATION SYSTEMS</b>						
30.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	112	\$ .11636	52	\$ 677.68
31.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	112	\$ .10031	12	\$ 134.82
32.	Irrigation system audit.	1,000 SF	112	\$ .61125	2	\$ 136.92
<b>PARK AND RECREATION AMENITIES</b>						
33.	Play area woodchip surfacing inspection / raking / leveling / screening / replenishing.	SF	6,825	\$ .00252	52	\$ 894.35
34.	Brick dust base lines at ball field area inspection / weeding / raking / leveling / replenishing.	SF	600	\$ .03834	52	\$ 1196.21
35.	Play area resilient paving inspection and cleaning.	SF	355	\$ .01582	52	\$ 292.04
36.	Concrete picnic area wash down.	100 SF	12	\$ 1.917	26	\$ 598.10
37.	Picnic table inspection and cleaning.	EA	15	\$ 1.533	52	\$ 1195.74

Spc12-20

55

Initials: (City) SB Contractor) CB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

GRAPE ARBOR PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
38.	Trash receptacle inspection, emptying and cleaning.	EA	14	\$ 1.15	52	\$ 837.20
39.	Bench inspection and cleaning.	EA	1	\$ 1.84	52	\$ 95.68
40.	Volleyball court sand surfacing inspection / raking / leveling / screening / replenishing.	SF	2,900	\$ .00396	52	\$ 597.17
41.	Ball field backstop and home plate inspection and weeding.	EA	1	\$ 11.68	52	\$ 11.68
42.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy replenishing.	EA	3	\$ 1.97	52	\$ 299.05

TOTAL AMOUNT COST BREAKDOWN IN FIGURES \$28,770.76<sup>00</sup> \$31531.27<sup>00</sup> UB

TOTAL AMOUNT COST BREAKDOWN IN WORDS Thirty one thousand RB  
~~five hundred thirty one and twenty seven cents~~ Twenty-eight thousand seven hundred seventy dollars and  
~~seventy-six cents~~ seventy-six cents UB

\*For multiplication purposes, treat as (1).

Initials: (City) ~~UB~~ Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

HIGHLANDS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved walkway area cleanup, sweeping, weed control, and litter removal.	100 SF	14	\$ .8050	52	\$ 584.22
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	40	\$ .28087	52	\$ 584.21
<b>GROUNDCOVER AND SHRUB AREAS</b>						
6.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	8	\$ .92688	12	\$ 88.98
7.	Pruning.	100 SF	8	\$ 2.80813	2	\$ 44.93
8.	Edging.	LS	1	\$ 7.415	12	\$ 88.98
9.	Fertilization.	100 SF	8	\$ .86938	4	\$ 27.82
10.	Mulching (top dress).	100 SF	8	\$ 1.40375	2	\$ 22.46
<b>TREES</b>						
11.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	3	\$ .75	12	\$ 27.00
12.	Pruning for pedestrian/vehicular clearance.	EA	3	\$ .37444	12	\$ 13.48
13.	Maintain tree-watering basins, weeding, and mulching.	EA	3	\$ 1.19833	12	\$ 43.14
14.	Inspect and adjust tree stakes, ties and guys.	EA	3	\$ .37444	12	\$ 13.48
15.	Fertilization.	EA	3	\$ 0	4	\$ 0
<b>PLANTED SLOPES</b>						
16.	Inspect for damage and special needs to maintain health.	100 SF	21	\$ .2675	12	\$ 67.41
17.	Pruning in natural form.	100 SF	21	\$ 1.605	2	\$ 67.41
18.	Edging.	LS	1	\$ 5.6175	12	\$ 67.41
19.	Weed control.	100 SF	21	\$ .535	12	\$ 134.82

ADDENDUM NO. 1

Spc12-20

57

Initials: (City) BB

Contractor UP

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

HIGHLANDS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
20.	Fertilization.	100 SF	21	\$ 79488	4	\$ 66.77
21.	Mulching (top dress).	100 SF	21	\$ 1.605	6	\$ 202.23
<b>IRRIGATION SYSTEMS</b>						
22.	Operate, inspect, repair, and adjust/program irrigation systems.	100 SF	29	\$ .1937	52	\$ 292.10
23.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	29	\$ .19371	12	\$ 67.41
24.	Irrigation system audit.	100 SF	29	\$ 1.18	2	\$ 68.44
<b>PARK AND RECREATION AMENITIES</b>						
25.	Play area sand surfacing inspection / raking / leveling / screening / replenishing.	SF	750	\$ .00766	52	\$ 298.74
26.	Play area resilient paving inspection and cleaning.	SF	160	\$ .02246	52	\$ 186.87
27.	Concrete walkway wash down.	100 SF	1,360	\$ .00845	52	\$ 597.58
28.	Picnic table inspection and cleaning.	EA	2	\$ 3.68	52	\$ 382.72
29.	Trash receptacle inspection, emptying and cleaning.	EA	1	\$ 1.15	52	\$ 59.80
30.	Bench inspection and cleaning.	EA	1	\$ 1.84	52	\$ 95.68
TOTAL AMOUNT COST BREAKDOWN IN FIGURES						\$4301.09
TOTAL AMOUNT COST BREAKDOWN IN WORDS						Four thousand three hundred one and nine cents

\*For multiplication purposes, treat as (1).

Spc12-20

58

Initials: (City) 88 Contractor UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

MUREAU ROAD AND LAS VIRGENES ROAD POCKET PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalk cleanup, sweeping, weed control, and litter removal.	100 SF	24	\$ .23406	104	\$ 584.21
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	121	\$ .18570	52	\$ 1168.42
<b>LAWN AREAS</b>						
6.	Mowing and edging.	100 SF	86	\$ .15552	<del>42</del> 42 UB	\$ 561.64 UB <del>\$ 695.49</del>
7.	Fertilization.	100 SF	86	\$ .59779	4	\$ 203.92
8.	Weed control.	100 SF	86	\$ .40437	3	\$ 104.33
9.	Aeration.	100 SF	86	\$ .83982	21 UB	\$ 72.22 UB \$ 144.45
10.	Dethatching.	100 SF	86	\$ .83988	10 UB	\$ 72.23 UB PBT.
<b>GROUNDCOVER AND SHRUB AREAS</b>						
11.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	44	\$ .25534	12	\$ 134.82
12.	Pruning in natural form.	100 SF	44	\$ 1.53	2	\$ 134.64
13.	Edging.	LS	1	\$ 11.23	12	\$ 134.76
14.	Replace annual color planting.	100 SF	6	\$ 51.36	4	\$ 1232.64
15.	Fertilization.	100 SF	44	\$ .80857	4	\$ 142.31
16.	Mulching (top dress).	100 SF	44	\$ .51068	2	\$ 44.94
<b>TREES</b>						
17.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	47	\$ .11952	12	\$ 67.41
18.	Pruning for pedestrian/vehicular clearance.	EA	47	\$ .11952	12	\$ 67.41

Spc12-20

59

Initials: (City) PBT Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

MUREAU ROAD AND LAS VIRGENES ROAD POCKET PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
19.	Maintain tree-watering basins, weeding and mulching and level grates.	EA	47	\$ 1,119.52	12	\$ 67.41
20.	Inspect and adjust tree stakes, ties and guys.	EA	47	\$ 1,119.52	12	\$ 67.41
21.	Fertilization.	EA	47	\$ 0	3	\$ 0
22.	Street tree watering.	EA	4	\$ 1,404	156	\$ 876.10
<b>IRRIGATION SYSTEMS</b>						
23.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	13	\$ 207.41	52	\$ 140.21
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	13	\$ 207.43	12	\$ 32.36
25.	Irrigation system audit.	1,000 SF	13	\$ 2.48	2	\$ 64.48
<b>PARK AND RECREATION AMENITIES</b>						
26.	Picnic table inspection and cleaning.	EA	1	\$ 3.68	52	\$ 191.36
27.	Trash receptacle inspection, emptying and cleaning.	EA	1	\$ 1.15	52	\$ 59.80
28.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy-replenishing.	EA	1	\$ 1.15	52	\$ 59.80
TOTAL AMOUNT COST BREAKDOWN IN FIGURES				\$6,319.70	UB	\$6,319.70
TOTAL AMOUNT COST BREAKDOWN IN WORDS				Six thousand five hundred		
				Twenty seven and nine one cents Six thousand		
				Three hundred nineteen dollars and seventy cents		

\*For multiplication purposes, treat as (1).

Spc12-20

60

Initials: (City) UB Contractor UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

WILD WALNUT PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Park trails cleanup, leveling, weed control, and litter removal.	LF	2,900	\$ .0171	52	\$ 2578.68
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter and brush removal, weeding, and mulching.	100 SF	128	\$ .16734	52	\$ 1113.82
<b>TREES</b>						
6.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	4	\$ 1,338.75	12	\$ 64.26
7.	Pruning for pedestrian/vehicular clearance.	EA	4	\$ 1,338.75	12	\$ 64.26
8.	Maintain tree-watering basins, weeding, and mulching.	EA	1	\$ 5,355	12	\$ 64.26
9.	Inspect and adjust tree stakes, ties and guys.	EA	1	\$ 5,355	12	\$ 64.26
10.	Fertilization.	EA	1	\$ 16,576.67	3	\$ 49.73
11.	Watering (seedling trees).	LS	1	\$ 5,355	52	\$ 278.46
<b>PARK AND RECREATION AMENITIES</b>						
12.	Picnic table inspection and cleaning.	EA	5	\$ 1,923.08	52	\$ 500.00
13.	Trash receptacle inspection, emptying and cleaning.	EA	6	\$ 961.54	52	\$ 300.00
14.	Bench inspection and cleaning.	EA	5	\$ 769.23	52	\$ 200.00
TOTAL AMOUNT COST BREAKDOWN IN FIGURES						\$ 5384.73
TOTAL AMOUNT COST BREAKDOWN IN WORDS						Five thousand three hundred eight four and seven <sup>hollars</sup> three cents

\*For multiplication purposes, treat as (1).

*RB*

Initials: (City) *RB* Contractor) *UB*

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

ALICE C. STELLE MIDDLE SCHOOL SPORTS FIELDS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	104	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Insect, disease, pest, and rodent presence inspection and reporting.	LS	1	\$ 107.00	*As required.	\$ 107.00
<b>LAWN AREAS</b>						
4.	Mowing and edging.	100 SF	1,840	\$ 20353	5 <sup>UB</sup> 46	\$ 17,226.78 <del>\$ 19,473.75</del>
5.	Fertilization.	100 SF	1,840	\$ 80000	8	\$ 11776.00
6.	Weed control.	100 SF	1,840	\$ 07559	3	\$ 417.26
7.	Aeration.	100 SF	1,840	\$ 52336	4	\$ 3851.93
8.	Dethatching.	100 SF	1,840	\$ 52336	1	\$ 962.98
<b>TREES</b>						
9.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	17	\$ 166088	12	\$ 134.82
10.	Pruning for pedestrian/vehicular clearance.	EA	17	\$ 66088	2	\$ 22.47
11.	Maintain tree-watering basins, weeding, and mulching.	EA	17	\$ 166088	4	\$ 44.94
12.	Inspect and adjust tree stakes, ties and guys.	EA	17	\$ 33039	12	\$ 67.40
13.	Fertilization.	EA	17	\$ 0	1	\$ 0

Spc12-20

62

Initials: (City) EB

Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

ALICE C. STELLE MIDDLE SCHOOL SPORTS FIELDS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>IRRIGATION SYSTEMS</b>						
14.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	184	\$ .12211	52	\$ 1168.35
15.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	184	\$ .12211	12	\$ 269.62
16.	Irrigation system audit.	1,000 SF	184	\$ .55826	6	\$ 616.32
<b>TOTAL AMOUNT COST BREAKDOWN IN FIGURES</b>						\$ 36,665.86 UB
<b>TOTAL AMOUNT COST BREAKDOWN IN WORDS</b>						\$ 36,665.86 UB
<i>Threat - eight thousand nine hundred twelve and eighty-six cents</i> <i>Thirty-six thousand six hundred sixty-five dollars and eighty-six cents UB</i>						

\*For multiplication purposes, treat as (1).

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

MOUNTAIN RESTORATION TRUST HEADQUARTERS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved driveway cleanup, sweeping, weed control, and litter removal.	100 SF	24	\$ 46812	52	\$ 584.21
4.	Insect, disease, pest, and rodent presence inspection and reporting.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal and weeding.	100 SF	200	\$ 11234	52	\$ 1168.34
6.	Mulch replenishment.	100 SF	200	\$ 449	3	\$ 269.40
<b>GROUNDCOVER AND SHRUB AREAS</b>						
7.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	35	\$ 642	12	\$ 269.64
8.	Pruning in natural form.	100 SF	35	\$ 642	2	\$ 44.94
9.	Edging.	LS	1	\$ 11.23	12	\$ 134.76
10.	Fertilization.	100 SF	35	\$ 1.689	2	\$ 118.23
11.	Mulching (top dress).	100 SF	35	\$ 321	13	\$ 33.71 <sup>UB</sup> 22.47 <del>UB</del>
<b>IRRIGATION</b>						
12.	Operate, inspect, repair, and adjust/program irrigation systems.	100 SF	35	\$ 321	52	\$ 584.22
13.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	35	\$ 321	12	\$ 134.82
14.	Irrigation system audit.	1,0 SF	35	\$ 92114	2	\$ 64.48
TOTAL AMOUNT COST BREAKDOWN IN FIGURES				US <del>Three</del> \$3,513.75 <sup>UB</sup>		\$ <del>3507.51</del> <sup>UB</sup>
TOTAL AMOUNT COST BREAKDOWN IN WORDS				Three thousand five hundred <del>two</del> <sup>UB</sup> thirteen dollars and seventy five cents <sup>UB</sup>		

\*For multiplication purposes, treat as (1).

Initials: (City)            Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

TENNIS AND SWIM CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>GENERAL MAINTENANCE</b>						
1.	Facility inspection by Contractor's supervisor or account manager, visual / operational.	LS	1	\$ 0	52	\$ 0
2.	Walkthrough inspection with City representative.	LS	1	\$ 0	12	\$ 0
3.	Paved sidewalk, walkway areas, picnic areas, pool area and parking area cleanup, sweeping, weed control, and litter removal.	100 SF	857	\$ .02621	104	\$ 2336.04
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 107.00	*As required.	\$ 107.00
5.	Litter removal, weeding, and mulching.	100 SF	375	\$ .08568	52	\$ 1670.76
<b>DRAINAGE FACILITIES</b>						
6.	Inspect and maintain concrete "V"-ditches and inlets.	LF	10	\$ 1,561.75	12	\$ 67.41
<b>LAWN AREAS</b>						
7.	Mowing and edging.	100 SF	415	\$ .49156	52 <sup>LB</sup> 42	\$ 8,567.89 <sup>LB</sup> 10,667.86 <sup>LB</sup>
8.	Fertilization.	100 SF	415	\$ .75885	4	\$ 1259.69
9.	Weed control.	100 SF	415	\$ .31951	3	\$ 397.79
10.	Aeration.	100 SF	415	\$ 1.769	10 <sup>LB</sup>	\$ 1468.25 <sup>LB</sup>
11.	Dethatching.	100 SF	415	\$ 1.77	10 <sup>LB</sup>	\$ 734.55 <sup>LB</sup>
<b>FLOWERS, GROUNDCOVER, AND SHRUB AREAS</b>						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	315	\$ .68	12	\$ 2570.40
13.	Pruning in natural form.	100 SF	315	\$ 1.36	2	\$ 856.80
14.	Edging.	LS	1	\$ 42.84	12	\$ 514.08
15.	Fertilization.	100 SF	315	\$ .7998	4	\$ 1007.75
16.	Replace annual color plants.	100 SF	30	\$ 158.87	4	\$ 19064.40
17.	Mulching (top dress).	100 SF	315	\$ 544.00	2	\$ 342.72

Spc12-20

65

Initials: (City) JB

Contractor CB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

TENNIS AND SWIM CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
<b>TREES</b>						
18.	Inspect for damage and/or special needs for safety and health, including photo documentation of potential problem and report immediately.	EA	176	\$ .06085	12	\$ 128.52
19.	Pruning for pedestrian/vehicular clearance.	EA	176	\$ .12170	12	\$ 257.03
20.	Maintain tree-watering basins, weeding, mulching.	EA	176	\$ .12170	12	\$ 257.03
21.	Inspect and adjust tree stakes, ties and guys.	EA	176	\$ .06085	12	\$ 128.52
22.	Fertilization.	EA	176	\$ 0	4	\$ 0
<b>PLANTED SLOPES (INTERIOR)</b>						
23.	Inspect for damage and special needs to maintain health.	100 SF	80	\$ 1.3388	12	\$ 128.52
24.	Pruning in natural form.	100 SF	80	\$ 1.07100	2	\$ 171.36
25.	Edging.	LS	1	\$ 21.42	12	\$ 257.04
26.	Weed control.	100 SF	80	\$ 1.071	12	\$ 1028.16
27.	Fertilization.	100 SF	80	\$ .76244	4	\$ 243.98
28.	Mulching (top dress).	100 SF	80	\$ .26775	84 lb	\$ 84.68 <sup>UB</sup> <del>128.52</del>
<b>IRRIGATION SYSTEMS</b>						
29.	Operate, inspect, repair, and adjust/program irrigation systems.	1,000 SF	84	\$ .255	52	\$ 1113.84
30.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	1,000 SF	84	\$ .1275	12	\$ 128.52
31.	Irrigation system audit.	1,000 SF	84	\$ .77714	2	\$ 130.56
<b>PARK AND RECREATION AMENITIES</b>						
32.	Play area sand surfacing inspection / raking / leveling / screening/ replenishing.	SF	1,010	\$ .0106	52	\$ 556.71
33.	Play area resilient paving inspection and cleaning.	SF	70	\$ .01529	52	\$ 55.66

Spc12-20

66

Initials: (City) RT

Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

TENNIS AND SWIM CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
34.	Dog-waste receptacle/doggy dispenser inspection, emptying, cleaning, and baggy replenishing.	EA	2	\$ 1.75404	52	\$ 182.42
TOTAL AMOUNT COST BREAKDOWN IN FIGURES				\$43,659.11	UB	\$47,901.91
TOTAL AMOUNT COST BREAKDOWN IN WORDS				<i>Forty seven thousand</i> <del>nine hundred one and nine</del> <i>no cents</i> <del>dollars</del> <i>Forty three thousand</i> <i>Six hundred fifty-nine dollars</i> <i>and eleven cents. UB</i>		

\*For multiplication purposes, treat as (1).

Spc12-20  
 Initials: (City) RB Contractor) UB

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

COST BREAKDOWN TOTAL

COST BREAKDOWN TITLE	COST BREAKDOWN TOTAL
BARK PARK	\$ <del>16,133.47</del> 15,623.48 UB
CREEKSIDE PARK AND COMMUNITY CENTER	\$ <del>20,229.47</del> 18,583.17 UB
DE ANZA PARK	\$ <del>49,210.29</del> 48,096.52 UB
FREEDOM PARK	\$ <del>12,826.70</del> 11,603.66 UB
GATES CANYON PARK	\$ <del>51,734.50</del> 45,470.51 UB
GRAPE ARBOR PARK	\$ <del>31,531.27</del> 28,770.76 UB
HIGHLANDS PARK	\$ 4,301.09
MUREAU ROAD AND LAS VIRGENES ROAD POCKET PARK	\$ <del>6,597.91</del> 16,319.70 UB
WILD WALNUT PARK	\$ 5,384.73
ALICE C. STELLE MIDDLE SCHOOL SPORTS FIELD	\$ <del>38,912.84</del> 36,665.86 UB
MOUNTAIN RESTORATION TRUST HEADQUARTERS	\$ <del>3,502.51</del> +3,513.75 UB
TENNIS AND SWIM CENTER	\$ <del>47,901.91</del> 43,659.11 UB

Spc12-20

68

Initials: (City) PP Contractor UP

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS

IN THE CITY OF CALABASAS, CALIFORNIA

TOTAL AMOUNT OF ALL TWELVE COST BREAKDOWNS IN FIGURES	\$ 288,266.69 <del>PBT</del> 264,992.34 UB
---	---

TOTAL AMOUNT OF ALL TWELVE COST BREAKDOWNS IN WORDS:  
Two hundred eighty-eight thousand two hundred sixty-six and sixty-nine cents  
dollars Two hundred sixty-four thousand nine hundred and ninety-two dollars and thirty-four cents

Note: The total combined cost of the twelve Cost Breakdowns will be considered the base bid for this contract. UB

NAME OF LANDSCAPE MAINTENANCE FIRM:

Venco Western Inc.

CONTRACTOR'S LICENSE NUMBER: C-27 562295

AUTHORIZED SIGNATURE: *Oliver D. De*

TITLE: President

DATE: January 18, 2013

LANDSCAPE MAINTENANCE CITY PARKS  
WITHIN THE CITY OF CALABASAS  
IN THE CITY OF CALABASAS, CALIFORNIA

**UNIT PRICE LIST**  
**THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT**  
**Unit Prices for Additional Work**

Item No.	Description	Unit Price	Unit
1.	Misc. irrigation system repair parts @ cost plus 15 %		
2.	Landscape Irrigation Technician: Hourly Rate:	\$ 45.00	EA
3.	Pop-up sprinkler / replace		
	4" @	\$ 16.00	EA
	6" @	\$ 22.00	EA
	12" @	\$ 26.00	EA
4.	Pop-up gear drive sprinkler / replace		
	4" @	\$ 64.00	EA
	6" @	\$ 76.00	EA
	12" @	\$ 85.00	EA
5.	Fixed shrub sprinkler / replace		
	4" @	\$ 17.58	EA
	6" @	\$ 20.76	EA
	12" @	\$ 25.49	EA
6.	Fixed shrub gear driven sprinkler / replace		
	4" @	\$ 63.00	EA
	6" @	\$ 75.00	EA
	12" @	\$ 84.00	EA
7.	Automatic sprinkler valve / replace		
	¾" @	\$ 114.61	EA
	1" @	\$ 141.47	EA
	1½" @	\$ 207.86	EA
	2" @	\$ 253.69	EA
8.	1-gal. shrub/perennial install	@ \$ 19.00	EA
9.	2-gal. shrub/perennial install	@ \$ 35.00	EA
10.	5-gal. shrub/perennial install	@ \$ 42.00	EA
11.	5-gal tree in place (stakes incl.)	@ \$ 45.00	EA
12.	15 gal. Tree in place (stakes incl.)	@ \$ 146.00	EA
13.	24" box tree in place (stakes incl.)	@ \$ 357.00	EA
14.	36" box tree in place (stakes, incl.)	@ \$ 790.00	EA
15.	48" box tree in place (stakes, incl.)	@ \$ 1,595.00	EA
16.	Hand watering of tree well	@ \$ 17.00	EA
17.	Flat of ground cover install	@ \$ 34.00	EA
18.	4" pot annual color	@ \$ 38.00	EA
19.	Planter bed mulch in place	@ \$ 52.00	/Cubic Yard
20.	Turf renovation (incl. de-thatch, over seed, top dress)	@ \$ 200.00	/1,000 Sq. Ft.
21.	Turf aeration	@ \$ 63.00	/1,000 Sq. Ft.
22.	Additional labor	@ \$ 28.00	/Manhour
23.	Additional supervisor	@ \$ 50.00	/Manhour
24.	Additional mowing	@ \$ 0.67	/100 Sq. Ft.
25.	Sod installation	@ \$ 1.38	SF
26.	Seed installation	@ \$ 0.18	SF
27.	Fertilization (shrub bed & turf)	@ \$ 477.00	AS/Acre
28.	Soil test and analysis	@ \$ 200.00	Unit
29.	Plant tissue analysis	@ \$ 69.00	Unit
30.	Plant pathology test	@ \$ 89.00	Unit
31.	Backflow prevention device inspection	@ \$ 160.00	Unit
32.	Pesticide application on trees for disease control	@ \$ 130.00	EA
33.	Landscape Design Services	@ \$ 95.00	Hour
34.	Submit disease/pest control records to county agricultural commissioner	@ \$ 85.00	Per occurrence
35.	Insect, disease and rodent control	@ \$ 385.00	10,000 Sq. Ft.

Note: All Contractor's are required to complete the Unit Price List as part of the RFQ submittal.

Spc12-20

70

Initials: (City) BA Contractor) CB

Professional Services Agreement  
Providing for Payment of Prevailing Wages  
City of Calabasas//Venco Western, Inc.

**NON-COLLUSION AFFIDAVIT**

State of California )  
County of Ventura ss.  
County of ~~Los Angeles~~ n

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

Linda P. Burr

Signature of Bidder

2400 Eastman Avenue, Oxnard CA 93030

Business Address

912 N. Signal Ojai CA 93023

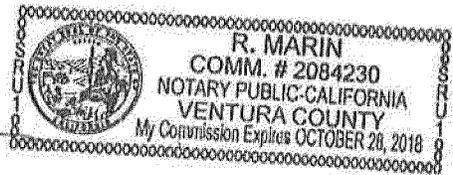
Place of Residence

Subscribed and sworn to before me this 4 day of January, 2018

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

My Commission Expires 10/28, 2018

[Signature]



**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Ventura

On January 4, 2018 before me, R. Marin Notary Public  
(insert name and title of the officer)

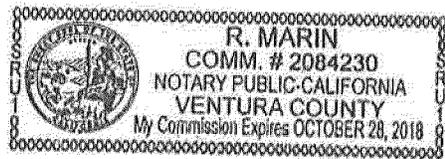
personally appeared Linda D. Barr  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]

(Seal)



**WORKERS' COMPENSATION INSURANCE**  
**CERTIFICATE**

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

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

DATE: Jan. 4, 2018

Venco Western, Inc.  
(Contractor)  
By: *David D. Ben*  
(Signature)  
President  
(Title)

Attest:

By: *James [Signature]*  
(Signature)  
General Manager  
(Title)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Tolman & Wiker Insurance Services LLC #0E52073 196 S. Fir Street PO Box 1388 Ventura CA 93002-1388		<b>CONTACT NAME:</b> Helen F Westfall, AINS <b>PHONE (A/C, No, Ext):</b> (805) 585-6124 <b>FAX (A/C, No):</b> (805) 585-6224 <b>E-MAIL ADDRESS:</b> hwestfall@tolmanandwiker.com																						
<b>INSURED</b> Venco Western Inc 2400 Eastman Oxnard CA 93030		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Admiral Ins Co</td> <td>24856</td> </tr> <tr> <td>INSURER B:</td> <td>American Fire &amp; Cas Ins Co</td> <td>24066</td> </tr> <tr> <td>INSURER C:</td> <td>RSUI Indemnity Co</td> <td>22314</td> </tr> <tr> <td>INSURER D:</td> <td>Oak River Ins Co</td> <td>34630</td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Admiral Ins Co	24856	INSURER B:	American Fire & Cas Ins Co	24066	INSURER C:	RSUI Indemnity Co	22314	INSURER D:	Oak River Ins Co	34630	INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
INSURER A:	Admiral Ins Co	24856																						
INSURER B:	American Fire & Cas Ins Co	24066																						
INSURER C:	RSUI Indemnity Co	22314																						
INSURER D:	Oak River Ins Co	34630																						
INSURER E:																								
INSURER F:																								

**COVERAGES** CERTIFICATE NUMBER: 17/18 GL/AL/XS/\*WC/XSA REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	CA000006515-13 **EXCLUDES ALL WRAP/OICIP WORK**	2/1/2017	2/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excl PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BAA(17)57586503	2/1/2017	2/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		NHA241823	2/1/2017	2/1/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	VEWC804114	11/1/2017	11/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>EXCESS AUTO LIABILITY</b>		ESA(17)57586503	2/1/2017	2/1/2018	EACH OCCURRENCE \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GL: City of Calabasas, its Officials, Employees, and Agents, Calabasas Hills and Estates Community Association, and the following Homeowners Associations; Bellagio, Calabasas Country Estates, Clairidge, Calabasas Park Estates, Calabasas Park, Las Villas, Palatino, and Westridge are Additional Insureds as respects to Operations of the Named Insured per form CG20100413. This Insurance is Primary and Non-Contributory per form AD06570217. Endorsements apply only as required by written contract on file.

**CERTIFICATE HOLDER**

lgrant@cityofcalabasas.com

City of Calabasas  
 100 Civic Center Way  
 Calabasas, CA 91302

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeff Dodds/HELENW

© 1988-2014 ACORD CORPORATION. All rights reserved.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
<ul style="list-style-type: none"> <li>- CITY OF CALABASAS, ITS OFFICIALS, EMPLOYEES AND AGENTS</li> <li>- BELLAGIO HOMEOWNERS ASSOCIATION</li> <li>- CALABASAS COUNTRY ESTATES HOMEOWNERS ASSOCIATION</li> <li>- CALABASAS HILLS AND ESTATES COMMUNITY ASSOCIATION</li> <li>- CLAIRIDGE HOMEOWNERS ASSOCIATION</li> <li>- CALABASAS PARK ESTATES HOMEOWNERS ASSOCIATION</li> <li>- CALABASAS PARK HOMEOWNERS ASSOCIATION</li> <li>- LAS VILLAS HOMEOWNERS ASSOCIATION</li> <li>- PALATINO HOMEOWNERS ASSOCIATION</li> <li>- WESTRIDGE HOMEOWNERS ASSOCIATION</li> </ul>	<p>ALL LOCATIONS AT WHICH THE NAMED INSURED IS PERFORMING ONGOING OPERATIONS.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to “bodily injury” or “property damage” occurring after:



1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY/NON-CONTRIBUTING INSURANCE  
ENDORSEMENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

**SCHEDULE**

**Name of Person or Organization:**

- CITY OF CALABASAS, ITS OFFICIALS, EMPLOYEES AND AGENTS
- BELLAGIO HOMEOWNERS ASSOCIATION
- CALABASAS COUNTRY ESTATES HOMEOWNERS ASSOCIATION
- CALABASAS HILLS AND ESTATES COMMUNITY ASSOCIATION
- CLAIRIDGE HOMEOWNERS ASSOCIATION
- CALABASAS PARK ESTATES HOMEOWNERS ASSOCIATION
- CALABASAS PARK HOMEOWNERS ASSOCIATION
- LAS VILLAS HOMEOWNERS ASSOCIATION
- PALATINO HOMEOWNERS ASSOCIATION
- WESTRIDGE HOMEOWNERS ASSOCIATION

It is agreed that Commercial General Liability Coverage Form CG 00 01 Section IV paragraphs 4.b. and 4.c. do not apply with respect to other valid and collectible Commercial General Liability insurance, whether primary or excess, available to the person or organization shown in the Schedule and:

- 1) Who is an insured under an Additional Insured-Owners, Lessees or Contractors endorsement attached to this policy; and
- 2) Who requires by specific written contract that this insurance is to be primary and/or non-contributory to other valid and collectible insurance available to that person or organization.

This endorsement does not change the scope of coverage provided to the person or organization by any Additional Insured endorsement.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **EXCLUSION – DESIGNATED OPERATIONS COVERED BY A CONSOLIDATED (WRAP-UP) INSURANCE PROGRAM**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Description and Location of Operation(s):**

ALL PROJECTS COVERED UNDER CONSOLIDATED (WRAP-UP) INSURANCE PROGRAMS

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The following exclusion is added to paragraph 2., Exclusions of COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY (Section I – Coverages):

This insurance does not apply to "bodily injury" or "property damage" arising out of either your ongoing operations or operations included within the "products-completed operations hazard" at the location described in the Schedule of this endorsement, as a consolidated (wrap-up) insurance program has been provided by the prime contractor/project manager or owner of the construction project in which you are involved.

This exclusion applies whether or not the consolidated (wrap-up) insurance program:

- (1) Provides coverage identical to that provided by this Coverage Part;
- (2) Has limits adequate to cover all claims; or
- (3) Remains in effect.

**ACTION AGENDA**  
**WEDNESDAY, DECEMBER 13, 2017**

**OPEN SESSION:** – 7:33 P.M.

**ROLL CALL:** – *Maurer absent*

**APPROVAL OF AGENDA**

**PRESENTATIONS**

➤ By Jon Shull, California JPIA regarding the Liability Trust Fund

**ANNOUNCEMENTS/INTRODUCTIONS:**

**ORAL COMMUNICATIONS - PUBLIC COMMENT:**

**CONSENT ITEMS:**

1. Approval of meeting minutes from November 8 and 29, 2017 – **APPROVED**
2. Approval of appointments of Ellen Pangarliotas (Gaines) and) Mark Shear (Shapiro) to the Library Commission – **APPROVED**
3. Adoption of Ordinance No. 2017-354 to add an additional Chapter to Title 9 of the Calabasas Municipal Code related to regulations on the operation of unmanned aircraft systems, commonly known as drones, to mitigate risks to persons and property and to protect the public from the hazards associated with their operation – **APPROVED**
4. Recommendation to approve a professional services agreement for continuing project management and construction management services for the Lost Hills Road Interchange Project with Parsons Corporation for an amount not to exceed \$600,000 – **APPROVED**
5. Recommendation to award a one year professional services agreement to Azteca Landscape for landscape maintenance of the common areas for Oak Park Calabasas Homeowners Association within Landscape Lighting Act District 22 in the City of Calabasas in an amount not to exceed \$250,000 – **APPROVED**
6. Recommendation to award a five year professional services agreement to Venco Western, Inc. for landscape maintenance of City parks within the City of Calabasas in an amount not to exceed \$1,307,400 – **APPROVED**

7. Adoption of Resolution No. 2017-1571, rescinding Resolution No. 2017-1538, reestablishing the amount and procedure for health benefit reimbursement for management retirees – ***APPROVED-BOZAJIAN RECUSED FROM VOTING ON THIS ITEM***
8. Adoption of Resolution No. 2017-1572, reauthorizing the Public, Educational, and Government (PEG) fee on State cable franchisees operating within the City – ***APPROVED***

**NEW BUSINESS**

9. Rotary Club of Calabasas – Neighbors in Need Program – ***DIRECTION PROVIDED TO STAFF***
10. Overview of the City’s comprehensive second-hand smoke control ordinance – ***DIRECTION PROVIDED TO STAFF***

**INFORMATIONAL REPORTS**

11. Check Register for the period of November 1-21, 2017  
***No action taken on this item***

**TASK FORCE REPORTS:**

**CITY MANAGER’S REPORT:**

**FUTURE AGENDA ITEMS:**

**ADJOURN:**

At 9:55 p.m.



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: MAY 23, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMEBERS**

**FROM: ROBERT YALDA, PUBLIC WORKS DIRECTOR  
MARINA ISSAKHANI, ENVIRONMENTAL CONSULTANT**

**SUBJECT: RECOMMENDATION TO AUTHORIZE TWO EXTENSIONS OF THE  
EXISTING SOLID WASTE COLLECTION FRANCHISE AGREEMENT  
WITH WASTE MANAGEMENT AND APPROVE AMENDMENT NO. 2 TO  
THE AGREEMENT**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve the following actions:

- 1) Authorize two consecutive extensions to the existing Solid Waste Franchise Agreement with Waste Management for a four-year period from March 1, 2023 through February 28, 2027.
- 2) Approve Amendment No. 2 to the Solid Waste Franchise Agreement modifying Exhibits D and E to increase the collection frequency of the bus stop and sidewalk litter containers.

**BACKGROUND:**

On February 29, 2016, the City entered into a Franchise Agreement with Waste Management for Solid Waste Collection Services. Per the Agreement, Waste Management performs the following services in addition to regular residential and commercial trash and recycling pick up:

- ABOP Collection Service
- Bulky Item Pick-up
- Door-to-Door Household Hazardous Waste Collection
- Holiday Tree Collection
- Residential Move-in Collection
- Street litter container/Bus stop litter container collection
- Commercial Organics Collection Service
- Valet Service

Furthermore, Waste Management provides education and outreach to residential and commercial customers through the following means: annual newsletter, website, billing inserts (flyers), participating at City events, and performing waste audits.

## **DISCUSSION/ANALYSIS:**

### **Extension of Franchise Agreement**

On January 8, 2020, City Council approved two separate service rate adjustments for residential and commercial trash service. Due to these rate adjustments, on June 3, 2020 Waste Management opted to request to extend the terms of the current Solid Waste Franchise Agreement in lieu of requesting the annual service rate increase based on CPI. The Solid Waste Collection Service Agreement is set to expire on February 28, 2023. On June 3, 2020, Waste Management submitted a request to extend the term of the Agreement (Attachment A). Pursuant to section 4.4 of the agreement, "City shall have the sole option to extend the initial Term for three (3) additional two-year periods. The first two (2) year period shall be from March 1, 2023 through February 28, 2025."

Furthermore, on March 29, 2021 Waste Management submitted another request to extend the terms of the Agreement (Attachment B) in lieu of the annual service rate increase. This request is to extend the term for an additional two years from March 1, 2025 through February 28, 2027. In total, Waste Management is requesting two two-year extensions of the Franchise Agreement to run consecutively from March 1, 2023 through February 28, 2027. Per the request of the Public Works Director, the City Attorney reviewed the two requests for extensions and recommended to approve both extensions to the Agreement.

Waste Management delivers excellent customer service to both customers and staff by providing immediate responses to questions or requests. Overall, Waste Management has continued to comply with the terms of the Agreement including providing public education and outreach, as well as meeting diversion rates and reporting requirements.

## **Bus stop and Sidewalk Litter Container Collection**

Per the Solid Waste Franchise Agreement, Waste Management provides collection service for the citywide bus stop and sidewalk litter containers. Due to frequent use of the litter containers, the Public Works Construction/Inspection Staff has been required to make additional pickups and request additional collection service from Waste Management. Therefore, it is deemed necessary to increase the frequency of the collection service to twice per week at all locations. Amendment No. 2 modifies the Bus Stop Container and Sidewalk Litter Container Schedules of the Solid Waste Franchise Agreement to include twice per week collection on Mondays and Fridays.

### **FISCAL IMPACT/SOURCE OF FUNDING:**

There is no fiscal impact associated with this action item.

### **REQUESTED ACTION:**

Staff recommends that the City Council approve the following actions:

- 1) Authorize two consecutive extensions to the existing Solid Waste Franchise Agreement with Waste Management for a four-year period from March 1, 2023 through February 28, 2027.
- 2) Approve Amendment No. 2 to the Solid Waste Franchise Agreement modifying Exhibits D and E to increase the collection frequency of the bus stop and sidewalk litter containers.

### **ATTACHMENTS:**

Attachment A: Waste Management Agreement Extension Request 2020  
Attachment B: Waste Management Agreement Extension Request 2021  
Attachment C: Exhibit D – Bus Stop Containers  
Attachment D: Exhibit E – Sidewalk Litter Containers  
Attachment E: Amendment No. 2



Waste Management

195 W. Los Angeles Avenue  
Simi Valley, California 93065  
(805) 522-9400 (818) 782-2474  
(805) 581-5407 Fax

June 03, 2020

Mr. Robert Yalda P.E., T.E.  
Public Works Director/City Engineer  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA. 91302

Dear Mr. Yalda;

At Waste Management/GI Industries, we distinguish ourselves not only by what we do, but also by how we do it. In every aspect of our operations, we focus on personal, one-on-one service. Our client relationships revolve around continual interaction aimed at understanding, recommending, managing, evaluating and implementing. We have forged partnerships, rooted in trust backed by our commitment to excellence; with the people and communities we serve. Waste Management/GI Industries is the premiere solid waste and recycling company in the western Los Angeles County and Ventura County, renowned for its commitment to top performance for the past fifty years. Waste Management/GI Industries has contract agreements with the cities of Agoura Hills, Westlake Village, Malibu, Hidden Hills, Thousand Oaks, Simi Valley, Moorpark, Bell Canyon Community Service District and the Counties of Los Angeles and Ventura.

It is our business to make certain that a collection program is tailored to fit every customer's specific needs. Our professional customer service staff is trained in the residential, commercial, construction and demolition arena.

Per our current Franchise, "Section 4. 4.4 City's Option to Extend Term. There is an option to extend this Franchise for three (3) additional two (2) year periods should the CITY and CONTRACTOR both mutually agree. The first two (2) year period shall be from March 1, 2023 through February 28, 2025; the second (2) year period shall be from March 1, 2025 through February 28, 2027; and the third (3) two (2) year period shall be from March 1, 2027 through February 28, 2029. If City elects to extend the Term, City shall notify Contractor in writing no later than nine (9) months prior to the end of the then existing Term. If City does not notify Contractor nine (9) months prior to the end of the then existing Term, the City shall waive its option to further extend the Term. Waste Management/GI Industries would like to request the above extension option March 1, 2023 through February 28, 2025 in lieu of the recently requested rate adjustment due 7/01/2020.

As always, we look forward to our continued partnership with the City of Calabasas. Thank you for your consideration to this matter and should you have any questions concerning this request please do not hesitate to call me at (805) 955-4301.

Sincerely,  
Waste Management/G.I. Industries

  
Michael E. Smith  
Director of Operations



Waste Management

195 W. Los Angeles Avenue  
Simi Valley, California 93065  
(805) 522-9400 (818) 782-2474  
(805) 581-5407 Fax

March 29, 2021

Mr. Robert Yalda P.E., T.E.  
Public Works Director/City Engineer  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA. 91302

Dear Mr. Yalda;

At Waste Management/GI Industries, we distinguish ourselves not only by what we do, but also by how we do it. In every aspect of our operations, we focus on personal, one-on-one service. Our client relationships revolve around continual interaction aimed at understanding, recommending, managing, evaluating and implementing. We have forged partnerships, rooted in trust backed by our commitment to excellence; with the people and communities we serve. Waste Management/GI Industries is the premiere solid waste and recycling company in the western Los Angeles County and Ventura County, renowned for its commitment to top performance for the past fifty years. Waste Management/GI Industries has contract agreements with the cities of Agoura Hills, Westlake Village, Malibu, Hidden Hills, Thousand Oaks, Simi Valley, Moorpark, Bell Canyon Community Service District and the Counties of Los Angeles and Ventura.

It is our business to make certain that a collection program is tailored to fit every customer's specific needs. Our professional customer service staff is trained in the residential, commercial, construction and demolition arena.

Per our current Franchise, "Section 4. 4.4 City's Option to Extend Term. There is an option to extend this Franchise for three (3) additional two (2) year periods should the CITY and CONTRACTOR both mutually agree. The first two (2) year period shall be from March 1, 2023 through February 28, 2025; the second (2) year period shall be from March 1, 2025 through February 28, 2027; and the third (3) two (2) year period shall be from March 1, 2027 through February 28, 2029. If City elects to extend the Term, City shall notify Contractor in writing no later than nine (9) months prior to the end of the then existing Term. If City does not notify Contractor nine (9) months prior to the end of the then existing Term, the City shall waive its option to further extend the Term. Waste Management/GI Industries would like to request the above extension option March 1, 2023 through February 28, 2027 in lieu of the recently requested rate adjustment due 7/01/2021.

As always, we look forward to our continued partnership with the City of Calabasas. Thank you for your consideration to this matter and should you have any questions concerning this request please do not hesitate to call me at (805) 955-4301.

Sincerely,  
Waste Management/G.I. Industries

  
Michael E. Smith  
Director of Operations

**Exhibit A**  
**Bus Stop Containers**

No.	Location	Frequency
1	Mulholland Hwy @ Freedom Drive - Southbound; Southwest of Intersection	2x/wk – Monday/Friday
2	Mulholland Hwy @ Eddingham - Westbound; West of Intersection	2x/wk – Monday/Friday
3	Mulholland Hwy @ Calabasas High School - Westbound	2x/wk – Monday/Friday
4	23777 Mulholland Hwy @ Calabasas Village - Southbound	2x/wk – Monday/Friday
5	Mulholland Hwy @ Viewpoint School - Northbound	2x/wk – Monday/Friday
6	Mulholland Hwy @ Paul Revere - Southbound; North of Intersection	2x/wk – Monday/Friday
7	Mulholland Hwy @ Paul Revere - Northbound; North of Intersection	2x/wk – Monday/Friday
8	Old Topanga Cyn @ Calabasas High School - Northbound	2x/wk – Monday/Friday
9	Old Topanga Cyn @ Wrencrest - Northbound; Northeast of Intersection	2x/wk – Monday/Friday
10	Old Topanga Cyn @ Palmdrive - Southbound; NW of Intersection	2x/wk – Monday/Friday
11	Park Sorrento @ Park Ora - Northbound; 350 ft. North of Intersection	2x/wk – Monday/Friday
12	Park Sorrento @ Park Ora - Southbound; 350 ft. North of Intersection	2x/wk – Monday/Friday
13	Civic Center Way @ Park Sorrento - Westbound ; West of Intersection	2x/wk – Monday/Friday
14	Parkway Calabasas @ Camino Portal - Eastbound; East of Intersection	2x/wk – Monday/Friday
15	Parkway Calabasas @ Paseo Primario - Northbound; Northeast of Intersection	2x/wk – Monday/Friday
16	Mureau Rd @ Las Virgenes - Eastbound; 200 ft. East of Intersection	2x/wk – Monday/Friday
17	5736 Las Virgenes Road - Northbound	2x/wk – Monday/Friday
18	Las Virgenes Rd. @ Mont Calabasas Rd. - Southbound	2x/wk – Monday/Friday
19	Thousand Oaks Blvd @ Ruthwood Dr. - Westbound (East of Intersection)	2x/wk – Monday/Friday
20	Parkmor Rd. @ Adamor Rd. - Northbound	2x/wk – Monday/Friday
21	Thousand Oaks Blvd @ Las Virgenes Rd. - Westbound; 100 ft. E. of Intersection	2x/wk – Monday/Friday
22	Las Virgenes Rd. @ Parkmor Rd - Northbound; Northeast of Intersection	2x/wk – Monday/Friday
23	Las Virgenes Rd. @ Thousand Oaks Blvd - Southbound; SW of Intersection	2x/wk – Monday/Friday
24	Las Virgenes Rd. @ Shell Gas Station - Southbound	2x/wk – Monday/Friday
25	Las Virgenes Rd. @ A.E. Wright School - Southbound	2x/wk – Monday/Friday
26	Meadow Creek Lane @ Oleander Ct. Southbound; Southwest of Intersection	2x/wk – Monday/Friday
27	Lost Hills Rd @ De Anza Park - Southbound	2x/wk – Monday/Friday
28	Agoura Rd @ Las Virgenes Rd. - Westbound; 120 ft. West of Intersection	2x/wk – Monday/Friday
29	Agoura Rd @ Las Virgenes Rd - Eastbound; 250 ft. West of Intersection	2x/wk – Monday/Friday
30	Agoura Rd @ 26653 (Company Café) - Westbound	2x/wk – Monday/Friday
31	Agoura Rd @ Lost Hills Rd - Westbound; East of Intersection	2x/wk – Monday/Friday
32	Agoura Rd. @ Lost Hills Rd. - Eastbound; East of Intersection	2x/wk – Monday/Friday
33	Agoura Rd @ Malibu Hills - Westbound	2x/wk – Monday/Friday
34	Agoura Rd @ Malibu Hills - Eastbound; By Sheriff Station	2x/wk – Monday/Friday
35	27040 Malibu Hills Rd (Community Center) - Southbound	2x/wk – Monday/Friday
36	26660 Agoura Rd (Tech Center) – Eastbound	2x/wk – Monday/Friday
37	Las Virgenes Rd. @ 101 South Onramp - Northbound	2x/wk – Monday/Friday

**Exhibit A**  
**Sidewalk Litter Containers**

<b>No.</b>	<b>Location</b>	<b>Frequency</b>
1	Parkway Calabasas @ Calabasas Road - Southbound	2x/wk – Monday/Friday
2	24005 Calabasas Road (Lovi's) - Westbound	2x/wk – Monday/Friday
3	23741 Calabasas Road - (Between Babies R Us and Chase Bank) - Westbound	2x/wk – Monday/Friday
4	Park Granada @ Calabasas Road - Northbound ; South of Intersection	2x/wk – Monday/Friday
5	Park Granada @ Calabasas Road - Southbound; 200 ft. South of Intersection	2x/wk – Monday/Friday
6	Park Granada @ Park Capri - Westbound	2x/wk – Monday/Friday
7	Park Granada @ Park Capri - Eastbound	2x/wk – Monday/Friday
8	Park Granada @ Parkway Calabasas - Westbound	2x/wk – Monday/Friday
9	Park Granada @ Parkway Calabasas - Eastbound	2x/wk – Monday/Friday
10	Mulholland Hwy @ Daguerre Ave - Eastbound	2x/wk – Monday/Friday

**CITY OF CALABASAS**  
**AMENDMENT No. 2 TO SOLID WASTE FRANCHISE AGREEMENT**  
**City of Calabasas and Waste Management/G.I. Industries**

This Amendment No. 2 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 23<sup>rd</sup> day of June at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Waste Management/G.I. Industries, 195 W. Los Angeles Avenue, Simi Valley (“Contractor”).

This “Amendment” modifies the original Agreement between the “City” and the “Contractor” dated December 9, 2015 in the following fashion:

A. City” and “Contractor” desire to amend the “Agreement” by modifying Exhibit D – Bus Stop Containers as set forth in the Agreement and attached hereto as Attachment C incorporated herein by this reference.

B. City” and “Contractor” desire to amend the “Agreement” by modifying Exhibit E – Sidewalk Litter Containers as set forth in the Agreement and attached hereto as Attachment D incorporated herein by this reference.

**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**

**“Contractor”**  
**Waste Management/G.I. Industries**

By: \_\_\_\_\_  
James R. Bozajian, Mayor

By: \_\_\_\_\_  
Michael E. Smith, Director of Operations

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kindon Meik, City Manager

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Robert Yalda, Public Works Director

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Scott H. Howard, City Attorney

Date: \_\_\_\_\_



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 8, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER**  
**BY: ALBA LEMUS, ASSOCIATE CIVIL ENGINEER**

**SUBJECT: RECOMMENDATION TO AWARD A CONSTRUCTION CONTRACT FOR THE 2021 STREET RESURFACING PROJECT, SPECIFICATION NO. 20-21-02, TO ONYX PAVING COMPANY, INC FOR THE TOTAL AMOUNT OF \$666,000**

**MEETING**

**DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that City Council award the 2021 Street Resurfacing Project, Specification No. 19-20-04, to Onyx Paving Company, Inc for the total amount of \$666,000, which includes 20% contingencies for unforeseen conditions, construction management, inspection and material testing services.

**DISCUSSION/ANALYSIS:**

Streets selected for this year's pavement rehabilitation project were based on the City's 2019 Pavement Management System (PMS) Report and field observations. The PMS report had been completed by IMS Infrastructure Management Services, Llc in August 2019. The report is posted in the City's website. All streets in the report are ranked with a Pavement Condition Index (PCI) between 0-100 with 100 being best. Generally, streets with a PCI of less than desirable (PCI less than 65) were targeted for the pavement resurfacing project.

Bids for the 2021 Street Resurfacing Project were received on May 13, 2021. The decision to award the project was based on the lowest responsible and responsive bidder.

Five sealed bids were received with the lowest bidder being Onyx Paving Company, Inc with the bid amount of \$555,000.00. A copy of the bid results received are included and provided in Attachment A.

Onyx Paving Company, Inc has been an asphalt and concrete contractor since 1990. Staff has checked the references provided in the submitted bid package and received satisfactory reports about the company and past projects. The contractor has completed a variety of pavement rehabilitation projects with several different public agencies. All references had nothing but positive feedback regarding the work completed by the contractor.

Staff recommends increasing the project amount by \$111,000.00 for contingency. The additional 20% contingency amount is to address unforeseen conditions that may arise for the project during the construction phase. In addition, the contingency will cover material testing, inspection services & construction management. The proposed amount is reasonable for a project of this magnitude and scope.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funding for this project will be through the local Gas Tax and SB 1 (Road Maintenance and Rehabilitation Program) funds. Sixty thousand dollars (\$60,000) will be utilized from SB 1 funds. The remaining amount of Six hundred six thousand dollars (\$606,000) will be funded through the local Gas Tax Fund. The requested funds should be appropriated to the Capital Improvements Project account for this project and that the budget be modified and adjusted accordingly.

**REQUESTED ACTION:**

Staff recommends that City Council award the 2021 Street Resurfacing Project, Specification No. 20-21-02, to Onyx Paving Company, Inc for the total amount of \$666,000, which includes 20% contingencies for unforeseen conditions, construction management, inspection and material testing services.

**ATTACHMENTS:**

Attachment A - Bid Results

Attachment B - Articles of Agreement with Onyx Paving Company, Inc

ITEM 11 ATTACHMENT A

**RECEIVED BID LIST  
CIP #20-21-02**

**PROJECT TITLE:** Street Resurfacing Project

**CONTACT:** Alba Lemus

**BID OPENING DATE:** May 13, 2021

<b>CONTRACTOR</b>	<b>AMOUNT (BASE BID)</b>	<b>AMOUNT (ALTERNATE)</b>	<b>BID BOND/ CASHIERS</b>	<b>CHECK ACKNOWLEDGED ADDENDUMS</b>
All American Asphalt	588,588.00		X	X
Onyx Paving Co.	555,000.00		X	X
C.A Rasmussen	696,334.75		X	X
Toro Enterprise Inc.	595.481.00		X	X
Hardy & Harper Inc.	694,000.00		X	X

**COMMENTS:**

**NAME:** MARICELA HERNANDEZ

**TITLE:** CITY CLERK

**DATE:** May 13, 2021

**TIME:** 2:00PM

## **ARTICLES OF AGREEMENT**

### **2021 STREET RESURFACING PROJECT SPECIFICATION NO. 20-21-02 IN THE CITY OF CALABASAS, CALIFORNIA**

THE 2021 STREET RESURFACING PROJECT, SPECIFICATION NO. 20-21-02, AGREEMENT (“AGREEMENT”) is made and entered into for the above-stated project this 23rd day of June, 2021, BY AND BETWEEN the City of Calabasas, a municipal corporation, hereafter designated as “AGENCY”, and Onyx Paving Company, Inc, a California Corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

#### **ARTICLE I: Contract Documents**

The contract documents for the 2021 Street Resurfacing Project, SPECIFICATION NO. 20-21-02, shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

#### **ARTICLE II: Scope of Work**

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

#### **ARTICLE III: Compensation**

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations

hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of \$555,000.00 (Five Hundred Fifty Five Thousand Dollars,) unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

#### **ARTICLE IV: Labor Code**

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

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

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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

E. This AGREEMENT is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

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

F. This AGREEMENT is subject to Public This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

#### **ARTICLE V: Work Site Conditions**

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than \$25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

- (1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.
- (2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.
- (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

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

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT, but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

#### **ARTICLE VI: Insurance**

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded

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

#### **ARTICLE VII: Indemnification**

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

#### **ARTICLE VIII: Binding Effect**

AGENCY and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

#### **ARTICLE IX: Dispute Resolution**

A. In the event of a dispute arising out of the terms of this AGREEMENT, including any action brought to declare the rights granted herein or to enforce any of the terms of this AGREEMENT, the party prevailing in such dispute shall be entitled to all reasonable costs and litigation expenses actually incurred, including fees of attorneys and expert witnesses. Any court action arising out of this AGREEMENT shall be filed in

the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

B. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

C. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

#### **ARTICLE X: Independent CONTRACTOR**

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

#### **ARTICLE XI: Taxes**

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

#### **ARTICLE XII: Notices**

All notices and communications shall be sent in writing to the parties at the following addresses:

AGENCY: ALBA LEMUS

CONTRACTOR: JACKSON HULSE

CITY OF CALABASAS

ONYX PAVING COMPANY, INC.

100 Civic Center Way

2890 E. La Cresta Avenue

Calabasas, CA 91302-3172

Anaheim, CA, 92806

#### **ARTICLE XIII: Entire Agreement**

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations,

inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

#### **ARTICLE XIV: Authority to Contract**

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

#### **ARTICLE XV: General Provisions**

A. All reports, documents or other written material (“written products” herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR 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 CONTRACTOR.

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

C. 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 at the head of which it appears, the section or paragraph hereof, 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).

D. The waiver by AGENCY or CONTRACTOR 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 AGENCY or CONTRACTOR unless in writing.

E. 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.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and

disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this 23<sup>rd</sup> day of June, 2021.

CONTRACTOR: Onyx Paving Company, Inc

\_\_\_\_\_  
Corey R. Kirschner, CEO, President, VP, SEC, TREA  
CONTRACTOR's License No. 630360

AGENCY: \_\_\_\_\_ Date  
James Bozajian  
Mayor of the City of Calabasas

ATTESTED: \_\_\_\_\_ Date  
Maricela Hernandez, MMC, CPMC  
City Clerk of the City of Calabasas

APPROVED AS TO FORM: \_\_\_\_\_ Date  
Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney of the City of Calabasas

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

THIS PAGE LEFT INTENTIONALLY BLANK



**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)



**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)



**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**NON-COLLUSION AFFIDAVIT**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the \_\_\_ day \_\_\_\_\_, 2021 at \_\_\_\_\_, California.

\_\_\_\_\_  
Corey R. Kirschner  
CEO, President, VP, SEC, TREA  
Onyx Paving Company, Inc.

Business Address:  
Onyx Paving Company, Inc.  
2890 E. La Cresta Avenue  
Anaheim, CA, 92806  
(714) 632 - 6699

**WORKERS' COMPENSATION INSURANCE CERTIFICATE**

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

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

DATE: \_\_\_\_\_

ONYX PAVING COMPANY, INC.

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attest:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**ENDORSEMENTS TO INSURANCE POLICY**

**Name of Insurance Company:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with a Best's rating of A+ VIII or greater.**

**It is agreed that the City of Calabasas, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.**

\_\_\_\_\_  
Authorized Insurance Agent

Date: \_\_\_\_\_



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 14, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
TATIANA HOLDEN, P.E., SENIOR CIVIL ENGINEER**

**SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH SIEMENS MOBILITY, INC. FOR INSTALLATION OF UNINTERRUPTED POWER SUPPLY SYSTEMS FOR TRAFFIC SIGNALS WITHIN THE CITY OF CALABASAS (10 LOCATIONS) IN AN AMOUNT NOT TO EXCEED NINETY THOUSAND FIVE HUNDRED TWENTY FIVE DOLLARS (\$90,525)**

**MEETING**

**DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve a Professional Services Agreement with Siemens Mobility, Inc. for installation of Uninterrupted Power Supply Systems (UPS) for ten (10) traffic signals in an amount not to exceed Ninety Thousand Five Hundred Twenty Five Dollars (\$90,525).

**BACKGROUND:**

In January 2021 the City released a Request for Proposals (RFP) for the project. The City received four (4) proposals from the following companies:

- Crosstown Electric
- Siemens
- Econolite Systems
- JQG

City staff reviewed the proposals and is recommending that the City enter into a professional services agreement with Siemens Mobility, Inc.

**DISCUSSION/ANALYSIS:**

The addition of the UPS System (Uninterrupted Power Supply) at the locations shown will complete the installation at 10 of the City’s traffic signals. UPS systems provide a batter backup system that allows for traffic signals to continue to operate when there is a loss of power from Southern California Edison (SCE). The traffic signal will operate for 2-3 hours in full operation and then in flashing red operation for an additional 4-5 hours depending on the number of signal indications that are being powered by the batteries. This allows the traffic signals to continue to provide positive traffic control during power outages and improve traffic safety. The UPS system will also provide power conditioning to reduce potential traffic signal equipment damage due to utility power fluctuations.

In all but three of the locations the UPS system will be installed inside of the existing traffic signal controller cabinet. The remaining three locations will have an exterior cabinet attached to the top of the traffic signal. These three locations do not have the interior space to place the batteries due to exiting traffic signal equipment within the cabinet. Typically, this is due to video detection or video surveillance systems. The three locations are:

- Agoura Road and Lost Hills
- Parkway Calabasas at Calabasas Road
- Calabasas Road at Park Granada

The top mounted battery enclosure looks like what is provided below:



The internal mounted battery solutions will be placed on a tray within the cabinet so there will be nothing visible externally to compromise how the cabinets currently look.

City staff reviewed the proposals and is recommending that the City enter into agreement with Siemens Mobility, Inc. Siemens is ranked highest in the proposal evaluation scoring due to the most comprehensive response, addressed all of the questions asked, proposed a system that will provide the longest operation runtime, and were the only proposer that did not have a negative claim history. Siemens Mobility is the City's current traffic signal maintenance contractor, so they are familiar with the City and are knowledgeable of the City's traffic system and locations very well.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The project will be funded utilizing SB1 (Senate Bill 1 – The Road Repair and Accountability Act of 2017) funds that have been confirmed secured by staff for use. The 2021/2022 Fiscal Year Operating Budget, Traffic Signal Maintenance Account (10-332-5252-60) will be utilized for this project.

Staff requests the allocation of SB1 funds in the amount of \$90,525 which is comprised of Siemens Mobility, Inc. proposal (\$82,295 for scope of work and fees) and an additional 10% contingency of funding (\$8,230) for any unforeseen/additional work and/or emergency work that may be required for this project; and to modify the 2021/2022 Fiscal Year Operating Budget accordingly.

**REQUESTED ACTION:**

Staff recommends that the City Council approve a Professional Services Agreement with Siemens Mobility, Inc. for installation of Uninterrupted Power Supply Systems (UPS) for ten (10) traffic signals in an amount not to exceed Ninety Thousand Five Hundred Twenty Five Dollars (\$90,525).

**ATTACHMENTS:**

Attachment A - Professional Services Agreement with Siemens Mobility, Inc.



CITY of CALABASAS

## PROFESSIONAL SERVICES AGREEMENT

### CONTRACT SUMMARY

<b>Name of Contractor:</b>	Siemens Mobility, Inc.
<b>City Department in charge of Contract:</b>	Public Works
<b>Contact Person for City Department:</b>	Tatiana Holden, P.E., Senior Civil Engineer
<b>Period of Performance for Contract:</b>	June 23, 2021 – June 30, 2022
<b>Not to Exceed Amount of Contract:</b>	\$90,525.00 (Ninety Thousand Five Hundred Twenty Five Dollars)
<b>Scope of Work for Contract:</b>	Installation of Uninterrupted Power Supply Systems for Traffic Signals within the City of Calabasas (10 locations)

#### Insurance Requirements for Contract:

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

*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.*

yes  no - Is Auto insurance required in this contract?

*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.*

yes  no - Is Professional insurance required in this contract?

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

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

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

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

**1. IDENTIFICATION**

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

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: Installation of Uninterrupted Power Supply Systems for Traffic Signals within the City of Calabasas (10 locations).
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s January 2021 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s January 2021 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: June 23, 2021.
- 3.4 “Expiration Date”: June 30, 2022.

**4. TERM**

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

**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 Ninety Thousand Five Hundred Twenty Five Dollars (\$90,525.00) unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Joshua Ferras shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.5 To the extent that the Scope of Services involves trenches deeper than 4', Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:
- (1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
  - (2) Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids.
  - (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

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

**6. COMPENSATION**

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

**7. OWNERSHIP OF WRITTEN PRODUCTS**

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

**8. RELATIONSHIP OF PARTIES**

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

**9. CONFIDENTIALITY**

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

**10. INDEMNIFICATION**

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys’ fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant’s commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys’ fees due to counsel of City’s choice.
- 10.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant’s

failure to pay City promptly any indemnification arising under this Section 10 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

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

## 11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.1.3 Worker's Compensation insurance as required by the laws of the State of California, including but not limited to California Labor Code § 1860 and 1861 as

follows:

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

- 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing

at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

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

## **12. MUTUAL COOPERATION**

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

## **13. RECORDS AND INSPECTIONS**

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City

shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities with respect to this Agreement.

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

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

If to City:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: Tatiana Holden, P.E.  
Senior Civil Engineer  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7338  
With courtesy copy to:

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

If to Consultant:

Siemens Mobility, Inc  
Attn: Anchal Bansal  
9225 Bee Cave Road  
Building B, Suite 201  
Austin, TX 78733, USA  
Telephone: (770) 598-4705

**16. SURVIVING COVENANTS**

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

**17. TERMINATION**

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

**18. GENERAL PROVISIONS**

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

- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable and actual court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or

1777.7 of the Labor Code.

**19. PREVAILING WAGES**

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

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

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

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

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

19.2.1 Consultant shall strictly adhere to the provisions of the Labor Code

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

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

**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”**  
**SIEMENS MOBILITY, INC**

By: \_\_\_\_\_  
James Bozajian, Mayor

By: \_\_\_\_\_  
Michael Hutchens, Area Operations Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kindon Meik, City Manager

By: \_\_\_\_\_  
Joshua Ferras, Service Account Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC, CPMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

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

Date: \_\_\_\_\_

EXHIBIT A  
SCOPE OF WORK

#### 4. Understanding of Scope of Work and Work Proposal

Through multiple incarnations of this service business (SMI, Republic Electric and now Siemens Mobility Inc.) and numerous years of field and office experience in the area, our field and management personnel have developed a unique and broad perspective of the needs of the traffic signal industry in California.

With that stated, every contract is different and we strive to continually develop processes that not only comply with the requirements of the contracts that we serve, but to help fill the gaps and modify our processes as the needs for our clients evolve. Infrastructure changes, Siemens understands that and we as a company are highly adaptable to change. We have a plethora of industry specific tooling that allows us to state with 100% confidence that we will have no problem in this area.

#### Scope of Work and Proposal Items

##### Per the City's RFP:

The City of Calabasas (the City) is soliciting a Request for Proposals (RFP) from qualified electrical contractors (Contractor) to procure, install, and test uninterrupted power supply systems (UPS) for 10 traffic signals in the City of Calabasas. Although the City is open to any UPS that is available in the market and that meets the requirements of this RFP, the preference is to stay with the systems that are already installed if possible (including any newer product lines by the same supplier). Any proposed UPS shall be on the "Qualified Products List" approved by Caltrans. Currently, the City has the following systems in its network:

- Alpha FXM 1100 W/VA
- Econolite ZincBlue UPS
- Dimensions Model 24M-11WBE

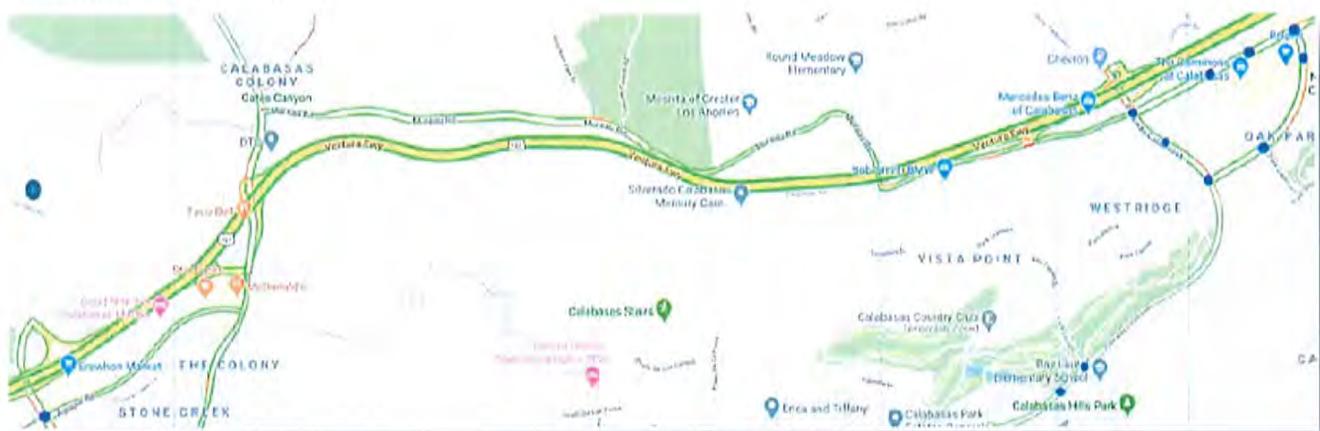
##### Compatibility

The UPS shall be compatible with all of the following for full phase, flash operation mode or a combination of both full and flash mode operation:

- Type 332 cabinets,
- Type 170 controllers (McCain)
- Type 2070 controllers (McCain)

The UPS shall provide a complete backup power solution for traffic signal equipment and shall ensure seamless activation of the UPS, with no interruption to the signal operation as soon as utility power is lost. The system shall also include power conditioning and a connection to the City's traffic signal system for batter level monitoring through existing communication networking to the cabinet.

##### BBS Installation Locations



### Operations Information on the Signalized Locations

1. Agoura Rd and Lost Hills Rd – 8 phase signal, 16 3-Section heads, 2 5-Section heads and 8 ped heads. This location shall include a UPS solution that is either within the existing cabinet or in a new separate cabinet.
2. Parkway Calabasas and Calabasas Rd – 6 phase signal, 10 3-Section heads, 6 5-Section heads, 4 4- Section heads and 6 ped heads.
3. Parkway Calabasas and Park Sorrento – 5 phase signal, 10 3-Section heads, 2 5-Section heads and 2 ped heads.
4. ~~Parkway Calabasas and Park Granada – 5 phase signal, 9 3-Section heads, 4 5-Section heads and 2 4-Section heads and 6 ped heads.~~ This location shall include a UPS solution that is within the existing cabinet only. **THIS LOCATION WAS REMOVED PER ADDENDUM #1.**
5. Parkway Calabasas and Park Entrada – 4 phase signal, 13 3-Section heads and 4 ped heads. This location shall include a UPS solution that is either within the existing cabinet or in a new separate cabinet.
6. Parkway Calabasas and Paseo Primario – 4 phase signal, 11 3-Section heads, 2 5-Section heads and 2 ped heads.
7. Park Granada and Park Capri – 3 phase signal, 11 3-Sections heads and 4 ped heads. This location shall include a UPS solution that is within the existing cabinet only.
8. Park Granada and Park Sorrento – 6 phase signal, 14 3-Section heads, 2 5-Section heads and 8 ped heads.
9. Calabasas Rd and Park Granada – 6 phase signal, 11 3-Section heads, 2 5-Section heads, 2 4-Section heads and 8 ped heads.
10. Calabasas Rd and Common Ways – 6 phase signal, 8 3-Section heads, 2 5-Section heads, 4 4-Section heads and 6 ped heads.
11. Calabasas Rd and Civic Center Way – 5 phase signal, 13 3-Section heads, 1 4-Section head and 4 ped heads.

Siemens will recommend the operating performance and battery required for the proposed UPS based on the above number of signal equipment for each intersection in the absence of utility power and the location requirements. If desired, Siemens can propose more than one system in the proposal – one system with one price and another system with another set of prices. Note that the City will consider a combination of UPS or UPS types (internal or external) for its 10 locations but has a preference for one system brand. The UPS will be provided with a minimum 2-year on-site warranty. Pricing will include all installation of the UPS including, but not limited to, new conduits, concrete, and landscaping repair to perform the indented operation and system selected. Existing trees, bushes, or shrubs shall not be removed without approval from the City.

Siemens will have the knowledge and experience working with the proposed UPS. In addition, Siemens will be required to have qualified traffic technicians assigned to this project who possess experience with traffic signal, UPS installation, traffic signal communication (Ethernet switches (Cisco and Etherwan) and wireless interconnect) and other electrical devices.

## Our Approach

Our approach is simple; we work diligently with our cities to develop and evolve the systems of communication and to hone in on their needs as a customer. It is always the goal of Siemens Mobility Inc. to structure our service around each individual Customer's needs. We understand that throughout the term of a contract of this type, those needs may change so we approach all of our contracts with the same simple vision; build a partnership with the City's staff and work towards achieving common goals set forth through that partnership. This is an ever-evolving process and that is why we believe that the only successful route is through establishing these common goals. Our methodology and a commitment to service will be applied to every aspect of our services for the City of Calabasas and we strive to continually evolve this concept.

## What Sets Us Apart

Though there are many reasons we feel that we are the best choice, listed on the following pages are just some of the remaining highlights that we feel we make us the better prepared and more qualified service provider to serve the needs of the City of Calabasas.

## Communication and Teamwork

At Siemens, we are your partner. Our project management team as well as our field personnel will be constantly communicating with the City representatives and we will follow all communication/notification requirements as set forth and agreed upon. Meetings will be key to ensure that everyone is on the same page, not only for system status but to make sure that we are on track with the City's budget and that we are serving the citizens of the City of Calabasas to the highest level possible.

Siemens employees working for the City will always be equipped with any necessary communication devices to keep our City liaison(s) informed. Currently, all our staff is outfitted with an Android device that will enable them to send, and receive real-time information as well as text, email, and phone capabilities.

Siemens recognizes that speed, efficiency, and comprehensive service are the keys to customer satisfaction in our industry. With this in mind, we are constantly seeking innovative ways to improve our service delivery. We have developed an in-house suite of applications that represent what we believe to be the forefront of customer account management and maintenance tracking in our industry.



## Vehicles & Equipment

Siemens owns and operates approximately 100 service vehicles of various types and sizes in the State of California, the bulk of which are in Southern California. All technicians are assigned vehicles which are taken home daily to ensure rapid response in case of emergency. To help ensure safety, Siemens uses hydraulic bucket trucks with aerial lifts which are OSHA approved, inspected, and certified as required by law. All drivers are trained through the Sentry Program for Insulated Devices. In addition to bucket trucks, Siemens also owns many construction vehicles such as: towable arrow boards, towable air compressors, towable changeable message signs, Bobcat with auger & backhoe attachments, all required hand tools, and many other items for maintenance and construction. The list below shows our fleet in Southern California.

Siemens Vehicles and Equipment

Type of Equipment	Make of Equipment	Model	Year	Condition of Equipment	Operational/ Non Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
45' Bucket Truck	Ford	F550 SD	2019	New	Operational
45' Bucket Truck	Dodge	Ram 5500	2019	New	Operational
38' Bucket Truck	Ford	F450 SD	2019	New	Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
42' Bucket Truck	Ford	F550 SD	2019	New	Operational
Contractor Body	Ford	F550 SD	2019	New	Operational
Contractor Body	Ford	F350 SD	2019	New	Operational
Supervisor Truck	Ford	F150	2019	New	Operational
Supervisor Truck	Ford	F150	2019	New	Operational
Tech Van	Ford	Transit Connect Van	2019	New	Operational
Tech Van	Ford	Transit Connect Van	2019	New	Operational
Tech Van	Ford	Transit Connect Van	2019	New	Operational
Contractor Body	Ford	F350 SD	2018	New	Operational
Contractor Body	Ford	F250 SD	2018	New	Operational
Survey Vehicle	Toyota	Prius	2018	New	Operational
USA Truck	Chevrolet	Colorado	2018	New	Operational
Call Box Truck	Ford	F250 SD	2018	New	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
42' Bucket Truck	Dodge	Ram 5500	2017	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
42' Bucket Truck	Dodge	Ram 5500	2017	Good	Operational
42' Bucket Truck	Ford	F550 SD	2017	Good	Operational
42' Bucket Truck	Ford	F550 SD	2017	Good	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
45' Bucket Truck	Ford	F550 SD	2017	Excellent	Operational
Contractor Body	Ford	F550 SD	2017	Excellent	Operational
Delivery Truck	Ford	F550 SD	2017	Excellent	Operational
USA Truck	Chevrolet	Colorado	2017	Excellent	Operational
38' Bucket Truck	Ford	F550 SD	2016	Excellent	Operational
38' Bucket Truck	Ford	F450 SD	2016	Excellent	Operational
38' Bucket Truck	Ford	F450 SD	2016	Excellent	Operational
38' Bucket Truck	Ford	F450 SD	2016	Excellent	Operational
38' Bucket Truck	Ford	F450 SD	2016	Excellent	Operational
38' Bucket Truck	Ford	F450 SD	2016	Excellent	Operational

**Siemens Vehicles and Equipment**

Type of Equipment	Make of Equipment	Model	Year	Condition of Equipment	Operational/ Non Operational
42' Bucket Truck	Ford	F550 SD	2016	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2016	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2016	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2016	Excellent	Operational
42' Bucket Truck	Dodge	Ram 5500	2016	Excellent	Operational
42' Bucket Truck	Dodge	Ram 5500	2016	Excellent	Operational
42' Bucket Truck	Dodge	Ram 5500	2016	Excellent	Operational
42' Bucket Truck	Ford	F550 SD	2016	Excellent	Operational
45' Bucket Truck	Dodge	Ram 5500	2016	Excellent	Operational
45' Bucket Truck	Dodge	Ram 5500	2016	Excellent	Operational
Dump Truck (3 YD)	Ford	F550 SD	2016	Excellent	Operational
38' Bucket Truck	Ford	F450 SD	2015	Good	Operational
38' Bucket Truck	Dodge	Ram 5500	2015	Good	Operational
42' Bucket Truck	Dodge	Ram 5500	2015	Good	Operational
Crane Truck	Freightliner	108SD		Good	Operational
Crane Truck	Freightliner	108SD		Good	Operational
Supervisor Truck	Dodge	Ram 1500		Good	Operational
Arrow Board (Towable)	Wanco	Wanco Arrow Board Trailer		Excellent	Operational
Arrow Board (Towable)	Wanco	Wanco Arrow Board Trailer		Excellent	Operational
Arrow Board (Towable)	Wanco	Wanco Arrow Board Trailer		Excellent	Operational
Arrow Board (Towable)	Wanco	Wanco Arrow Board Trailer		Excellent	Operational
Arrow Board (Towable)	Wanco	Wanco Arrow Board Trailer		Excellent	Operational
Fiber Van	Ford	Econoline E350SD Cargo Van		Good	Operational
Contractor Body	Ford	F450 SD		Good	Operational
Contractor Body	Ford	F550 SD		Good	Operational
Contractor Body	Ford	F550 SD		Good	Operational
Air Compressor (Towable)	Kaeser	Kaeser M50 Air Compressor		Good	Operational
Contractor Body	Ford	F550 SD		Good	Operational
Utility Trailer	Miso. Equipment	Tender Trailer		Good	Operational
Towable Hot Melt Machine	Cimline	Magma Loop Sealing Machine		Good	Operational
Vac Trailer 800 Gal	Ditch Witch	Ditch Witch 800gal Vacuum		Good	Operational
Air Compressor (Towable)	Airman	Airman DP Air Compressor		Good	Operational
Air Compressor (Towable)	Airman	Airman DP Air Compressor		Good	Operational
Air Compressor (Towable)	Sullair	Sullair Trailer Mounted Compressor		Good	Operational
Air Compressor (Towable)	Sullair	Sullair Trailer Mounted Compressor		Good	Operational
Utility Trailer	Miso. Equipment	Carrier Trailer		Good	Operational
Air Compressor (Towable)	Sullair	Sullair DP Air Compressor		Good	Operational
Arrow Board (Towable)	Solar Tech	Solar Tech 25 Lamp SP Arrowboard		Good	Operational
Fork Lift	Toyota	7FGC 3500lb Cap Forklift		Good	Operational
Dump Truck (3 YD)	Ford	F550 SD		Good	Operational
Air Compressor (Towable)	Ingersoll Rand	Ingersoll Rand DP Air Compressor		Good	Operational
Fork lift	Hyster	Hyster S50XM Forklift		Good	Operational
Fork Lift	Hyster	Hyster S50XM Forklift		Good	Operational
Crane Truck	Ford	F750		Good	Operational
Dump Truck (5 YD)	GMC	C7500 Topklok		Good	Operational
Towable Hot Melt Machine	Crafco	Towable Hot Melt Machine		Fair	Operational
Wire/Cable Trailer	Miso. Equipment	Tandem Axle Wire Trailer		Fair	Operational
Arrow Board (Towable)	Allmand	Allmand 25 Lamp SP Arrowboard		Fair	Operational
Wire/Cable Trailer	Miso. Equipment	Carrier SPCNS Trailer		Good	Operational



### Why Clary? Executive Summary

- Proven supplier of UPS systems to the US traffic signal market for the past 22 years, with a large installed base in Southern California. Our experience and expertise lead to low-risk project implementation for our customers.
  - Reference agencies include Los Angeles County, City of Los Angeles, Santa Barbara County, Carpinteria, Moorpark, West Hollywood, Rancho Cucamonga and 40 other cities within Southern California. We strongly encourage the City to call our references!
- The only Real-Time, On-line, Digital, Fully Power Factor Corrected Dual Conversion UPS system available. This technology continuously provides conditioned power to the cabinet, cleaning up all power anomalies before they reach in-cabinet electronics.
  - Maximizes life of electronic equipment, decreasing the total cost of ownership
- Broad product range provides flexibility to address various cabinets including Model 332.
  - Over 10 UPS options including the Model 1250LX/N-48 on the Caltrans QPL
  - Lithium and AGM lead acid battery options
  - Slide out and swing out battery shelf options for ease of access (No external cabinet required!)
- Proudly made in the USA - Monrovia CA. All design, engineering, and manufacturing is based in CA. In the unlikely event that post-installation support is required, the experts are local!

### Calabasas Project Understanding

We understand that the City has a broad range of solution requirements for the UPS use at ten signalized intersections. These requirements, which Clary meets, include: 1) An approach to address each of the 10 different cabinets; 2) Relevant experience with similar work scope and references; 3) 5-year product warranty; 4) Product on the Caltrans QPL; 5) Ability to connect with the City's traffic signal system; 6) Long UPS run time; and various other requirements as documented in the RFP.

### Project Approach Using Clary Technology

The Clary UPS technology is described in more detail below. With over 10 different UPS units to choose from, Clary offers unmatched flexibility to address various cabinet types based on space available. Coupled with slide out and swing out shelf options, Clary systems will be used in each of the 10 cabinets with either no additional cabinets required or with space saving top of cabinet enclosure. **The Clary 1250LX/N-48 UPS is on the Caltrans QPL**, and the other Clary systems utilize comparable technology. Most of the systems work with cost effective lead acid AGM batteries which have a proven track record of safety, reliability, and long run times in the traffic signal industry. In addition, the lead acid batteries can be recycled. Clary's newer UPS model, the SP1400LT, works with AGM or **Lithium batteries** if the City prefers that battery technology (additional costs pay apply for this system). Clary offers its RemoteView software at no cost, enabling connectivity to standards-based traffic signal systems.

### The Clary Technology

All of Clary's UPS systems are digital processor-controlled on-line double conversion systems. This technology offers the most comprehensive power protection and power conditioning for your traffic equipment. The Clary systems eliminate all power anomalies coming through the utility line since 100% of the load flows through the inverter 100% of the time to isolate and protect all your traffic control equipment with **zero transfer time**. A typical Line-interactive UPS can cause

underlying power issues and create havoc in your traffic cabinet by “boosting” noise and harmonic distortion on the line power with transferring times up to 90ms that can throw a signal in flash. Clary UPS, on the other hand, completely isolates the incoming power to your equipment to clean the utility power. Doing this provides the best protection available today for your traffic equipment. It prolongs the life of your signal equipment while eliminating unnecessary technician calls.

Clary typically uses Outpost sealed lead acid batteries which are built using an advanced absorbed glass mat (AGM) construction. These batteries are designed for deep cycle, extreme temperature applications. The result is a highly reliable, non-spillable, maintenance-free battery. The battery harness connectors are epoxy coated to the battery terminals for the safety of your technicians. These batteries have been used by the US military for over 30 years and for over 22 years in traffic signal cabinet installations with great success. Clary battery life has proven to last between 7-9 years for most agencies (with a few lasting well over 10 years!) Clary provides a variety of battery sizes to fit an agency’s run time requirements. The smallest battery for the Clary 1250LX 48V system is the 41-amp hour which provides as much as **4.3 hours of full signal operation runtime**. Increasing the battery size to an 80-amp hour **will provide up to 9 hours of full signal operation runtime**. Clary now has the option of providing Lithium batteries with the new SP1400LT Clary UPS. The Clary SP1400LT *is the smallest UPS system available in the industry* with the complete system taking one cubic foot of space, negating the need for any external cabinet due to its small and compact size. The lithium battery system provides approximately **2.5 hours of full operation runtime**. Clary UPS systems allow you to program and adjust the amount of full operation runtime and can transfer you to red flash to give you even greater flexibility. It is very important to keep UPS systems running during prolonged outages due to Edison outages. All the Clary systems can easily accept standard maintenance free sealed lead acid AGM batteries available from multiple battery manufacturers. The SP1400LT Clary system can use either Lithium batteries, or AGM batteries to achieve a longer run time. Clary can also accept any generator source of power and can clean it to 120V and keep an entire intersection running full operation if needed.

The Clary systems are available with SNMP communications that meet all the latest networking security protocols. In addition, Clary offers a free management software called RemoteView that allows for monitoring up to 1000 installations. With this software an agency can **monitor their Clary UPS system remotely, perform diagnostics and set alarms**. Clary can also provide, at no cost, the necessary MIB files to incorporate into existing traffic signal management systems.

Installation of Clary UPS systems are simple. The only hardware connections necessary are at the bypass switch. The systems are plug and play from that point on. The Clary system can easily be installed in 332 cabinets with the 1250LX rack-mounted and the batteries placed in an easy access tray or swingout box. The Clary system can be completely installed in a couple of hours.

There are numerous cabinets used in the traffic industry and Clary recognizes that a single BBS cabinet solution is not practical. Clary offers side-mount and freestanding cabinets but also makes the *industry’s only 332 top mount battery cabinet*. To use the space in a 332 cabinet, Clary offers an in-cabinet solution with the *industry’s only swing out battery box that allows the UPS batteries to be in the controller cabinet without taking up critical space*.

## Conclusion

Clary offers more than 10 different UPS models made specifically for applications in the traffic market because one product cannot satisfy the range of needs of the industry. Clary makes UPS systems that will work in virtually any cabinet, whether it is for a signal or ITS application. In addition, Clary manufactures UPS systems from 560VA to 4KVA, meaning they can support signal cabinets, HUB cabinets, Digital messaging signs and other ITS and smart traffic applications.

Clary UPS systems have been installed in thousands of traffic signal cabinets for over 22 years with our first Southern California installation in 1999. With Clary’s 22-year reputation in traffic signal cabinets, customers have the comfort of knowing their UPS investment will have utility and support long past the warranty. There are numerous UPS/BBS products available in the traffic industry but none with the history, technology, and expertise to solve the City of Calabasas power needs like Clary.

Recommended equipment per intersection:

**Calabasas Intersection Locations**

1. Agoura Rd and Lost Hills Rd – 8 phase signal, 16 3-Section heads, 2 5-Section heads and 8 ped heads. *This location shall include a UPS solution that is either within the existing cabinet or in a new separate cabinet.*
  - Clary System Recommended: 1250LX 48V with Clary top mount cabinet to hold 4 - 41AH batteries, approx. 4 hours of full signal operation runtime
2. Parkway Calabasas and Calabasas Rd – 6 phase signal, 10 3-Section heads, 6 5-Section heads, 4 4-Section heads and 6 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary top mount cabinet to hold 4 - 41AH batteries, approx. 4.5 hours of full signal operation runtime
3. Parkway Calabasas and Park Sorrento – 5 phase signal, 10 3-Section heads, 2 5-Section heads and 2 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 5 hours of full signal operation runtime
4. ~~Parkway Calabasas and Park Granada – 5 phase signal, 9 3-Section heads, 4 5-Section heads and 2 4-Section heads and 6 ped heads~~ **REMOVED PER ADDENDUM #1**
5. Parkway Calabasas and Park Entrada – 4 phase signal, 13 3-Section heads and 4 ped heads. *This location shall include a UPS solution that is either within the existing cabinet or in a new separate cabinet.*
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 5 hours of full signal operation runtime
6. Parkway Calabasas and Paseo Primario – 4 phase signal, 11 3-Section heads, 2 5-Section heads and 2 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 5 hours of full signal operation runtime
7. Park Granada and Park Capri – 3 phase signal, 11 3-Sections heads and 4 ped heads. *This location shall include a UPS solution that is within the existing cabinet only.*
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 5.5 hours of full signal operation runtime
8. Park Granada and Park Sorrento – 6 phase signal, 14 3-Section heads, 2 5-Section heads and 8 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 4.5 hours of full signal operation runtime
9. Calabasas Rd and Park Granada – 6 phase signal, 11 3-Section heads, 2 5-Section heads, 2 4-Section heads and 8 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary top mount cabinet to hold 4 - 41AH batteries, approx. 4.5 hours of full signal operation runtime
10. Calabasas Rd and Common Ways – 6 phase signal, 8 3-Section heads, 2 5-Section heads, 4 4-Section heads and 6 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 4.5 hours of full signal operation runtime
11. Calabasas Rd and Civic Center Way – 5 phase signal, 13 3-Section heads, 1 4-Section head and 4 ped heads.
  - Clary System Recommended: 1250LX 48V with Clary battery tray or swing out box to hold 4 - 41AH batteries, approx. 5 hours of full signal operation runtime

EXHIBIT B  
APPROVED FEE SCHEDULE



CITY of CALABASAS

**PROPOSED PRICING**

The cost of all labor, services, material, equipment and installation necessary for the completion of the work itemized under this schedule, even though not shown or specified, shall be included in the unit price for the various items shown herein. The AGENCY reserves the right to increase or decrease the quantity of any item or omit items as may be necessary, and the same shall in no way affect or void the Agreement, except that appropriate additions or deductions from the Agreement total price will be made at the stipulated unit price in accordance with these Agreement Documents.

The AGENCY reserves the right to reject any and all proposals, to waive any informality in a proposal, and to make awards in the interest of the AGENCY.

The CONTRACTOR shall be responsible for verifying all item quantities required to complete the project as required to meet the intended uninterrupted power supply operation. The CONTRACTOR shall also be responsible for listing the items that are not on the "Proposed Pricing" table but are required to complete the work as shown on the plans and are indicated in this RFP document. The CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Agreement Documents, including addenda, to neat line and grade.

The CONTRACTOR will not be reimbursed for work performed for his convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Agreement Documents.

The CONTRACTOR shall be responsible for calculating and providing totals for the Proposed Pricing. The proposal schedule shall include all costs for labor, services, material, equipment, installation and other incidentals associated with completing the work in place per this RFP, standards, specifications, and details.

**PROPOSED PRICING**

ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT	UNIT PRICE	ITEM TOTAL
1.0	<i>TRAFFIC SIGNAL UNINTERRUPTED POWER SUPPLY</i>				



CITY of CALABASAS

1.1	Furnish and install Uninterrupted Power Supply for the intersection of Agoura Rd and Lost Hills Rd	1	LS	\$9,895.00	\$9,895.00
1.2	Furnish and install Uninterrupted Power Supply for the intersection of Parkway Calabasas and Calabasas Rd	1	LS	\$9,895.00	\$9,895.00
1.3	Furnish and install Uninterrupted Power Supply for the intersection of Parkway Calabasas and Park Sorrento	1	LS	\$7,325.00	\$7,325.00
1.4	Furnish and install Uninterrupted Power Supply for the intersection of Parkway Calabasas and Park Granada	1	LS	Removed per Addendum #1	
1.5	Furnish and install Uninterrupted Power Supply for the intersection of Parkway Calabasas and Park Entrada	1	LS	\$7,325.00	\$7,325.00
1.6	Furnish and install Uninterrupted Power Supply for the intersection of Parkway Calabasas and Paseo Primario	1	LS	\$7,325.00	\$7,325.00
1.7	Furnish and install Uninterrupted Power Supply for the intersection of Park Granada and Park Capri	1	LS	\$7,325.00	\$7,325.00
1.8	Furnish and install Uninterrupted Power Supply for the intersection of Park Granada and Park Sorrento	1	LS	\$7,325.00	\$7,325.00
1.9	Furnish and install Uninterrupted Power Supply for the intersection of Calabasas Rd and Park Granada	1	LS	\$9,895.00	\$9,895.00
1.10	Furnish and install Uninterrupted Power Supply for the intersection of Calabasas Rd and Common Ways	1	LS	\$7,325.00	\$7,325.00
1.11	Furnish and install Uninterrupted Power Supply for the intersection of Calabasas Rd and Civic Center Way	1	LS	\$7,325.00	\$7,325.00
<b>TRAFFIC SIGNAL ININTERUPTED POWER SUPPLY SUBTOTAL</b>					<b>\$80,960.00</b>
<b>2.0 WORKSITE TRAFFIC CONTROL AND MOBILIZATION</b>					
2.1	Mobilization, including NPDES	1	LS	\$600.00	\$600.00
2.2	Traffic Control and Temporary Signal & Lighting	1	LS	\$735.00	\$735.00
<b>WORKSITE TRAFFIC CONTROL SUBTOTAL</b>					<b>\$1,335.00</b>
<b>TOTAL</b>					<b>\$82,295.00</b>

Clary has many solutions in unit configurations, battery types (AGM and Lithium) and run times that can be increased. The solution being proposed is the most cost effective and meets all of your requirements. If the city wishes to use Lithium batteries, get a longer run time, be able to use generator power, or have a more compact Clary UPS inverter that is not on the Cal-Trans QPL yet, then we can provide revised pricing to accommodate these changes, if selected.

**NON-COLLUSION AFFIDAVIT**

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

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

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Place of Residence

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_, 20\_\_.

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

My Commission Expires \_\_\_\_\_, 20\_\_.

**WORKERS' COMPENSATION INSURANCE**  
**CERTIFICATE**

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

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

DATE: \_\_\_\_\_

(Contractor)

By:

(Signature)

(Title)

Attest:

By:

(Signature)

(Title)



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 10, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: KINDON MEIK, CITY MANAGER**

**SUBJECT: RECOMMENDATION TO APPROVE AMENDED AGREEMENT FOR LEGAL SERVICES WITH COLANTUONO, HIGHSMITH & WHATLEY, PC**

**MEETING**

**DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Approve amended legal services agreement with Colantuono, Highsmith & Whatley, PC, confirming the firm's designation of Matthew T. Summers as Calabasas Contract City Attorney.

**BACKGROUND:**

The law firm of Colantuono, Highsmith & Whatley, PC has provided general legal services to the City of Calabasas since 2004. The City's contract for legal services was last amended in 2014 to reflect the firm's name change from Colantuono & Levin, PC to Colantuono, Highsmith & Whatley, PC, upon the elevation of Teresa Highsmith and Holly Whatley to shareholders.

At this time, the Contract City Attorney Scott Howard designated by the firm intends to reduce his duties and the Council is asked to confirm the designation by the Firm of Matthew T. Summers as Contract City Attorney by amending the legal services agreement accordingly. Mr. Howard, together with other attorneys in the Firm, will continue to provide legal services to the firm's clients, including Calabasas.

All substantive terms and conditions of the existing agreement, as amended in 2014, remain exactly the same with the following two exceptions:

- 1) Section 2 provides for Mr. Summers as the City's primary legal advisor.
  
- 3) Section 7 has been updated to reflect that the Firm utilizes secure cloud storage services to maintain part of the City's client file in electronic format in its provision of legal services.

**FISCAL IMPACT/SOURCE OF FUNDING:**

There is no projected fiscal impact caused by the proposed changes to the legal services agreement.

**REQUESTED ACTION:**

Approve the amended legal services agreement with Colantuono, Highsmith & Whatley, PC.

**ATTACHMENT:**

Amended Legal Services Agreement

ITEM 13 ATTACHMENT  
AMENDED AGREEMENT FOR LEGAL SERVICES FOR  
THE CITY OF CALABASAS

This amended Agreement is made and entered into by and between the law firm of Colantuono, Highsmith & Whatley, PC, formerly known as Colantuono & Levin, PC (hereinafter "the Firm") and the City of Calabasas ("City").

RECITALS

A. The City desires to retain the Firm to discharge the duties of the office of City Attorney and to designate a member of the Firm as City Attorney.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

**1. Scope of Services.**

A. The Firm shall discharge the duties of the office of City Attorney of the City of Calabasas and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office and as provided in the Calabasas Municipal Code unless specifically stated otherwise in this Agreement or otherwise directed in writing by the City. Except where conflict of interest rules require otherwise, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review the work of such counsel on behalf of the City.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A" attached hereto and shall be billed at the rates set forth therein. City reserves the right to review the fixed-retainer relationship created by this amended Agreement and to revert to the hourly relationship in effect prior to this amended Agreement, in its sole discretion.

**2. Designation of City Attorney.**

Colantuono, et al. will designate a City Attorney for the City. The parties understand and agree that the Firm may, from time to time, utilize other attorneys within the Firm to assist Colantuono, et al. in the performance of this Agreement but that Mr. Matthew T. Summers will attend all regularly scheduled Council meetings and make best efforts to attend all special Council meetings unless excused by Council or the City Manager or absent due to illness, an annual vacation or to a once-or-twice-per-year business commitment (such as a conference of the League of California Cities) and will supervise all services rendered under this Agreement.

**3. Billing Procedures and Monthly Statements.**

A. The Firm shall submit to the City, within thirty (30) days after the end of each

calendar month, an itemized statement of the professional services provided and the time expended to provide those services in the form customarily submitted by the Firm to clients which are billed on an hourly basis. The parties acknowledge that payment of all monthly statements is expected to be made within thirty (30) days of the billing date. The City will not be liable for interest or finance charges, although persistent late payment shall be a basis for the Firm to review its relationship with the City.

B. The Firm will bill the City for actual, out-of-pocket expenses such as, but not limited to, authorized travel, long-distance telephone calls (other than calls between City Hall and the Firm's offices), filing fees, duplication, computerized legal research (except as provided to the contrary below), and similar out-of-pocket expenditures. Photocopies shall be billed at 15 cents per page, outgoing faxes will be charged at \$1 per page. All other expenses will be billed at cost, without markup. The Firm will not charge for word-processing services or secretarial overtime. The Firm will make best efforts to avoid the use of outgoing faxes, and the costs associated with them, by use of email, U.S. Mail and other means. These items will be separately designated on the Firm's monthly statements as "disbursements," and will be billed in addition to fees for professional services. The Firm will not charge the City for routine computerized legal research such as Lexis-Nexis or Westlaw research, but will pass through to the City at cost, without markup, its cost for use of specialized databases outside the Firm's contract with Westlaw or a similar provider.

C. Time will be charged by the Firm in increments of 1/10 of an hour (i.e., six-minute units). The rate structure in general, or the rates of attorneys of particular levels of experience, may be increased or altered from time to time, after written notice to, and approval by, the City. No such change shall affect the terms of Exhibit A to this Agreement absent amendment of this Agreement pursuant to Section 8 below. The current hourly rates of the firm's professionals for non-retainer services are shown in Exhibit B attached hereto.

D. The firm will not charge the City for the attendance of more than one attorney at any meeting, proceeding or deposition without first discussing the need to do so with the principal client contact for the matter, and will limit multiple attendance to exceptional circumstances where such attendance is necessary for the benefit of the client.

#### **4. Resolution of Fee Disputes.**

The City is entitled to require that any fee dispute be resolved by binding arbitration in Los Angeles County pursuant to the arbitration rules of the Los Angeles County Bar Association for legal fee disputes. In the event that City chooses not to utilize the Los Angeles County Bar Association's arbitration procedures, City agrees that all disputes regarding the professional services rendered or fees charged by the Firm shall be submitted to binding arbitration in Los Angeles County to be conducted by JAMS in accordance with its commercial arbitration rules.

#### **5. Term of the Agreement.**

This amended Agreement shall be effective as of July 1, 2021, and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 6 hereof.

## **6. Termination of the Agreement.**

City has the right to terminate the Firm's representation at any time, without cause, subject to an obligation to give notice in writing to the Firm at least thirty (30) days prior to termination. Termination is effective thirty (30) days from the date of the written notice unless otherwise specified therein. The Firm has the same right, subject to the Firm's ethical obligations to allow the City sufficient notice prior to termination so that City will be able to arrange alternative representation. In either circumstance, City agrees to secure new counsel as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any action in which the Firm may represent the City. The Firm agrees to cooperate fully in any such transition, including the transfer of files. Notwithstanding the termination of the Firm's representation, City will remain obligated to pay to the Firm all fees and costs incurred prior thereto.

## **7. Files and Records.**

A. All legal files of the Firm pertaining to the City shall be and remain the property of City. The Firm will control the physical location of such files during the term of this Agreement. The Firm may, in its discretion, maintain all or part of the City's client file in electronic format. The Firm may store part or all of the City's electronic documents using secure cloud storage services. If so, the Firm will use all reasonable methods to maintain the confidentiality of City files, just as it does for the City's non-digital files. The City's data will be password protected and encrypted using currently available technology.

B. The Firm 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. If the City asks the Firm to deliver its file to the City, delivery of an electronic version, together with any materials that cannot be saved electronically, satisfies the Firm's obligation to release all client papers and property to the City. Three years after termination of the attorney-client relationship, and after reasonable notice, the Firm will be free to destroy the City's client file, including all electronic records. The Firm may also discharge its obligation to maintain the City's file prior to the expiration of two years by mailing a copy to the City. "Reasonable notice" means the Firm's mailing of a notice of our intent to destroy your client file to the City.

C. City shall have the right to access and examine records of the Firm pertaining to the City, without charge, during normal business hours upon written request, provided, however, that Consultant may protect the confidences of its other clients in providing this information to the City and otherwise comply with applicable law. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all data, documents, proceedings, and activities upon written request, provided, however, that Consultant may protect the confidences of its other clients in providing this information to the City and otherwise comply with applicable law. The Firm does not permit direct access to its files by clients, but will provide the City access to the Firm's records pertaining to the City as provided herein and upon written request. This same procedure will apply to information stored in the cloud.

## **8. Modifications to the Agreement.**

Unless otherwise provided in this Agreement, modifications relating to the nature, extent or duration of the Firm's professional services to be rendered hereunder shall require the prior

written approval of the City Council of the City. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rates to be charged by the Firm and paid by the City.

**9. Independent Contractor.**

No employment relationship is created by this Agreement. The Firm and its members shall, for all purposes, be an independent contractor to the City. The Firm and its members shall not be entitled to participate in any pension plan (including, without limitation, the Public Employees Retirement System), insurance, bonus, or other similar benefits provided to City employees.

**10. Nondiscrimination.**

In the performance of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, medical condition, or any other unlawful basis.

**11. Assignment and Delegation.**

This Agreement contemplates the personal professional services of the Firm. Neither this Agreement nor any portion thereof shall be assigned or delegated without the prior written consent of the City. Delegation to attorneys outside the Firm shall be limited to those situations in which the Firm is disqualified by virtue of a conflict of interest, or where the Firm does not possess the expertise to competently perform services in a particular practice area. Delegation shall not be made without the prior written approval of the City Manager of the City. The Firm shall supervise delegated work, except where precluded from doing so by: virtue of a conflict of interest, and where otherwise agreed to by the parties hereto.

**12. Insurance.**

A. The Firm currently maintains in full force and effect a professional liability insurance policy which provides coverage in an amount not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. Said insurance policy provides coverage to the City for any damages or losses suffered by the City as a result of any error or omission or neglect by the Firm which arises out of the professional services required by this Agreement.

B. The Firm currently maintains workers' compensation insurance in accordance with Section 3700 of the California Labor Code.

C. The Firm agrees to notify City in the event the limits of its insurance should fall below the coverages stated in paragraph A or if the insurance policies noted here are allowed to lapse and substitute insurance is not obtained.

**13. Indemnification.**

The Firm 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, or negligent acts, errors or omissions of the Firm in the performance of this Agreement.

**14. Conflicts of Interest.**

The Firm and its members 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.).

**15. Permits and Approvals.**

The Firm and its members shall obtain, at the Firm's sole cost and expense, all permits, and licenses necessary in the performance of this Agreement.

**16. Severability.**

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.

**17. Entire Agreement.**

This Agreement, together with Exhibits "A" and "B" hereto, shall constitute the full and complete agreement and understanding of the parties and shall be deemed to supersede all other written or oral statements of any party hereto relating to the subject matter hereof.

**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”**  
**Colantuono, Highsmith & Whatley, PC**

By: \_\_\_\_\_  
James R. Bozajian, Mayor

By: \_\_\_\_\_  
*Name, Level of Officer e.g., Vice President*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*Co-Authorized Signer, Level of Officer*

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Matthew T. Summers, City Attorney

Date: \_\_\_\_\_

**EXHIBIT "A"**  
**SCOPE OF SERVICES AND APPLICABLE BILLING RATES**

I. GENERAL LEGAL SERVICES

A. *Retainer Services.* The general legal services to be provided by the Firm to the City shall include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law issues, potential tort liability and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, agreements and related documents.
3. Attend all meetings of the City Council, and such meetings of the Planning Commission and other Boards and Commissions of the City as may from time to time be specified by the City.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate.
5. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
6. Administer contracts that the City may have with other legal counsel.
7. Provide attorneys on-site for regular office hours a minimum of twice per month for up to a total of 12 hours per month as requested by the City Manager or the City Council. Additional office hours will be provided as requested by the City Manager or the City Council and compensated pursuant to paragraph B. below.
8. Perform all duties of the office of City Attorney as provided in the Calabasas Municipal Code, except to the extent such duties are provided for in Sections II or III below.

The general legal services specified in this paragraph A shall be provided at the rate of \$21,000 per month except as provided in paragraph B. below.

B. *Special Projects.* Additional office hours requested by the City Manager or the City Council, and services on any single project or matter which would otherwise be within the scope of paragraph A (Retainer Services) that the City Attorney and City Manager mutually agree is reasonably likely to require more than 12 hours of professional services, shall be compensated at the rate of \$175 per hour in addition to the retainer provided for in paragraph A. above.

C. *Task Billing.* Upon request by City, Firm will propose flat-fee amounts to cover specific tasks under paragraph B. of this Section and under Sections II - IV below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

## II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City. Litigation oversight services such as review of invoices, coordination of activities, communication of City Council direction, and similar administrative tasks will be included in General Legal Services at the rates set forth in Section I.

B. The litigation services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$250 per hour, or as otherwise agreed pursuant to paragraph I.C above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

## III. LABOR AND EMPLOYMENT LEGAL SERVICES

A. The Firm will provide labor, employment and personnel legal services prior to the initiation of litigation to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City.

B. The labor, employment and personnel services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$250 per hour, except as otherwise agreed pursuant to paragraph I.C. above.

## IV. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Advice regarding taxes, assessments, fees and other Financial Advice.
2. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and project-level environmental documentation.
3. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports and contracts of sale.
4. Insurance Coverage Services, such as advice and representation regarding disputes with the California Joint Powers Insurance Authority (CJPIA) or another insurance provider other than routine advice to tender claims to insurers.
5. Redevelopment Services.
6. Water Law Services.
7. Such other specialized services as may be required by the City which are not generally provided by an in-house City Attorney's office.

The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided up to a maximum of \$250 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

## **EXHIBIT “B”**

### Non-retainer Hourly Billing Rates as of June 1, 2014

Shareholders and senior contract attorneys	\$250
6 <sup>th</sup> year and more associates	\$250
5 <sup>th</sup> year associates	\$245
4 <sup>th</sup> year associates	\$235
3 <sup>rd</sup> year associates	\$235
2 <sup>nd</sup> year associates	\$215
1 <sup>st</sup> year associates	\$210
Paralegals	\$145
Legal assistants	\$125



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 8, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: RON AHLERS, CHIEF FINANCIAL OFFICER**



**SUBJECT: ADOPTION OF RESOLUTION NO. 2021-1738, LEVYING SPECIAL TAXES WITHIN THE CITY OF CALABASAS COMMUNITY FACILITIES DISTRICT NO. 98-1, SPECIAL TAX REFUNDING BONDS, SERIES 2018; AND ADOPTION OF RESOLUTION NO. 2021-1739, LEVYING SPECIAL TAXES WITHIN THE CITY OF CALABASAS COMMUNITY FACILITIES DISTRICT NO. 2001-1, SPECIAL TAX REFUNDING BONDS, SERIES 2017**

**MEETING**

**DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends the City Council approve the attached Resolutions levying special taxes for the City of Calabasas Community Facilities Districts (CFD) 98-1, Special Tax Refunding Bonds 2018 and CFD2001-1, Special Tax Refunding Bonds 2017 for Fiscal Year (FY) 2021-22.

**BACKGROUND:**

1. The City of Calabasas (City) formed the City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds 2018 which authorized the levy of special taxes for specified parcels within the District (Calabasas Park Centre) in accordance with the Mello-Roos Community Facilities Act of 1982. The District was formed to refinance facilities located in and previously financed by Community Facilities District 98-1. The 98-1 bond issue was

refunded on January 16, 2018 under Special Tax Refunding Bonds, Series 2018 and the principal amount financed was \$3,476,055. The District is in the 4<sup>th</sup> year of a 12 year term. CFD payments are **NOT** debts of the City.

2. The City also formed the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds 2017 which authorized the levy of special taxes for specified parcels within the District (New Millennium Homes/Baldwin). The District was formed to refinance bonds previously issued in 2001 (CFD 2001-1 – The Oaks Mello-Roos) to finance a portion of the cost of construction and acquisition of public facilities of benefit to the property. The 2001-1 bond issue was refunded on December 5, 2017 under Special Tax Refunding Bonds, Series 2017 and the principal amount financed was \$18,062,930. The District is in the 4<sup>th</sup> year of a 15 year term. CFD payments are **NOT** debts of the City.

**DISCUSSION/ANALYSIS:**

The attached resolutions will authorize the levy of the special taxes within the two CFDs for FY 2020/21. The list of parcels subject to the special tax needs to be filed with the County of Los Angeles by August 10, 2021 for placement on the tax roll.

**FISCAL IMPACT/SOURCE OF FUNDING:**

None

**REQUESTED ACTION:**

Staff requests that the City Council approve Resolution Nos. 2021-1738 and 2021-1739, levying special taxes for the City of Calabasas Community Facilities Districts 98-1, Special Tax Refunding Bonds 2018 and CFD 2001-1, Special Tax Refunding Bonds 2017, respectively for fiscal year 2021-22.

**ATTACHMENTS:**

- 1 Resolution No. 2021-1738  
Resolution No. 2021-1738 Attachment
- 2 Resolution No. 2021-1739  
Resolution No. 2021-1739 Attachment

**ITEM 14 ATTACHMENT 1  
RESOLUTION NO. 2021-1738**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, LEVYING SPECIAL TAXES WITHIN CITY OF CALABASAS COMMUNITY FACILITIES DISTRICT NO. 98-1. SPECIAL TAX REFUNDING BONDS, SERIES 2018.**

**WHEREAS**, the City Council (the "City Council") of the City of Calabasas, California (the "City"), has formed City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018 (the "Community Facilities District"), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the "Act"); and

**WHEREAS**, the City Council, as the legislative body of the Community Facilities District, is authorized under the Act to levy special taxes (the "Special Taxes") to pay for the costs of certain facilities and to authorize the issuance of bonds secured by the Special Taxes under the Act; and

**WHEREAS**, the City Council, pursuant to Ordinance No. 99-138 adopted by the City Council of the City on January 20, 1999, as amended by Ordinance No. 99-139, adopted by the City Council of the City on February 3, 1999, authorized and levied the Special Taxes within the Community Facilities District; and

**WHEREAS**, Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcel subject to the special tax levy including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor; and

**WHEREAS**, the City Council desires to levy the Special Taxes within the Community Facilities District for Fiscal Year 2021/22.

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

**Section 1.** All of the above recitals are true and correct.

**Section 2.** The City Council hereby levies the Special Taxes for the Fiscal Year 2021/22 as outlined and set forth in Attachment hereto. The City Clerk of the City is hereby authorized and directed to file with the Los Angeles County Auditor/Controller, a certified list of all parcels subject to the Special Tax levy

including the amount of the Special Tax to be levied on each parcel for Fiscal Year 2021/22.

**Section 3.** The officers and agents of the City are, and each of them hereby is authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the levy of the Special Taxes for Fiscal Year 2021/22 as provided in this Resolution.

**Section 4.** All actions heretofore taken by the officers and agents of the City with respect to the levy of the Special Taxes for Fiscal Year 2021/22 are hereby approved, confirmed and ratified.

**Section 5.** This Resolution shall take effect immediately upon its adoption. 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 23<sup>rd</sup> day of June, 2021.

---

James R. Bozajian, Mayor

ATTEST:

---

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

APPROVED AS TO FORM:

---

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

**CITY OF CALABASAS**  
**Community Facilities District No. 98-1**  
**Special Tax Refunding Bonds - Series 2018**  
**Fiscal Year 2021/2022 - Levy Worksheet**

Description	2021/22 Amount	2020/21 Amount	Increase/(Decrease)
Principal	\$289,979.00	\$281,200.00	\$8,779.00
Interest	<u>61,860.96</u>	<u>69,734.56</u>	<u>(7,873.60)</u>
<i>Subtotal</i>	\$351,839.96	\$350,934.56	\$905.40
Agency administrative costs	\$18,345.00	\$18,345.00	\$0.00
Trustee/Paying Agent costs	4,000.00	4,000.00	0.00
County collection fees (1)	51.00	51.00	0.00
Arbitrage calculation costs	2,250.00	2,250.00	0.00
Continuing disclosure costs	3,169.63	3,187.59	(17.96)
Bond Administration	6,843.06	6,882.44	(39.38)
Administration expenses	254.81	229.31	25.50
Other costs / Rounding	<u>0.00</u>	<u>(0.02)</u>	<u>0.02</u>
<i>Subtotal</i>	\$34,913.50	\$34,945.32	(\$31.82)
Del. management charges	\$0.00	\$0.00	\$0.00
Manual adjustments	0.00	0.00	0.00
Reserve Fund credit	0.00	0.00	0.00
Special Tax Fund credit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00
<b>Total Annual Levy</b>	<b>\$386,753.46</b>	<b>\$385,879.88</b>	<b>\$873.58</b>
<b>County Apportionment (2)</b>	<b>\$386,702.46</b>	<b>\$385,828.88</b>	<b>\$873.58</b>
No. of Parcels Levied	4	4	0

(1) The Los Angeles County collection charge for Fiscal Year 2020/21 is \$0.25 per parcel, plus \$50 per District.

(2) Amount to be disbursed by Tax Collector if 100% collection is made.

Fund/Account	4/30/2021	4/30/2020	Notes
Special Tax Fund - City held		\$302,300.00	
Special Tax Fund - Bank held		5.00	
Bond Fund		287.00	
Administrative Expense Fund		2.00	
Reserve Fund		347,659.00	
Cost of Issuance Fund		0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$650,253.00</b>	

**Levy Approval**



Signature

6.8.2021

Date

**ITEM 14 ATTACHMENT 2  
RESOLUTION NO. 2021-1739**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, LEVYING SPECIAL TAXES WITHIN CITY OF CALABASAS COMMUNITY FACILITIES DISTRICT NO. 2001-1. SPECIAL TAX REFUNDING BONDS, SERIES 2017.**

**WHEREAS**, the City Council (the "City Council") of the City of Calabasas, California (the "City"), has formed City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017 (the "Community Facilities District"), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the "Act"); and

**WHEREAS**, the City Council, as the legislative body of the Community Facilities District, is authorized under the Act to levy special taxes (the "Special Taxes") to pay for the costs of certain facilities and to authorize the issuance of bonds secured by the Special Taxes under the Act; and

**WHEREAS**, the City Council, pursuant to Ordinance No. 2001-165 adopted by the City Council of the City on July 18, 2001, authorized and levied the Special Taxes within the Community Facilities District; and

**WHEREAS**, Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcel subject to the special tax levy including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor; and

**WHEREAS**, the City Council desires to levy the Special Taxes within the Community Facilities District for Fiscal Year 2021/22.

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

**Section 1.** All of the above recitals are true and correct.

**Section 2.** The City Council hereby levies the Special Taxes for the Fiscal Year 2021/22 as outlined and set forth in Attachment hereto. The City Clerk of the City is hereby authorized and directed to file with the Los Angeles County Auditor/Controller, a certified list of all parcels subject to the Special Tax levy

including the amount of the Special Tax to be levied on each parcel for Fiscal Year 2021/22.

**Section 3.** The officers and agents of the City are, and each of them hereby is authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the levy of the Special Taxes for Fiscal Year 2021/22 as provided in this Resolution.

**Section 4.** All actions heretofore taken by the officers and agents of the City with respect to the levy of the Special Taxes for Fiscal Year 2021/22 are hereby approved, confirmed and ratified.

**Section 5.** This Resolution shall take effect immediately upon its adoption. 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 23<sup>rd</sup> day of June 2021.

---

James R. Bozajian, Mayor

ATTEST:

---

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

APPROVED AS TO FORM:

---

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

**CITY OF CALABASAS**  
**Community Facilities District No. 2001-1**  
**Special Tax Refunding Bonds - Series 2017**  
**Fiscal Year 2021/2022 - Levy Worksheet**

Description	2021/22 Amount	2020/21 Amount	Increase/(Decrease)
Principal	\$1,179,840.00	\$1,147,680.00	\$32,160.00
Interest	<u>352,190.30</u>	<u>382,603.82</u>	<u>(30,413.52)</u>
<i>Subtotal</i>	\$1,532,030.30	\$1,530,283.82	\$1,746.48
Agency administrative costs	\$45,000.00	\$45,000.00	\$0.00
Trustee/Paying Agent costs	3,000.00	3,000.00	0.00
County collection fees (1)	182.75	182.75	0.00
Arbitrage calculation costs	0.00	0.00	0.00
Continuing disclosure costs	3,169.63	3,187.59	(17.96)
Administration costs	12,106.94	12,176.63	(69.69)
Administration expenses	<u>450.81</u>	<u>405.69</u>	<u>45.12</u>
<i>Subtotal</i>	\$63,910.13	\$63,952.66	(\$42.53)
Special Tax B	\$67,705.24	\$67,629.76	\$75.48
Special Tax B Reimbursement	(67,629.76)	(67,605.39)	(24.37)
Escaped Levy	0.00	0.00	0.00
Delinquency Management Charges	0.00	1,283.50	(1,283.50)
Reserve Fund credit	0.00	0.00	0.00
Special Tax Fund credit	0.00	0.00	0.00
Installment Rounding	<u>0.00</u>	<u>(2.09)</u>	<u>2.09</u>
<i>Subtotal</i>	\$75.48	\$1,305.78	(\$1,230.30)
<b>Total Annual Levy</b>	<b>\$1,596,015.91</b>	<b>\$1,595,542.26</b>	<b>\$473.65</b>
<b>County Apportionment (2)</b>	<b>\$1,595,833.16</b>	<b>\$1,595,359.51</b>	<b>\$473.65</b>
<b>Parcels</b>	<b>531</b>	<b>531</b>	<b>0</b>

- (1) The Los Angeles County collection charge for Fiscal Year 2021/22 is \$0.25 per parcel, plus \$50 per District.  
(2) Amount to be disbursed by Tax Collector if 100% collection is made.

Fund/Account	4/30/2021	4/30/2020	Notes
Special Tax Fund - City Held		\$1,371,652.00	
Special Tax Fund - Trustee Held		847,790.00	
Bond Fund		10,153.00	
Reserve Fund		306,105.00	
Administrative Expense Fund		0.00	
Cost of Issuance Fund		0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$2,535,700.00</b>	

**Levy Approval**



Approved by:

6.8.2021

Date



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 15, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: KINDON MEIK, CITY MANAGER  
RON AHLERS, CHIEF FINANCIAL OFFICER**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2021-1736, APPROVING THE OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR JULY 1, 2021 THROUGH JUNE 30, 2023, PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURES FOR ALL SUMS SET FORTH IN SAID BUDGET; ADOPTION OF RESOLUTION NO. 2021-1737, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022; AND ADOPTION OF RESOLUTION NO. 2021-1740, APPROVING A SALARY SCHEDULE FOR PERMANENT EMPLOYEES AND RESCINDING RESOLUTION NO. 2020-1689**

**MEETING DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution NO. 2021-1736, approving the fiscal year (FY) 2021-22 and FY 2022-23 budgets; Resolution No. 2021-1737, establishing the Appropriations Limit for FY 2021-22 and Resolution No. 2021-1740 approving a salary schedule for full-time employees.

**BACKGROUND:**

The annual budget serves as a major policy document and describes how the City intends to finance its services and infrastructure. The budget is a reflection of the City's policies, goals, and priorities for the upcoming fiscal year (July 1 thru June

30). The annual budget is a planning tool that assists the City Council and staff in planning for the future and learning from the past.

The City of Calabasas (City) budget has two primary components: the Operating Budget and the Capital Budget. The Operating Budget includes personnel costs, program costs and facility operating costs. It is funded primarily through a variety of taxes: property, sales, utility users and franchise. Other sources of revenue include permit fees such as building and development fees; charges for services; fines and other smaller sources of revenue such as interest on investments.

The Capital Improvement Budget funds major improvements to City facilities and infrastructure and is an annually revised document. It is supported through multiple funding sources: Gas Taxes, Prop A & C, Measures R & M, grants and cash as well as other smaller sources of funding.

City Council holds a public hearing on the proposed operating and capital budgets and then approves the budget at the last Council meeting in June.

**DISCUSSION/ANALYSIS:**

The FY 2021-22 and 2022-23 budgets are presented to the City Council for consideration. The total budget is approximately \$59 million. As is typical, this report shall focus on the City’s General Fund.

GENERAL FUND BUDGET

The General Fund budget shows a projected surplus of \$397,000 for this current year, FY 2020-21 and \$5,069 for next year, FY 2021-22.

	FY 2020-21		FY 2021-22
	Current Budget	Revised Estimate	Proposed Budget
Revenues	\$ 23,132,600	\$ 22,479,000	\$ 23,714,000
Expenditures	\$ 23,535,020	\$ 22,082,000	\$ 23,708,931
Net Income/(Loss)	(\$ 402,420)	\$ 397,000	\$ 5,069

## **GENERAL FUND REVENUES**

Property Taxes are increasing about \$100,000 next fiscal year. This is attributable to sales prices increasing as well as the annual Prop 13 adjustment to assessed values of 2%. Next year's estimate is about \$4.2 million. Traditionally, a stable source of revenue for the City; not dependent on the condition of the economy.

Sales Tax has been the surprise these past 15 months. Calabasas is one of about eight cities in LA County that has experienced a year-over-year change in sales tax revenue. Next year, the projection is for an increase of about \$100,000 over this year from \$5,950,000 to \$6,050,000. This source of revenue can be volatile since it is wholly dependent on the sale of taxable goods; which can be impacted by an increase or decrease in economic activity.

Transient Occupancy Tax increases from \$900,000 in FY 2020-21 to \$1,250,000 in FY 2021-22. We are projecting a steady increase in this revenue but not yet a full recovery from the economic shutdown. A "normal" year is about \$2.2 million. Staff did not estimate any increased revenue from the additional 51 rooms at the Hilton nor the new hotel being constructed on the west side of the city. This revenue can vary significantly depending on economic conditions.

Utility Users Tax (UUT) of \$3 million for next year is an increase of \$65,000 from the current year. The UUT is applied to electricity, natural gas, phone and cell phone. This is also a stable source of income since generally electricity and natural gas and cell phone usage are increasing, even during economic slowdowns.

Vehicle License Fees (VLF) is really property taxes that the City receives from the County. The amount is increasing about \$100,000. The increase is directly related to the increased percentage in the City's overall property tax secured revenue. This a stable source of revenue for the General Fund.

### **Additional sources of revenue for the General Fund**

The City does not currently allocate costs for General Fund administrative functions to the various non-General Fund operating funds. The General Fund currently pays the entire costs for: City Council, City Manager, Finance, Human Resources, Communications, City Clerk, etc. The General Fund also pays the total costs for all property insurance, general liability insurance, workers compensation insurance, etc. The City should charge a portion of these costs to a variety of funds according to Federal Guidelines. This past year the Finance department employed the consulting firm of Revenue & Cost Specialists to develop a cost allocation plan for the City. The study shows the General Fund can recuperate over \$2 million from other funds. Staff estimated the current fiscal year, FY 2020-21, at \$900,000 to allow certain funds time to adjust to the new charges (Library Fund, Tennis & Swim Center Fund). Next year's estimate is also at \$900,000. City staff will present the report to the City Council in the near future. City Council has the authority to authorize any dollar

amount from \$0 to \$2<sup>+</sup> million to provide additional financial resources to the General Fund. This is not new money for the City. This is charging all non-general funds their proper allocation of city-wide costs. These funds would traditionally pay these if they were acting as an independent entity. This cost allocation plan will also allow the City to allocate and justify potentially additional costs to Federal and State grants.

### **GENERAL FUND EXPENSES**

The City Council adopted the FY 2020-21 budget during June 2020. There were a number of expense reductions that occurred do to the economic shutdown imposed by the State of California. Most of those reductions have been reversed back to their original figures for FY 2021-22. For example, the annual contribution to the Parent Faculty Clubs (PFC) has been restored to \$250,000 in FY 2021-22. The allocation for each Council Member's expense account is \$5,000. The Accounting Supervisor is funded at six months, therefore staff will hire the employee after January 1, 2022. A number of events are fully funded, most notably the Fourth of July Celebration and Pumpkin Festival. Numerous training, travel and supply accounts are funded at 90-100% of previous allocations.

### **EXPENSES OVERALL**

This year staff is presenting the budget via a departmental summary document. Exhibit 5 dedicates 2 pages for each city department. This first page has a brief written description about the department along with an organization chart by position. The second page shows expenses for the department for FY 2021-22 and FY 2022-23. These figures are shown using a bar chart and in tabular format. The expenses are summarized into these categories: Salary & benefits, operations, contractual services, capital outlay, capital projects, debt service and transfers out. The bottom of the second page lists the full-time positions for each department.

A few notable salary and employee benefits are listed below.

The budget shows twelve months of funding for one Recreation Manager at the Tennis and Swim Center as well as six months of funding for one Accounting Supervisor in the Finance department.

### **California Public Employee Retirement System (CalPERS)**

General Fund retirement expenses are increasing from \$1,187,000 in FY 2020-21 to \$1,356,000 for FY 2021-22; an increase of \$169,000. This increase is mainly from the unfunded liability increase of \$129,000. Recall at the Council meeting of October 28, 2020, staff presented the June 30, 2019 Unfunded Pension Liability at \$8 million (79% funded). By October 2021, CalPERS will issue the actuarial valuation for June 30, 2020 and staff estimates the Unfunded Pension Liability amount to be greater than \$9 million. This is a debt of the City to CalPERS; which CalPERS charges a 7% interest rate. That is an extremely high interest rate given that 30 year mortgages are currently at 3%. The annual contribution to this unfunded liability will continue

to rise at an increasing rate over the next decade. Staff recommends the City Council authorize paying off this debt in two years or less. Staff requests a dedicated Council meeting to review and provide direction on a plan to pay the Unfunded Pension Liability.

#### Other Post-Employment Benefits (OPEB)

The City currently pays for retiree medical costs directly from the General Fund operating account. The City has **ZERO DOLLARS** set-aside for its retiree medical liability. The City has the option of establishing an Internal Revenue Code (IRC) Section 115 Trust (Trust) to pay for these costs. As an example, the City could deposit \$4 million (for example) and the Trust would invest the monies in stocks, bonds, etc. to generate earnings sufficient to pay the annual costs, estimated FY 2021-22 expense of \$120,000. For example, \$4 million at a 5% return is \$200,000. The current actuarial unfunded liability of the retiree medical program is about \$7.5 million. The next actuarial will be completed by October 2021 and the number will increase due to this benefit being enhanced in March 2021. Staff is tentatively recommending the City fund this liability at 125% or greater in order to generate sufficient earnings to pay for the future growth in the annual expense of retiree medical costs. Finance staff will present these options to the City Council for consideration at a future date.

#### Vacation/Sick Leave cash-out

Suspend Vacation/Sick Leave cash-out for another year. This is estimated to save about \$150,000 in the General Fund. This program is for full-time employees who have significant hours on the books and have not had the opportunity to use vacation leave. The up to 80 hours of cash out is in addition to the employee's salary and is real "cash" that leaves the City. By suspending this program the City will save the cash; however, the employees will need to use the accrued vacation leave otherwise the employees will stop earning vacation hours once they reach the maximum. Staff will evaluate this program in 2022 to consider reinstatement.

#### Deferred Compensation 457 Match

In FY 2020-21 the City suspended the 2% match for full-time employees to a Deferred Compensation 457 plan. This saved about \$125,000 annually. For FY 2021-22, if either Sales Tax or Transient Occupancy Tax (TOT) exceeds budget estimates by 3% during the first quarter, then the City will reinstate the up to 2% match beginning with the paycheck of January 14, 2022. The Deferred Compensation 457 plan is voluntary and is similar to the private sector's 401(k) plan.

A shortened list of certain items that are funded versus items not funded is below:

<b>F U N D E D</b>		General Fund	Other Funds	TOTAL
Cost of Living Adjustment COLA	2.00 %	122,500	29,500	152,000
Recreation Manager ~ Tennis/Swim		148,072		148,072
Accounting Supervisor ~ Finance (6 months)		71,508		71,508
On-Line Permit Software		60,000		60,000
PFCs ~ restoration of full \$250k		125,000		125,000

<b>N O T F U N D E D</b>		General Fund	Other Funds	TOTAL
Beach Bus			24,000	24,000
Dodger Nite		20,000		20,000
Open Space ~ purchase tax-default properties		20,000		20,000
Climate Action Plan		50,000		50,000
Deferred Compensation 457 Plan	2.00 %	103,970	25,360	129,330
Tuition Reimbursement		20,000		20,000
Vacation Leave Cash Out		150,000	36,600	186,600

*Note: Beach Bus amount assumes City buses are used. If City buses are not used, the costs increase to between \$70,000 to \$80,000.*

Staff requests direction on the beach bus, Dodger Nite, Open Space and the Climate Action Plan. Staff recommends that the Deferred Compensation 457 Plan match be reinstated contingent upon either Sales Tax or Transient Occupancy Tax exceeding budget estimates by 3% for the first quarter of the fiscal year. The match would commence effective with the first paycheck in January 2022. Staff does not recommend funding the Tuition Reimbursement or the Vacation Leave cash out at this time.

The “**Detailed Budget FY 2021-22 & 2022-23**” (Attachment 1) includes all of the City’s revenue and expenditures accounts for each of the City’s funds, and it represents the entire two-year budget for the City of Calabasas at the most detailed level.

Following adoption of Resolution No. 2021-1736 (Attachment 2), the Biennial Budget and Capital Improvement Plan for FY 2021-22 and 2022-23 will be distributed and used for management and reporting purposes.

**GENERAL FUND RESERVES**

The City of Calabasas General Fund reserve is currently set at a dollar amount, \$10 million. This is a strong reserve since it represents 42% of General Fund expenditures of \$23.6 million. City staff researched other cities General Fund reserve policies to determine if ours needed an update. All of the cities surveyed depicted the reserve as a percentage of either expenses or revenues. Therefore, City staff proposes to modify the General Fund reserve to be 50% of General Fund expenditures. The table below details the survey results of 14 cities.

Agoura Hills	40% of GF operating expenses
Camarillo	50% of GF operating expenses
<b>CALABASAS</b>	<b>\$10 MILLION</b>
Hidden Hills	50% of GF operating expenses
Laguna Niguel	50% of GF operating expenses
Lake Forest	40% of GF revenues
Malibu	50% of GF operating expenses
Manhattan Beach	20% of GF operation expenses
Moorpark	20% of GF expenditures, plus \$1 million
Ojai	50% of GF operating expenses
Rancho Palos Verdes	50% of GF operating expenses
Santa Clarita	20% of GF operation expenses
Simi Valley	17% of GF budgeted expenses
Thousand Oaks	20% of GF expenditures
Westlake Village	50-75% of GF operating expenses

**BUDGETED FULL-TIME POSITIONS ~ 5 YEARS**

Exhibit 6, depicts all full-time positions in each department for the past four years plus next fiscal year 2021-22. Next year’s full-time position count is 76 which is a decrease of four from the current year. The difference is a reduction in five positions in Community Services (Preschool Supervisor and Preschool Teacher) and an increase of one Recreation Manager.

## FULL-TIME EMPLOYEE ALLOCATION COSTS by FUND

Exhibit 7 is a table that lists each full-time position within the City organization and what each fund contributes as a percentage towards the employee's salary and benefits. The reader can use the "Fund Descriptions" table to understand the sources and uses of each fund.

## FUND DESCRIPTIONS

Exhibit 8 displays every fund of the City. The fund number as used in the accounting system along with the official fund title is shown. There is a definition of the types of monies received into the fund along with authorized uses (or expenses). The restricted designation is whether the monies received are restricted to a particular use either by the Federal or State government or grantor agency. The General Fund (10), has no restrictions on expenses and receives taxes and fees for typical city services. Some funds are not currently in use and are so stated.

## GANN APPROPRIATIONS LIMIT

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

Because of Proposition 111, the City is required to choose between two annual inflation factors and two population growth factors for the establishment of the Limit. The choice offered for the annual inflation factor is the greater of (1) the growth in California per capita income, or (2) the growth in non-residential assessed valuation due to new construction within the City. This year, the calculation was based on the growth in California per capita income of 5.73%.

The choice offered for the annual population growth factor is the greater of the growth in City or County population. Based on growth rates for both the City of Calabasas and the County of Los Angeles provided by the California Department of Finance, the appropriation limit was calculated using the City of Calabasas population growth factor of 0.76%.

The application of the annual growth factors to the FY 2020-21 limit resulted in a FY 2021-22 limit of \$36,034,513.

CITY of CALABASAS

**GANN APPROPRIATIONS LIMIT CALCULATION**

FY 2021-2022

(A)	PRIOR YEAR'S GANN LIMIT 2020-21	\$ 33,825,695
(B)	PRICE FACTOR	1.0573
(C)	POPULATION FACTOR	1.0076
(D) = (B) X (C)	ANNUAL COMBINED FACTOR	<u>1.0653</u>
(E) = (A) X [(D)-1]	ANNUAL ADJUSTMENT	\$ 2,208,818
(F) = (A) + (E)	CURRENT YEAR GANN LIMIT 2021-22	<u><b>\$ 36,034,513</b></u>

The amount in the City's 2021-22 budget subject to the Limit (net proceeds of taxes, including interest earnings) totals \$28,732,583. This amount is well within the required limit:

2021-22 Appropriation Limit	\$ 36,034,513
2021-22 Appropriations Subject to Limit	<u>\$ 28,732,583</u>
Amount Under Limit:	<u><u>\$ 7,301,930</u></u>

Resolution No. 2021-1737 (Attachment 3) sets forth the Gann Appropriations Limit for the City of Calabasas for FY 2021-22.

COST of LIVING ADJUSTMENT (COLA) FULL-TIME STAFF

As a reminder, there was no COLA granted to city employees last fiscal year, 2020-21. On an annual basis, the City Council adopts a new compensation resolution for permanent full-time employees for the upcoming fiscal year. This resolution approves employee positions, salary ranges, benefit levels, and the number of employees needed for each position. Resolution No. 2021-1740 provides for the current level of benefits and the salary range schedule incorporated in this resolution.

Beginning with the paycheck of July 16, 2021, the salary schedule provides a 2.0% cost of living adjustment (COLA) for all permanent full-time employee positions (with

the exception of the City Council and City Manager). City staff increased the authorized number of positions by one: Recreation Manager for the Calabasas Tennis & Swim Center. The Deferred Compensation 457 Plan 2% match will be reinstated contingent upon either Sales Tax or Transient Occupancy Tax (TOT) estimates exceeding by 3% of the approved budget for the first quarter. The up to 2% match will commence on January 14, 2022.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The Detailed Budget FY 2021-22 & 2022-23 as presented.

**REQUESTED ACTION:**

Adopt Resolution No. 2021-1736 approving the Operating and Capital Improvement Budget from July 1, 2021 through June 30, 2023, providing for the appropriations and expenditures for all sums set forth in said budget and repealing all resolutions in conflict herewith; and Adopt Resolution No. 2021-1737 establishing the appropriations limit for FY 2021-22. Adopt Resolution No. 2021-1740, Approving a salary schedule for permanent employees and rescinding Resolution No. 2020-1689

**ATTACHMENTS:**

1. Detailed Budget FY 2021-22 & 2022-23
2. Resolution No. 2021-1736
3. Resolution No. 2021-1737
4. Resolution No. 2021-1740
5. Departmental Budgets
6. Budgeted Full-Time Positions ~ 5 years
7. Full-Time Employee Allocation Costs by Fund
8. Fund Descriptions

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0	
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget	
<b>Fund: 10 - General Fund</b>						
<b>Revenue</b>						
<u>Division: 000 - Revenue</u>						
10 - 000 - 401000	Property Tax Secured	3,850,000	2,101,598	3,850,000	3,950,000	4,050,000
10 - 000 - 401001	Property Tax UnSecured	30,000	31,102	35,000	30,000	30,000
10 - 000 - 401002	Property Tax Unitary	25,000	-	25,000	25,000	25,000
10 - 000 - 401003	Property Tax Supplemental	35,000	40,883	65,000	60,000	60,000
10 - 000 - 401004	Property Tax Redemption	80,000	51,278	80,000	90,000	90,000
10 - 000 - 401005	Property Tax Refunds	(5,000)	(29,866)	(30,000)	(30,000)	(30,000)
10 - 000 - 401006	Property Tax Home Owner Exempt	5,000	9,159	15,000	20,000	20,000
10 - 000 - 401007	Property Tax Penalty	15,000	9,375	15,000	15,000	15,000
10 - 000 - 402000	Sales and Use Tax	5,900,000	3,825,488	5,950,000	6,050,000	6,300,000
10 - 000 - 403000	Franchise Fee - Cable TV	310,000	159,223	310,000	300,000	290,000
10 - 000 - 403010	Franchise Fee - Edison	380,000	-	417,000	425,000	440,000
10 - 000 - 403020	Franchise Fee - Gas	92,000	-	99,000	105,000	110,000
10 - 000 - 404000	Transfer Tax	250,000	269,694	300,000	325,000	325,000
10 - 000 - 405000	Transient Occupancy Tax	900,000	531,765	900,000	1,250,000	1,750,000
10 - 000 - 406001	Utility Tax - Electric	1,725,000	1,341,259	1,800,000	1,875,000	1,950,000
10 - 000 - 406002	Utility Tax - Gas	430,000	255,907	480,000	480,000	480,000
10 - 000 - 406003	Utility Tax-Telecommunications	650,000	375,811	670,000	660,000	650,000
10 - 000 - 411000	Building Fees	1,200,000	715,900	1,100,000	1,100,000	1,100,000
10 - 000 - 411001	Building Fees - Electrical	200,000	158,746	200,000	220,000	220,000
10 - 000 - 411002	Building Fees - Mechanical	95,000	43,294	95,000	75,000	75,000
10 - 000 - 411003	Building Fees - Plumbing	125,000	63,076	125,000	100,000	100,000
10 - 000 - 411010	Planning Fees	80,000	86,062	90,000	90,000	90,000
10 - 000 - 411020	Engineering Fees	76,200	31,078	65,000	50,000	50,000
10 - 000 - 411030	Investigative Fines	50,000	15,780	50,000	50,000	50,000
10 - 000 - 411050	Recoverable Admin Fee	32,800	-	-	20,000	20,000
10 - 000 - 414000	Misc Permits & Fees	35,800	32,184	37,000	35,000	35,000
10 - 000 - 414001	Film Permits	30,000	5,376	10,000	30,000	30,000
10 - 000 - 414100	Bid & Plan	7,700	-	-	-	-
10 - 000 - 416100	Sale/Disposal of Asset	-	-	-	-	-
10 - 000 - 416300	Property Damage/Loss Reimburse	92,800	184,913	185,000	90,000	90,000
10 - 000 - 416310	Damage Reimb Woolsey Fire	650,000	-	670,000	-	-
10 - 000 - 421000	Traffic Fines	25,800	17,869	40,000	30,000	30,000
10 - 000 - 422000	False Alarm Fines	5,000	3,500	20,000	10,000	10,000
10 - 000 - 431000	Vehicle License Fee	2,707,000	1,371,036	2,707,000	2,800,000	2,900,000
10 - 000 - 431100	Las Virgenes Parking Admin	133,200	44,592	75,000	130,000	130,000
10 - 000 - 431400	FED - CARES Act Funding(COVID)	-	199,142	200,000	-	-
10 - 000 - 432500	Consolidated Election	-	-	-	-	-
10 - 000 - 440001	De Anza Court Rental	5,000	-	-	5,000	8,000
10 - 000 - 440002	De Anza Picnic Rental	4,000	-	-	5,000	8,000
10 - 000 - 440003	Facility Rental - De Anza	10,000	-	-	10,000	10,000
10 - 000 - 440005	De Anza Vending Machine	900	-	-	1,000	1,000
10 - 000 - 440010	Facility Rental - Lupin Hill	96,000	-	-	90,000	90,000
10 - 000 - 440900	Loan Receipt	4,900	4,246	5,000	5,000	5,000
10 - 000 - 441000	Interest Income	84,100	5,943	85,000	80,000	100,000
10 - 000 - 441100	Fair Market Value Investments	-	(376,874)	-	-	-
10 - 000 - 441503	Facility Rental - AC Stelle	28,000	-	-	35,000	40,000
10 - 000 - 441506	AC Stelle Sports Leagues	25,000	-	-	35,000	50,000
10 - 000 - 442000	Miscellaneous	13,000	4,510	13,000	15,000	15,000
10 - 000 - 442002	Misc-IT Staff Reimbursement	-	-	-	-	-
10 - 000 - 442003	Misc - Cash Recon & Adj	-	(6,388)	(7,000)	-	-
10 - 000 - 442004	Misc - CFD Admin Fees	69,600	-	65,000	65,000	65,000
10 - 000 - 442005	Misc - Unrecognized Revenue	-	115,202	-	65,000	65,000
10 - 000 - 442006	Misc - ReimburseRetireeMedical	91,000	-	-	91,000	91,000
10 - 000 - 442100	Reimbursement for Sheriff Svc	67,500	-	60,000	60,000	60,000
10 - 000 - 442102	Rebates & Refunds	6,100	1,237	2,000	5,000	5,000
10 - 000 - 442103	Copy Fees	4,900	495	1,000	5,000	5,000

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
10 - 000 - 442104	Charging Station Fees	11,800	4,876	8,000	10,000	10,000
10 - 000 - 442110	De Anza Event Insurance	20,000	1,140	1,000	15,000	20,000
10 - 000 - 445001	Creekside PreSchool Registrati				-	-
10 - 000 - 445002	Creekside Reimbursement				-	-
10 - 000 - 445004	Creekside Classes				-	-
10 - 000 - 445005	Facility Rental - Creekside	93,600	60,671	96,000	96,000	96,000
10 - 000 - 445006	Creekside PR Reimbursement	400,000	46,866	70,000	94,000	-
10 - 000 - 445100	Facility Rental - Gates Cyn	5,000	-	-	5,000	10,000
10 - 000 - 445200	Facility Rental - Grape Arbor	2,500	1,080	2,000	3,000	5,000
10 - 000 - 445300	Facility Rental - Civic Center	10,000	-	-	10,000	14,000
10 - 000 - 445400	Facility Rental Deposits				-	-
10 - 000 - 445700	Candidate/Election Fees				-	-
10 - 000 - 446000	De Anza Recreation ProgramFees	63,000	10,674	63,000	65,000	65,000
10 - 000 - 446001	De Anza Youth Sport Leagues	100,000	-	-	100,000	125,000
10 - 000 - 446005	4th of July Revenue				20,000	30,000
10 - 000 - 446006	Facility Rental - AE Wright	3,500	-	-	5,000	8,000
10 - 000 - 446007	AE Wright Sport Leagues	33,000	-	-	33,000	53,000
10 - 000 - 446009	Pumpkin Festival				85,000	85,000
10 - 000 - 446011	Recreation Processing Fees	1,900	200	1,000	2,000	2,000
10 - 000 - 446025	Special Events	8,800	-	-	12,000	12,000
10 - 000 - 446030	Calabasas Fine Arts Festival	40,300	-	-	40,000	40,000
10 - 000 - 446200	Senior Center Membership	50,000	(2,178)	(3,000)	50,000	65,000
10 - 000 - 446201	Senior Center Rentals	2,500	-	-	4,000	5,000
10 - 000 - 446202	Senior Center Daily Fees	18,000	161	1,000	18,000	23,000
10 - 000 - 446203	Senior Center Program Fees	210,000	145,985	210,000	210,000	300,000
10 - 000 - 446400	Lease Income	166,400	112,695	136,000	85,000	85,000
10 - 000 - 446600	Donations				-	-
10 - 000 - 446702	Scanning Fees	23,200	7,012	8,000	20,000	20,000
10 - 000 - 449100	Code Enforcement Reimbursement				30,000	-
10 - 000 - 449600	EG Access Fee	136,100	54,472	110,000	110,000	110,000
10 - 000 - 484003	Refunds - De Anza Park	(100)	(306)	(1,000)		
10 - 000 - 484007	Refunds - Youth Sports Leagues	(100)	-			
10 - 000 - 484009	Refunds - Senior Center	(700)	(726)	(1,000)		
10 - 000 - 490000	Indirect Cost Plan	900,000	-	900,000	900,000	900,000
10 - 000 - 490014	Transfer in AB 939				-	-
10 - 000 - 490029	Transfer in Transit	80,600	-	-	-	-
10 - 000 - 490036	Transfer in Grant Fund				310,000	314,700
10 - 000 - 490039	Transfer in Measure R Trans	25,000	4,290	4,000	350,000	350,000
		<b>23,132,600</b>	<b>12,140,505</b>	<b>22,479,000</b>	<b>23,714,000</b>	<b>24,850,700</b>
<b>Total Fund 10 Revenue</b>		<b>23,132,600</b>	<b>12,140,505</b>	<b>22,479,000</b>	<b>23,714,000</b>	<b>24,850,700</b>
<b>Expenditures</b>						
<u>Division: 111 - Legislation &amp; Policy</u>						
10 - 111 - 522100	Special Dept. Supplies	4,000	1,167	4,000	5,000	5,000
10 - 111 - 522113	Special Dept Sup- J Bozajian	4,000	2,231	4,000	5,000	5,000
10 - 111 - 522114	Special Dept Sup- MS Maurer	4,000	1,020	4,000	5,000	5,000
10 - 111 - 522116	Special Dept Sup- F Gaines	4,000	2,000	2,000	-	-
10 - 111 - 522118	Special Dept Sup- D Shapiro	4,000	1,458	4,000	5,000	5,000
10 - 111 - 522119	Special Dept Sup- A Weintraub	4,000	2,155	4,000	5,000	5,000
10 - 111 - 522120	Special Dept Sup- P Kraut	-	20	4,000	5,000	5,000
10 - 111 - 522600	Dues and Memberships	43,000	42,441	43,000	44,000	44,700
10 - 111 - 527000	Business Meeting & Conference	21,000	3,004	6,000	21,000	21,300
		<b>88,000</b>	<b>55,496</b>	<b>75,000</b>	<b>95,000</b>	<b>96,000</b>
<u>Division: 112 - Boards &amp; Commissions</u>						
10 - 112 - 522100	Special Dept. Supplies	500	-	-	500	500
10 - 112 - 522200	Printing	1,500	-	-	1,500	1,500
10 - 112 - 525200	Contractual Services	5,000	1,800	2,000	5,100	5,200

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22	2022-23
					Budget	Budget
10 - 112 - 526201	Mayor's Youth Council	5,000	303	1,000	5,000	5,000
10 - 112 - 527000	Business Meeting & Conference	2,000	-	-	2,000	2,000
		<b>14,000</b>	<b>2,103</b>	<b>3,000</b>	<b>14,100</b>	<b>14,200</b>
<u>Division: 121 - Legal</u>						
10 - 121 - 525010	Contractual Svcs-Gen'l Matter	300,000	206,769	310,000	300,000	300,000
10 - 121 - 525011	Contractual Svcs-HR Matters	11,200	6,776	10,000	11,000	11,000
10 - 121 - 525020	Contractual Svcs-Litigation	3,400	549	2,000	3,000	3,000
		<b>314,600</b>	<b>214,094</b>	<b>322,000</b>	<b>314,000</b>	<b>314,000</b>
<u>Division: 131 - City Clerk</u>						
10 - 131 - 522000	Office Supplies	1,400	207	400	1,500	1,400
10 - 131 - 522100	Special Dept. Supplies	500	56	100	700	700
10 - 131 - 522200	Printing	1,500	80	200	1,500	2,900
10 - 131 - 522600	Dues and Memberships	1,000	1,065	1,600	1,000	2,000
10 - 131 - 522800	Publications	3,500	3,131	3,500	3,500	4,400
10 - 131 - 525200	Contractual Services	10,000	4,800	7,200	20,000	20,000
10 - 131 - 525700	Elections	100,000	17,930	100,000	10,000	100,000
10 - 131 - 526500	Advertising	2,300	585	900	3,000	3,000
10 - 131 - 527000	Business Meeting & Conference	250	104	200	500	500
10 - 131 - 528000	Tuition Reimbursement	-	-	-	-	-
10 - 131 - 528500	Training	1,000	-	-	2,000	5,000
10 - 131 - 541600	Miscellaneous Expenditure	100	-	-	100	100
10 - 131 - 543000	Mileage Reimbursement	400	141	300	400	400
		<b>121,950</b>	<b>28,099</b>	<b>114,400</b>	<b>44,200</b>	<b>140,400</b>
<u>Division: 132 - Administrative Services</u>						
10 - 132 - 522000	Office Supplies	1,100	200	300	1,100	1,100
10 - 132 - 522100	Special Dept. Supplies	-	-	-	-	-
10 - 132 - 522200	Printing	-	-	-	-	-
10 - 132 - 522600	Dues and Memberships	1,100	-	-	1,100	1,100
10 - 132 - 522800	Publications	-	-	-	-	-
10 - 132 - 525200	Contractual Services	2,000	23,783	35,700	2,000	2,000
10 - 132 - 525700	Elections	-	7,039	10,600	-	-
10 - 132 - 526500	Advertising	2,000	-	-	2,000	2,000
10 - 132 - 527000	Business Meeting & Conference	400	-	-	800	800
10 - 132 - 528000	Tuition Reimbursement	-	-	-	-	-
10 - 132 - 528500	Training	750	-	-	1,500	1,500
10 - 132 - 541600	Miscellaneous Expenditure	300	15	100	300	300
10 - 132 - 543000	Mileage Reimbursement	300	-	-	300	300
		<b>7,950</b>	<b>31,037</b>	<b>46,700</b>	<b>9,100</b>	<b>9,100</b>
<u>Division: 134 - Non-Departmental</u>						
10 - 134 - 520000	Liability Insurance	614,900	614,874	615,000	639,000	639,000
10 - 134 - 520001	Unemployment Insurance	50,000	52,619	79,000	35,000	35,000
10 - 134 - 520002	Workers Compensation Insurance	382,900	382,857	382,900	231,000	231,000
10 - 134 - 520003	Property Insurance	114,500	114,459	114,500	116,000	116,000
10 - 134 - 520004	Crime Insurance	1,500	1,535	1,600	2,000	2,000
10 - 134 - 520005	Pollution Insurance	6,100	6,062	6,100	6,000	7,000
10 - 134 - 520100	State Administrative Cost	50,000	26,047	39,100	50,000	50,000
10 - 134 - 520101	County Administrative Fee	53,300	53,298	53,300	50,000	50,000
10 - 134 - 522000	Office Supplies	7,200	211	400	7,200	7,200
10 - 134 - 522100	Special Dept. Supplies	5,800	1,515	2,300	5,800	5,800
10 - 134 - 522109	Facility Repairs	5,000	-	-	5,000	5,000
10 - 134 - 522110	Emergency Services	-	12,084	18,200	5,000	5,000
10 - 134 - 522200	Printing	5,500	345	600	5,500	5,500
10 - 134 - 522300	Kitchen Supplies	11,000	3,711	5,600	11,000	11,000
10 - 134 - 522400	Furniture & Fixtures	400	-	-	400	400
10 - 134 - 522600	Dues and Memberships	1,400	1,466	2,200	1,400	1,400
10 - 134 - 522700	Storage Rental	50,400	6,042	9,100	5,000	5,000

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
10 - 134 - 523000	Postage / Courier Service	17,900	9,670	14,600	15,000	15,000
10 - 134 - 523100	Bank & Merchant Fees	144,700	48,798	144,700	144,700	144,700
10 - 134 - 523300	Contribution to Others	130,000	-	130,000	255,000	255,000
10 - 134 - 523301	Contribution to Chamber of Com	40,000	40,000	40,000	40,000	40,000
10 - 134 - 523303	Humanitarian Aid	25,000	-	25,000	25,000	25,000
10 - 134 - 523306	Relay for Life	5,000	-	5,000	5,000	5,000
10 - 134 - 523401	Art Rental	-	-	-	-	-
10 - 134 - 523900	Equipment Maintenance	10,000	5,033	7,600	10,000	10,000
10 - 134 - 525200	Contractual Services	20,000	5,500	8,300	20,000	20,000
10 - 134 - 525224	Property Damage & Repairs	-	-	-	-	-
10 - 134 - 525257	Mass Notification System	30,000	29,344	30,000	30,000	30,000
10 - 134 - 525284	Parking Enforcement	36,900	33,069	36,900	35,000	35,000
10 - 134 - 541600	Miscellaneous Expenditure	1,300	503	800	1,300	1,300
10 - 134 - 541901	Reimbursable Expense	-	-	-	-	-
10 - 134 - 550001	Security	125,000	-	-	-	-
10 - 134 - 650000	Capital Outlay	14,700	6,980	10,500	15,000	15,000
10 - 134 - 655000	Open Space & Environmental Prg	-	-	-	-	-
10 - 134 - 990028	Transfer to Library Fund	4,300	-	-	3,000	3,000
10 - 134 - 990040	Transfer to Capital	45,000	9,303	14,000	25,000	25,000
10 - 134 - 990085	Transfer to 2006 COP	-	-	-	-	-
10 - 134 - 990087	Transfer to 2015 COP	1,846,100	1,322,695	1,846,100	1,839,000	1,835,500
		<b>3,855,800</b>	<b>2,788,019</b>	<b>3,643,400</b>	<b>3,638,300</b>	<b>3,635,800</b>
<u>Division: 135 - Payroll</u>						
10 - 135 - 510000	Full Time Salaries	5,272,248	3,790,893	5,272,300	5,409,708	5,490,900
10 - 135 - 510002	Full Time Employee Overtime	30,000	3,992	6,000	30,000	30,000
10 - 135 - 510301	CalPERS City Paid EmployeeCost	331,819	197,405	296,200	312,593	314,200
10 - 135 - 510302	CalPERS Employer Cost	561,152	339,535	509,400	533,398	536,100
10 - 135 - 510303	CalPERS Unfunded Liability	411,112	380,126	380,000	508,572	581,100
10 - 135 - 510304	CalPERS Survivor Benefit	1,728	993	1,500	1,536	1,500
10 - 135 - 510400	Benefits	276,320	107,926	161,900	158,495	159,300
10 - 135 - 510401	Retiree Medical Benefits	91,309	67,226	91,400	120,326	120,300
10 - 135 - 510402	Medical Insurance	879,478	677,270	879,500	969,508	969,500
10 - 135 - 510403	Dental Insurance	64,466	46,425	64,500	67,559	67,600
10 - 135 - 510404	Vision Insurance	13,306	9,909	13,400	14,591	14,600
10 - 135 - 510405	Short Term Disability	29,163	14,015	21,100	28,204	28,200
10 - 135 - 510406	Long Term Disability	10,037	6,762	10,100	9,715	9,700
10 - 135 - 510407	Life Insurance	14,442	9,868	14,500	13,955	14,000
10 - 135 - 510408	Accidental Death & Dismember	3,657	2,373	3,600	3,534	3,500
10 - 135 - 510409	Employee Assistance Program	3,102	1,937	3,000	2,757	2,800
10 - 135 - 510600	Employer Taxes	-	71,778	71,800	-	-
10 - 135 - 510601	Medicare	92,885	51,867	77,900	89,099	89,100
10 - 135 - 510602	Social Security	-	10,790	16,200	-	-
10 - 135 - 510900	Hourly Employees	745,000	381,226	571,900	675,000	675,000
10 - 135 - 510902	Hourly Employee Overtime	-	-	-	-	-
10 - 135 - 511000	Auto Allowance	45,750	30,151	45,300	39,981	40,000
10 - 135 - 511001	457 Match	-	8,228	12,400	-	-
		<b>8,876,974</b>	<b>6,210,697</b>	<b>8,523,900</b>	<b>8,988,531</b>	<b>9,147,400</b>
<u>Division: 136 - Civic Center O&amp;M</u>						
10 - 136 - 522100	Special Dept. Supplies	67,600	1,738	2,700	10,000	10,000
10 - 136 - 522103	Facility Maintenance	64,700	54,981	64,700	65,000	65,000
10 - 136 - 523800	Rent Equipment	1,000	331	500	1,000	1,000
10 - 136 - 523900	Equipment Maintenance	26,700	21,455	26,700	27,000	27,000
10 - 136 - 524000	Utilities - Electric	85,000	44,516	66,800	85,000	85,000
10 - 136 - 524001	Utilities - Water	6,000	4,255	6,000	6,000	6,000
10 - 136 - 524002	Utilities - Gas	8,000	4,902	7,400	8,000	8,000
10 - 136 - 525200	Contractual Services	-	-	-	-	-
10 - 136 - 541600	Miscellaneous Expenditure	8,900	3,797	5,700	8,000	8,000
10 - 136 - 550001	Security	3,800	19,874	29,900	4,000	4,000

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
10 - 136 - 650000	Capital Outlay	200	-	-	200	200
		<b>271,900</b>	<b>155,850</b>	<b>210,400</b>	<b>214,200</b>	<b>214,200</b>
<u>Division: 141 - City Management</u>						
10 - 141 - 522000	Office Supplies	1,100	-	-	1,100	1,100
10 - 141 - 522100	Special Dept. Supplies	1,300	99	200	1,300	1,300
10 - 141 - 522600	Dues and Memberships	900	180	300	900	900
10 - 141 - 527000	Business Meeting & Conference	20,000	-	-	20,000	20,000
		<b>23,300</b>	<b>279</b>	<b>500</b>	<b>23,300</b>	<b>23,300</b>
<u>Division: 151 - Financial Management</u>						
10 - 151 - 522000	Office Supplies	2,000	1,920	2,000	2,000	2,000
10 - 151 - 522100	Special Dept. Supplies	2,500	1,996	2,500	2,500	2,500
10 - 151 - 522200	Printing	900	339	600	900	1,000
10 - 151 - 522600	Dues and Memberships	200	225	400	200	200
10 - 151 - 522800	Publications	-	-	-	-	-
10 - 151 - 523500	Computer Hardware	-	-	-	-	-
10 - 151 - 523501	Computer Software	-	-	-	-	-
10 - 151 - 525200	Contractual Services	83,000	66,480	83,000	80,000	80,000
10 - 151 - 527000	Business Meeting & Conference	400	-	-	400	400
10 - 151 - 528500	Training	400	-	-	400	400
10 - 151 - 543000	Mileage Reimbursement	-	158	300	400	400
		<b>89,400</b>	<b>71,118</b>	<b>88,800</b>	<b>86,800</b>	<b>86,900</b>
<u>Division: 152 - Payroll &amp; Revenue</u>						
10 - 152 - 522000	Office Supplies	100	-	-	100	100
10 - 152 - 522100	Special Dept. Supplies	200	-	-	200	200
10 - 152 - 522200	Printing	100	-	-	100	100
10 - 152 - 522600	Dues and Memberships	700	-	-	700	700
10 - 152 - 522800	Publications	-	-	-	-	-
10 - 152 - 523500	Computer Hardware	-	-	-	-	-
10 - 152 - 523501	Computer Software	400	-	-	400	400
10 - 152 - 525200	Contractual Services	73,400	43,592	65,400	60,000	60,000
10 - 152 - 527000	Business Meeting & Conference	1,000	-	-	1,000	1,000
10 - 152 - 528500	Training	400	-	-	400	400
		<b>76,300</b>	<b>43,592</b>	<b>65,400</b>	<b>62,900</b>	<b>62,900</b>
<u>Division: 161 - Public Information</u>						
10 - 161 - 520800	Telephone	57,500	56,841	57,500	60,000	60,000
10 - 161 - 522000	Office Supplies	1,400	96	200	1,400	1,400
10 - 161 - 522100	Special Dept. Supplies	5,800	412	700	5,800	5,800
10 - 161 - 522200	Printing	4,300	-	-	4,300	4,300
10 - 161 - 522600	Dues and Memberships	1,200	600	900	1,200	1,200
10 - 161 - 522800	Publications	500	76	200	500	500
10 - 161 - 523500	Computer Hardware	5,300	3,863	5,300	5,300	5,300
10 - 161 - 523800	Rent Equipment	1,500	-	-	1,500	1,500
10 - 161 - 525200	Contractual Services	24,000	28,977	43,500	24,000	24,000
10 - 161 - 525217	Film Permit Services	-	-	-	-	-
10 - 161 - 526000	City Newsletter/Promotions	10,600	4,000	6,000	10,600	10,600
10 - 161 - 527000	Business Meeting & Conference	3,500	-	-	3,500	3,500
10 - 161 - 528500	Training	250	-	-	250	250
10 - 161 - 543000	Mileage Reimbursement	100	-	-	100	100
10 - 161 - 650000	Capital Outlay	35,000	779	1,200	-	-
		<b>150,950</b>	<b>95,643</b>	<b>115,500</b>	<b>118,450</b>	<b>118,450</b>
<u>Division: 162 - Information Technology</u>						
10 - 162 - 522000	Office Supplies	1,100	-	-	1,100	1,100
10 - 162 - 522100	Special Dept. Supplies	11,900	6,078	9,200	11,900	11,900
10 - 162 - 522600	Dues and Memberships	300	255	300	300	300
10 - 162 - 523500	Computer Hardware	94,900	14,370	90,000	70,000	75,000

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
10 - 162 - 523501	Computer Software	80,000	30,944	80,000	70,000	75,000
10 - 162 - 525200	Contractual Services	22,000	20,602	22,000	22,000	22,000
10 - 162 - 527000	Business Meeting & Conference	1,250	-	-	1,250	1,250
10 - 162 - 528500	Training	3,600	-	-	3,600	3,600
10 - 162 - 650000	Capital Outlay	20,000	-	20,000	10,000	10,000
		<b>235,050</b>	<b>72,250</b>	<b>221,500</b>	<b>190,150</b>	<b>200,150</b>
<u>Division: 163 - Telecom Regulation</u>						
10 - 163 - 522100	Special Dept. Supplies	200	-	-	-	-
10 - 163 - 522600	Dues and Memberships	200	-	-	-	-
10 - 163 - 525200	Contractual Services	35,000	4,773	7,200	-	-
10 - 163 - 527000	Business Meeting & Conference	100	-	-	-	-
		<b>35,500</b>	<b>4,773</b>	<b>7,200</b>	<b>-</b>	<b>-</b>
<u>Division: 211 - LA Co. Sheriff's Department</u>						
10 - 211 - 522100	Special Dept. Supplies	7,100	20,165	30,300	7,100	7,100
10 - 211 - 525200	Contractual Services	4,871,400	2,836,501	4,871,400	4,950,000	5,024,300
10 - 211 - 525263	LA Co. Sheriff Reimbursable	67,500	9,652	14,500	60,000	60,000
		<b>4,946,000</b>	<b>2,866,319</b>	<b>4,916,200</b>	<b>5,017,100</b>	<b>5,091,400</b>
<u>Division: 221 - LA Co. Fire District</u>						
10 - 221 - 525200	Contractual Services	20,800	20,810	20,800	20,900	20,900
		<b>20,800</b>	<b>20,810</b>	<b>20,800</b>	<b>20,900</b>	<b>20,900</b>
<u>Division: 222 - Public Safety and Emergency Preparedness</u>						
10 - 222 - 522000	Office Supplies	300	443	700	300	300
10 - 222 - 522100	Special Dept. Supplies	6,000	6,713	10,100	6,000	6,000
10 - 222 - 522200	Printing	3,500	71	200	3,500	3,500
10 - 222 - 522600	Dues and Memberships	500	250	400	500	500
10 - 222 - 523500	Computer Hardware	-	-	-	-	-
10 - 222 - 523501	Computer Software	-	-	-	-	-
10 - 222 - 525200	Contractual Services	17,500	3,517	5,300	17,500	17,500
10 - 222 - 525206	Special Events	21,900	25,372	38,100	21,900	21,900
10 - 222 - 527000	Business Meeting & Conference	-	495	800	21,900	21,900
		<b>49,700</b>	<b>36,861</b>	<b>55,600</b>	<b>71,600</b>	<b>71,600</b>
<u>Division: 231 - LA Co. Animal Services</u>						
10 - 231 - 525200	Contractual Services	55,200	24,793	55,200	50,000	50,800
		<b>55,200</b>	<b>24,793</b>	<b>55,200</b>	<b>50,000</b>	<b>50,800</b>
<u>Division: 311 - Administration &amp; Engineering</u>						
10 - 311 - 522000	Office Supplies	500	165	300	500	500
10 - 311 - 522100	Special Dept. Supplies	400	2,206	2,500	2,500	2,500
10 - 311 - 522200	Printing	2,000	835	1,300	2,000	2,000
10 - 311 - 522600	Dues and Memberships	1,500	174	300	1,500	1,500
10 - 311 - 522800	Publications	200	120	200	200	200
10 - 311 - 523500	Computer Hardware	-	-	-	-	-
10 - 311 - 523501	Computer Software	5,800	8,357	9,000	9,000	9,000
10 - 311 - 525200	Contractual Services	150,000	110,568	150,000	150,000	150,000
10 - 311 - 525206	Special Events	12,000	-	-	12,000	12,000
10 - 311 - 527000	Business Meeting & Conference	2,900	-	-	2,900	2,900
		<b>175,300</b>	<b>122,425</b>	<b>163,600</b>	<b>180,600</b>	<b>180,600</b>
<u>Division: 312 - Street Maintenance Services</u>						
10 - 312 - 522000	Office Supplies	1,000	330	500	1,000	1,000
10 - 312 - 522100	Special Dept. Supplies	5,000	3,553	5,000	5,000	5,000
10 - 312 - 522600	Dues and Memberships	1,600	1,172	1,600	1,600	1,600
10 - 312 - 524000	Utilities - Electric	5,500	1,790	2,700	5,500	5,500
10 - 312 - 524001	Utilities - Water	126,900	97,363	140,000	145,000	150,000
10 - 312 - 525200	Contractual Services	10,000	469	800	10,000	10,000

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
10 - 312 - 525210	Road safety/Shoulder/Pky maint	45,000	5,473	8,300	45,000	45,000
10 - 312 - 525212	Drain Maint & Catch Basin Clen	2,000	427	700	2,000	2,000
10 - 312 - 525215	Street/Sidewalk Repair	58,500	47,289	58,500	58,500	58,500
10 - 312 - 525220	Street Sweeping	93,900	49,972	75,000	93,900	93,900
10 - 312 - 525280	Tree Trimming	300	2,997	4,000	3,000	3,000
10 - 312 - 525281	Graffiti Removal	200	698	1,100	700	700
10 - 312 - 525283	General Landscape Maintenance	180,000	178,832	230,000	230,000	230,000
10 - 312 - 572200	Tree Removal	-	15,479	23,300	5,000	5,000
		<b>529,900</b>	<b>405,842</b>	<b>551,500</b>	<b>606,200</b>	<b>611,200</b>
<u>Division: 313 - Water Quality Enhancement</u>						
10 - 313 - 522100	Special Dept. Supplies	200	192	200	200	200
10 - 313 - 522600	Dues and Memberships	300	-	-	300	300
10 - 313 - 525200	Contractual Services	35,000	55,548	83,400	35,000	35,000
10 - 313 - 525227	Compliance Monitoring Program	172,100	-	172,100	172,100	172,100
10 - 313 - 525228	Sewer Infrastructure Managemnt	35,000	-	-	35,000	35,000
10 - 313 - 527000	Business Meeting & Conference	400	71	200	400	400
		<b>243,000</b>	<b>55,811</b>	<b>255,900</b>	<b>243,000</b>	<b>243,000</b>
<u>Division: 321 - General Landscape Maintenance</u>						
10 - 321 - 520800	Telephone	-	304	500	-	-
10 - 321 - 522000	Office Supplies	200	-	-	200	200
10 - 321 - 522600	Dues and Memberships	-	-	-	-	-
10 - 321 - 524000	Utilities - Electric	100	-	-	100	100
10 - 321 - 524001	Utilities - Water	95,800	74,013	95,800	95,800	95,800
10 - 321 - 525200	Contractual Services	-	21,865	32,800	20,000	20,000
10 - 321 - 525250	Annual Fuel Reduction	163,000	20,936	31,500	163,000	163,000
10 - 321 - 525280	Tree Trimming	44,600	16,384	24,600	44,600	44,600
10 - 321 - 525283	General Landscape Maintenance	265,400	147,233	220,900	265,400	265,400
10 - 321 - 527000	Business Meeting & Conference	200	129	200	200	200
10 - 321 - 571600	Pest Abatement	-	1,706	2,600	22,800	22,800
10 - 321 - 572200	Tree Removal	22,800	16,976	22,800	22,800	22,800
10 - 321 - 650236	Tree Planting	4,600	2,598	3,900	4,600	4,600
		<b>596,700</b>	<b>302,143</b>	<b>435,600</b>	<b>639,500</b>	<b>639,500</b>
<u>Division: 331 - Transportation Planning</u>						
10 - 331 - 522000	Office Supplies	2,000	-	-	2,000	2,000
10 - 331 - 522100	Special Dept. Supplies	400	275	400	400	400
10 - 331 - 523501	Computer Software	100	-	-	100	100
10 - 331 - 525200	Contractual Services	2,000	-	-	2,000	2,000
		<b>4,500</b>	<b>275</b>	<b>400</b>	<b>4,500</b>	<b>4,500</b>
<u>Division: 332 - Transportation Eng/Operations</u>						
10 - 332 - 522000	Office Supplies	1,000	-	-	1,000	1,000
10 - 332 - 522100	Special Dept. Supplies	1,400	39	100	1,400	1,400
10 - 332 - 522600	Dues and Memberships	2,500	1,355	2,100	2,500	2,500
10 - 332 - 522800	Publications	300	-	-	300	300
10 - 332 - 523700	Vehicle Maintenance	7,500	2,757	4,200	25,000	7,500
10 - 332 - 523701	Vehicle Gasoline / Oil	11,800	3,705	5,600	11,800	11,800
10 - 332 - 524000	Utilities - Electric	71,100	46,179	69,300	71,100	71,100
10 - 332 - 525200	Contractual Services	5,000	3,182	4,800	5,000	5,000
10 - 332 - 525210	Road safety/Shoulder/Pky maint	34,000	47,025	70,600	50,000	50,000
10 - 332 - 525224	Property Damage & Repairs	80,000	5,100	7,700	20,000	20,000
10 - 332 - 525240	Striping, Signing & Marking	68,000	9,776	14,700	68,000	68,000
10 - 332 - 525254	Bridges - Inspection & Repair	-	-	-	-	-
10 - 332 - 525260	Traffic Signal/Lighting	80,000	43,395	65,100	75,000	75,000
10 - 332 - 527000	Business Meeting & Conference	700	-	-	700	700
		<b>363,300</b>	<b>162,513</b>	<b>244,200</b>	<b>331,800</b>	<b>314,300</b>
<u>Division: 333 - Transit Services</u>						

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
<u>Division: 334 - Intergovernmental Relations</u>						
10 - 334 - 522000	Office Supplies	100	-	-	100	100
10 - 334 - 522503	School Safety	12,000	-	-	12,000	12,000
10 - 334 - 525270	Crossing Guard	95,000	9,137	13,800	90,000	90,000
10 - 334 - 525275	School Programs	5,800	-	-	5,800	5,800
		<b>112,900</b>	<b>9,137</b>	<b>13,800</b>	<b>107,900</b>	<b>107,900</b>
<u>Division: 411 - Community Development Admin</u>						
10 - 411 - 522000	Office Supplies	4,000	1,808	2,800	4,000	4,000
10 - 411 - 522100	Special Dept. Supplies	1,300	42	100	1,300	1,300
10 - 411 - 522200	Printing	10,000	5,364	8,100	10,000	1,000
10 - 411 - 522600	Dues and Memberships	4,600	1,577	2,400	4,600	4,600
10 - 411 - 522800	Publications	225	72	200	200	200
10 - 411 - 523500	Computer Hardware	-	-	-	-	-
10 - 411 - 523501	Computer Software	75,000	78,814	118,300	135,000	75,000
10 - 411 - 525200	Contractual Services	3,000	29,126	43,700	3,000	3,000
10 - 411 - 526500	Advertising	2,000	2,845	4,300	2,000	2,000
10 - 411 - 527000	Business Meeting & Conference	4,200	25	100	4,200	4,200
10 - 411 - 528500	Training	-	290	500	300	300
10 - 411 - 541600	Miscellaneous Expenditure	-	-	-	-	-
		<b>104,325</b>	<b>119,963</b>	<b>180,500</b>	<b>164,600</b>	<b>95,600</b>
<u>Division: 412 - Planning Projects &amp; Studies</u>						
10 - 412 - 522100	Special Dept. Supplies	-	6	100	-	-
10 - 412 - 522200	Printing	8,000	-	-	8,000	8,000
10 - 412 - 523203	Senior Rental Voucher	97,700	83,776	111,000	113,000	115,000
10 - 412 - 525069	Affordable Housing Exp	-	-	-	-	-
10 - 412 - 525200	Contractual Services	234,821	42,087	63,200	245,000	75,000
10 - 412 - 525222	Historic Site Markers	-	355	600	-	-
10 - 412 - 527000	Business Meeting & Conference	500	-	-	500	500
10 - 412 - 528500	Training	50	938	1,500	50	50
10 - 412 - 543000	Mileage Reimbursement	-	-	-	-	-
		<b>341,071</b>	<b>127,161</b>	<b>176,400</b>	<b>366,550</b>	<b>198,550</b>
<u>Division: 415 - Building Inspection</u>						
10 - 415 - 522000	Office Supplies	300	171	300	300	300
10 - 415 - 522100	Special Dept. Supplies	8,200	1,348	2,100	8,200	8,200
10 - 415 - 522600	Dues and Memberships	-	780	1,200	-	-
10 - 415 - 525200	Contractual Services	715,000	508,324	715,000	715,000	715,000
10 - 415 - 528500	Training	250	-	-	250	250
10 - 415 - 543000	Mileage Reimbursement	-	-	-	-	-
		<b>723,750</b>	<b>510,622</b>	<b>718,600</b>	<b>723,750</b>	<b>723,750</b>
<u>Division: 416 - Code Enforcement</u>						
10 - 416 - 522000	Office Supplies	-	133	200	-	-
10 - 416 - 522600	Dues and Memberships	-	285	500	-	-
10 - 416 - 525200	Contractual Services	-	-	-	-	-
10 - 416 - 525216	Code Enforcement Prosecutor	50,000	124,017	186,100	30,000	30,000
10 - 416 - 528500	Training	100	-	-	100	100
		<b>50,100</b>	<b>124,435</b>	<b>186,800</b>	<b>30,100</b>	<b>30,100</b>
<u>Division: 511 - Community Services Management</u>						
10 - 511 - 522000	Office Supplies	2,200	-	-	2,200	2,200
10 - 511 - 522100	Special Dept. Supplies	1,000	-	-	1,000	1,000
10 - 511 - 522600	Dues and Memberships	400	370	400	400	400
10 - 511 - 526500	Advertising	100	-	-	100	100
10 - 511 - 541600	Miscellaneous Expenditure	-	-	-	-	-
10 - 511 - 543000	Mileage Reimbursement	-	-	-	-	-

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
		<b>3,700</b>	<b>370</b>	<b>400</b>	<b>3,700</b>	<b>3,700</b>
<u>Division: 512 - Creekside Park</u>						
10 - 512 - 520800	Telephone	200	-	-	200	200
10 - 512 - 522100	Special Dept. Supplies	400	-	-	400	400
10 - 512 - 525150	Contract Instructors	200	-	-	200	200
10 - 512 - 525200	Contractual Services	10,000	6,544	9,900	10,000	10,000
10 - 512 - 541800	Custodial Supplies	1,000	-	-	1,000	1,000
		<b>11,800</b>	<b>6,544</b>	<b>9,900</b>	<b>11,800</b>	<b>11,800</b>
<u>Division: 513 - De Anza Park/Recreation Progm</u>						
10 - 513 - 520020	Event Insurance	16,500	41	100	16,500	20,000
10 - 513 - 520800	Telephone	5,000	3,217	4,900	5,000	5,000
10 - 513 - 522000	Office Supplies	1,200	13	100	1,200	1,200
10 - 513 - 522100	Special Dept. Supplies	30,000	1,042	1,600	50,000	61,200
10 - 513 - 522200	Printing	48,000	12,500	18,800	48,000	58,000
10 - 513 - 522600	Dues and Memberships	500	130	200	500	500
10 - 513 - 522900	State Required Fingerprinting	2,000	840	1,300	2,000	2,000
10 - 513 - 523000	Postage / Courier Service	5,500	-	-	5,500	9,000
10 - 513 - 523800	Rent Equipment	-	-	-	-	-
10 - 513 - 525150	Contract Instructors	75,000	6,970	10,500	100,000	85,000
10 - 513 - 525200	Contractual Services	10,000	15,619	23,500	10,000	14,000
10 - 513 - 525207	Tickets / Pre-sale Dodger Nite	-	-	-	20,000	20,000
10 - 513 - 525208	Facility Rental	20,000	-	-	25,000	26,000
10 - 513 - 525276	Senior Programs	-	-	-	-	-
10 - 513 - 526300	Special Community Services	200	-	-	200	200
10 - 513 - 528500	Training	300	-	-	300	300
10 - 513 - 541800	Custodial Supplies	7,000	1,168	1,800	7,000	7,000
10 - 513 - 543000	Mileage Reimbursement	1,100	307	500	1,100	1,100
10 - 513 - 650000	Capital Outlay	15,000	8,274	12,500	15,000	15,000
		<b>237,300</b>	<b>50,121</b>	<b>75,800</b>	<b>307,300</b>	<b>325,500</b>
<u>Division: 514 - Parks Maintenance</u>						
10 - 514 - 522000	Office Supplies	2,000	351	600	2,000	2,000
10 - 514 - 523700	Vehicle Maintenance	3,500	1,865	2,800	3,500	3,500
10 - 514 - 524000	Utilities - Electric	37,000	19,840	29,800	37,000	37,000
10 - 514 - 524002	Utilities - Gas	2,700	1,958	2,700	2,700	2,700
10 - 514 - 525200	Contractual Services	20,000	12,951	19,500	20,000	20,000
10 - 514 - 541800	Custodial Supplies	12,400	4,792	7,200	12,400	12,400
10 - 514 - 543000	Mileage Reimbursement	-	-	-	-	-
10 - 514 - 553500	Cal/Agoura Jt Community Center	80,000	66,054	80,000	65,000	65,000
10 - 514 - 650000	Capital Outlay	15,000	11,880	15,000	15,000	15,000
		<b>172,600</b>	<b>119,690</b>	<b>157,600</b>	<b>157,600</b>	<b>157,600</b>
<u>Division: 515 - School Joint Use</u>						
10 - 515 - 522100	Special Dept. Supplies	100	-	-	100	100
10 - 515 - 525200	Contractual Services	12,000	872	1,400	12,000	12,000
10 - 515 - 525305	School Facility Maintenance	65,000	93,271	110,000	110,000	110,000
10 - 515 - 553600	School Joint Use Contract	85,000	60,000	60,000	60,000	60,000
		<b>162,100</b>	<b>154,143</b>	<b>171,400</b>	<b>182,100</b>	<b>182,100</b>
<u>Division: 516 - Special Events</u>						
10 - 516 - 522100	Special Dept. Supplies	1,400	-	-	1,400	1,400
10 - 516 - 522700	Storage Rental	8,500	5,984	8,500	8,500	8,500
10 - 516 - 525200	Contractual Services	-	145	300	-	-
10 - 516 - 525205	July 4th	25,000	896	25,000	85,000	85,000
10 - 516 - 525311	Egg Stravaganza	6,000	900	1,400	6,000	6,000
10 - 516 - 525315	Teen Events	7,500	-	-	7,500	7,500
10 - 516 - 525316	Holiday Gala Event	15,000	-	-	15,000	15,000
10 - 516 - 525317	Film Festival	15,000	-	-	15,000	15,000
10 - 516 - 525318	Pumpkin Festival	-	108	200	125,000	135,000

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
10 - 516 - 525319	Calabasas Musical Programs	10,000	1,219	1,900	45,000	45,000
10 - 516 - 525323	Civic Center Art Programs	800	250	400	800	800
10 - 516 - 525324	Calabasas Fine Arts Festival	40,300	492	800	40,300	40,300
10 - 516 - 525325	Special Programs & Events	50,000	11,249	16,900	50,000	-
		<b>179,500</b>	<b>21,242</b>	<b>55,400</b>	<b>399,500</b>	<b>359,500</b>
<u>Division: 517 - Klubhouse Preschool</u>						
10 - 517 - 520800	Telephone	-	-	-	-	-
10 - 517 - 522000	Office Supplies	-	-	-	-	-
10 - 517 - 522100	Special Dept. Supplies	-	-	-	-	-
10 - 517 - 522200	Printing	-	-	-	-	-
10 - 517 - 525200	Contractual Services	5,000	1,452	2,200	5,000	5,000
10 - 517 - 525275	School Programs	-	-	-	-	-
10 - 517 - 526400	State Mandates	-	-	-	-	-
10 - 517 - 526500	Advertising	-	-	-	-	-
10 - 517 - 541700	Copier Supplies	-	-	-	-	-
10 - 517 - 541800	Custodial Supplies	-	-	-	-	-
10 - 517 - 541900	Refunds - Deposits & Overpays	-	-	-	-	-
10 - 517 - 650000	Capital Outlay	-	-	-	-	-
		<b>5,000</b>	<b>1,452</b>	<b>2,200</b>	<b>5,000</b>	<b>5,000</b>
<u>Division: 518 - Senior Center</u>						
10 - 518 - 520020	Event Insurance	6,500	6,244	6,500	6,500	6,500
10 - 518 - 520800	Telephone	2,000	855	1,300	2,000	2,000
10 - 518 - 522000	Office Supplies	3,800	38	100	3,800	3,800
10 - 518 - 522100	Special Dept. Supplies	22,500	621	1,000	22,500	22,500
10 - 518 - 522103	Facility Maintenance	1,200	485	800	1,200	1,200
10 - 518 - 522200	Printing	1,000	637	1,000	1,000	1,000
10 - 518 - 522600	Dues and Memberships	500	235	400	500	500
10 - 518 - 522900	State Required Fingerprinting	200	-	-	200	200
10 - 518 - 523000	Postage / Courier Service	300	-	-	300	300
10 - 518 - 523900	Equipment Maintenance	700	279	500	700	700
10 - 518 - 524000	Utilities - Electric	23,300	14,207	21,400	23,300	23,300
10 - 518 - 524001	Utilities - Water	3,400	1,358	2,100	3,400	3,400
10 - 518 - 524002	Utilities - Gas	2,300	1,564	2,300	2,300	2,300
10 - 518 - 524003	Utilities - Cable	2,200	307	500	2,200	2,200
10 - 518 - 525150	Contract Instructors	150,000	61,932	92,900	150,000	150,000
10 - 518 - 525200	Contractual Services	27,000	24,366	27,000	27,000	27,000
10 - 518 - 525276	Senior Programs	21,000	1,975	3,000	21,000	21,000
10 - 518 - 541800	Custodial Supplies	6,900	1,126	1,700	6,900	6,900
10 - 518 - 543000	Mileage Reimbursement	-	-	-	-	-
10 - 518 - 550001	Security	2,500	17,729	26,600	2,500	2,500
10 - 518 - 650000	Capital Outlay	7,500	4,909	7,400	7,500	7,500
		<b>284,800</b>	<b>138,868</b>	<b>196,500</b>	<b>284,800</b>	<b>284,800</b>
<b>Total Fund 10 Expenditures</b>		<b>23,535,020</b>	<b>15,154,588</b>	<b>22,082,000</b>	<b>23,708,931</b>	<b>23,776,500</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>12,281,586</b>	<b>12,281,586</b>	<b>12,281,586</b>	<b>12,678,586</b>	<b>12,683,655</b>
<b>CHANGE IN FUND 10 BALANCE</b>		<b>(402,420)</b>	<b>(3,014,083)</b>	<b>397,000</b>	<b>5,069</b>	<b>1,074,200</b>
<b>FUND 10 BALANCE</b>		<b>11,879,166</b>	<b>9,267,503</b>	<b>12,678,586</b>	<b>12,683,655</b>	<b>13,757,855</b>
<b>Fund: 11 - Recoverable Deposits</b>						
<b>Revenue</b>						
<u>Division: 000 - Revenue</u>						
11 - 000 - 411060	Recoverable Project	529,200	88,895	133,500	500,000	500,000
11 - 000 - 484000	Refunds - Overpayments	-	-	-	-	-
		<b>529,200</b>	<b>88,895</b>	<b>133,500</b>	<b>500,000</b>	<b>500,000</b>

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
<b>Total Fund 11 Revenue</b>	<b>529,200</b>	<b>88,895</b>	<b>133,500</b>	<b>500,000</b>	<b>500,000</b>
<b>Expenditures</b>					
<u>Division: 163 - Cable Regulation</u>					
11 - 163 - 522200 Printing	-	-	-	-	-
11 - 163 - 525200 Contractual Services	28,100	16,450	24,700	25,000	25,000
	<b>28,100</b>	<b>16,450</b>	<b>24,700</b>	<b>25,000</b>	<b>25,000</b>
<u>Division: 311 - Administration &amp; Engineering</u>					
11 - 311 - 522200 Printing	1,600	-	-	-	-
11 - 311 - 525200 Contractual Services	157,100	1,901	2,900	150,000	150,000
	<b>158,700</b>	<b>1,901</b>	<b>2,900</b>	<b>150,000</b>	<b>150,000</b>
<u>Division: 331 - Transportation Planning</u>					
11 - 331 - 522200 Printing	-	-	-	-	-
11 - 331 - 525200 Contractual Services	-	-	-	-	-
	-	-	-	-	-
<u>Division: 412 - Planning Projects &amp; Studies</u>					
11 - 412 - 522200 Printing	-	-	-	-	-
11 - 412 - 525200 Contractual Services	328,300	70,544	105,900	300,000	300,000
	<b>328,300</b>	<b>70,544</b>	<b>105,900</b>	<b>300,000</b>	<b>300,000</b>
<u>Division: 413 - Development Review</u>					
11 - 413 - 522200 Printing	-	-	-	-	-
11 - 413 - 525000 Consulting Services	-	-	-	-	-
11 - 413 - 525200 Contractual Services	-	-	-	-	-
	-	-	-	-	-
<u>Division: 415 - Building Inspection</u>					
11 - 415 - 522200 Printing	-	-	-	-	-
11 - 415 - 525200 Contractual Services	14,100	-	-	25,000	25,000
	<b>14,100</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Fund 11 Expenditures</b>	<b>529,200</b>	<b>88,895</b>	<b>133,500</b>	<b>500,000</b>	<b>500,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CHANGE IN FUND 11 BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND 11 BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
;					
<b>Fund: 12 - South Coast Air Quality Management District</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
12 - 000 - 441000 Interest Income	900	182	300	-	100
12 - 000 - 447000 South Coast Air Quality Mgmt	36,000	15,457	23,200	35,000	35,000
	<b>36,900</b>	<b>15,639</b>	<b>23,500</b>	<b>35,000</b>	<b>35,100</b>
<b>Total Fund 12 Revenue</b>	<b>36,900</b>	<b>15,639</b>	<b>23,500</b>	<b>35,000</b>	<b>35,100</b>
<b>Expenditures</b>					
<u>Division: 331 - Transportation Planning</u>					
12 - 331 - 650000 Capital Outlay	129,800	18,829	28,300	125,000	20,000
	<b>129,800</b>	<b>18,829</b>	<b>28,300</b>	<b>125,000</b>	<b>20,000</b>
<b>Total Fund 12 Expenditures</b>	<b>129,800</b>	<b>18,829</b>	<b>28,300</b>	<b>125,000</b>	<b>20,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>85,143</b>	<b>85,143</b>	<b>85,143</b>	<b>80,343</b>	<b>(9,657)</b>

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
<b>CHANGE IN FUND 12 BALANCE</b>	(92,900)	(3,190)	(4,800)	(90,000)	15,100
<b>FUND 12 BALANCE</b>	(7,757)	81,953	80,343	(9,657)	5,443
<b>Fund: 13 - Park &amp; Recreation Improvements</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
13 - 000 - 441000 Interest Income	-	(28)	(100)	(100)	(100)
13 - 000 - 446600 Donations	-	-	-	-	-
13 - 000 - 447100 Comm Center Cont.-Agoura Hills	-	-	-	-	-
13 - 000 - 447600 Grant L.A. Co. Measure A-M & S	40,000	-	-	40,000	40,000
13 - 000 - 447700 Grant Proposition 12 Park Bond	-	-	-	-	-
13 - 000 - 447800 Proposition 40	-	-	-	-	-
13 - 000 - 462000 Prop A - Per Parcel	-	-	-	-	-
13 - 000 - 494000 Transfer in General Fund	-	-	-	-	-
13 - 000 - 494500 Transfer in Water Res Grant	-	-	-	-	-
13 - 000 - 498600 Transfer in Enterprise Fund	-	-	-	-	-
13 - 000 - 499800 Transfer in Other Funds	-	-	-	-	-
	<b>40,000</b>	<b>(28)</b>	<b>(100)</b>	<b>39,900</b>	<b>39,900</b>
<b>Total Fund 13 Revenue</b>	<b>40,000</b>	<b>(28)</b>	<b>(100)</b>	<b>39,900</b>	<b>39,900</b>
<b>Expenditures</b>					
<u>Division: 519 - Capital Improvements-Parks</u>					
13 - 519 - 553000 De Anza Park Improvements	-	-	-	-	-
13 - 519 - 553100 Creekside Park Improvements	-	-	-	-	-
13 - 519 - 554500 Grape Arbor Rehab	-	-	-	-	-
13 - 519 - 554700 Gates Canyon Park	-	-	-	-	-
13 - 519 - 554800 Measure A- M & S Projects	29,000	-	-	40,000	40,000
13 - 519 - 554900 Park & Rec Master Plan	-	-	-	-	-
13 - 519 - 555000 Dog Park	-	-	-	-	-
13 - 519 - 555100 LV/LH 1.8 Acre Plans	-	-	-	-	-
13 - 519 - 555200 Headwaters Corner	-	-	-	-	-
13 - 519 - 990000 Transfer to General Fund	-	-	-	-	-
13 - 519 - 994000 Transfer to Capital	-	-	-	-	-
	<b>29,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>40,000</b>
<b>Total Fund 13 Expenditures</b>	<b>29,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>40,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(11,072)</b>	<b>(11,072)</b>	<b>(11,072)</b>	<b>(11,172)</b>	<b>(11,272)</b>
<b>CHANGE IN FUND 13 BALANCE</b>	<b>11,000</b>	<b>(28)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>FUND 13 BALANCE</b>	<b>(72)</b>	<b>(11,100)</b>	<b>(11,172)</b>	<b>(11,272)</b>	<b>(11,372)</b>
<b>Fund: 14 - AB 939</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
14 - 000 - 441000 Interest Income	14,600	3,526	5,300	17,000	17,900
14 - 000 - 480000 AB 939 Franchise Fees	220,000	156,525	220,000	250,000	250,000
14 - 000 - 480200 Grant - CRV Recycling Program	-	-	-	-	-
	<b>234,600</b>	<b>160,051</b>	<b>225,300</b>	<b>267,000</b>	<b>267,900</b>
<b>Total Fund 14 Revenue</b>	<b>234,600</b>	<b>160,051</b>	<b>225,300</b>	<b>267,000</b>	<b>267,900</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
14 - 134 - 990010 Transfer to General Fund	109,600	-	-	-	-
14 - 134 - 990040 Transfer to Capital	-	-	-	-	-

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
	<b>109,600</b>	-	-	-	-
<u>Division: 313 - Water Quality Enhancement</u>					
14 - 313 - 510000 Full Time Salaries	60,481	43,469	60,500	61,690	62,600
14 - 313 - 510002 Full Time Employee Overtime	-	-	-	-	-
14 - 313 - 510301 CalPERS City Paid EmployeeCost	4,233	2,931	4,300	4,318	4,300
14 - 313 - 510302 CalPERS Employer Cost	6,341	4,390	6,400	6,379	6,400
14 - 313 - 510303 CalPERS Unfunded Liability	5,034	4,654	5,100	6,632	6,700
14 - 313 - 510304 CalPERS Survivor Benefit	48	9	100	48	-
14 - 313 - 510400 Benefits	1,464	(1,164)	(1,800)	441	400
14 - 313 - 510401 Retiree Medical Benefits	-	-	-	-	-
14 - 313 - 510402 Medical Insurance	10,059	8,155	10,100	11,835	11,800
14 - 313 - 510403 Dental Insurance	754	563	800	806	800
14 - 313 - 510404 Vision Insurance	159	119	200	172	200
14 - 313 - 510405 Short Term Disability	347	171	300	353	400
14 - 313 - 510406 Long Term Disability	111	83	200	113	100
14 - 313 - 510407 Life Insurance	172	125	200	176	200
14 - 313 - 510408 Accidental Death & Dismember	44	30	100	44	-
14 - 313 - 510409 Employee Assistance Program	86	17	100	86	100
14 - 313 - 510600 Employer Taxes	-	-	-	-	-
14 - 313 - 510601 Medicare	877	622	900	894	900
14 - 313 - 510602 Social Security	-	-	-	-	-
14 - 313 - 510900 Hourly Employees	-	-	-	-	-
14 - 313 - 510902 Hourly Employee Overtime	-	-	-	-	-
14 - 313 - 511000 Auto Allowance	60	-	-	60	100
14 - 313 - 511001 457 Match	-	-	-	-	-
14 - 313 - 522100 Special Dept. Supplies	-	5,174	7,800	8,000	8,100
14 - 313 - 525021 Consulting Service-Franchise	-	-	-	-	-
14 - 313 - 525030 Consulting Service-AB 939	-	-	-	-	-
14 - 313 - 525031 Public Education - AB 939	20,300	10,007	15,100	15,400	15,400
14 - 313 - 525200 Contractual Services	114,500	35,578	53,400	54,500	54,500
	<b>225,070</b>	<b>114,932</b>	<b>163,800</b>	<b>171,947</b>	<b>173,000</b>
<u>Division: 414 - Natural Resource Protection</u>					
14 - 414 - 522100 Special Dept. Supplies	-	-	-	-	-
14 - 414 - 525021 Consulting Service-Franchise	-	-	-	-	-
14 - 414 - 525030 Consulting Service-AB 939	-	-	-	-	-
14 - 414 - 525031 Public Education - AB 939	-	-	-	-	-
14 - 414 - 525048 CRV Recycling - Plastics	-	-	-	-	-
14 - 414 - 990000 Transfer to General Fund	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total Fund 14 Expenditures</b>	<b>334,670</b>	<b>114,932</b>	<b>163,800</b>	<b>171,947</b>	<b>173,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,556,097</b>	<b>1,556,097</b>	<b>1,556,097</b>	<b>1,617,597</b>	<b>1,712,650</b>
<b>CHANGE IN FUND 14 BALANCE</b>	<b>(100,070)</b>	<b>45,120</b>	<b>61,500</b>	<b>95,053</b>	<b>94,900</b>
<b>FUND 14 BALANCE</b>	<b>1,456,027</b>	<b>1,601,217</b>	<b>1,617,597</b>	<b>1,712,650</b>	<b>1,807,550</b>
<b>Fund: 15 - Gas Tax</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
15 - 000 - 441000 Interest Income	4,800	3,085	4,700	9,000	7,800
15 - 000 - 461000 Gas Tax Fund - 2105	111,500	92,672	111,500	111,000	112,700
15 - 000 - 461010 Gas Tax Fund - 2106	66,400	55,707	66,400	66,000	67,000
15 - 000 - 461020 Gas Tax Fund - 2107	133,100	124,301	133,100	133,000	135,000
15 - 000 - 461030 Gas Tax Fund - 2107.5	4,000	5,000	7,500	4,000	4,100
15 - 000 - 461040 Gas Tax Fund - 2103	171,900	126,901	171,900	172,000	174,600
15 - 000 - 461101 Road Maintenance - 2032	-	-	-	-	-
15 - 000 - 461102 Loan Repayment	22,200	-	-	22,000	22,300

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
	513,900	407,666	495,100	517,000	523,500
<b>Total Fund 15 Revenue</b>	<b>513,900</b>	<b>407,666</b>	<b>495,100</b>	<b>517,000</b>	<b>523,500</b>
<b>Expenditures</b>					
<u>Division: 311 - Administration &amp; Engineering</u>					
15 - 311 - 510000 Full Time Salaries	23,847	12,943	19,500	24,365	24,700
15 - 311 - 510002 Full Time Employee Overtime	-	-	-	-	-
15 - 311 - 510301 CalPERS City Paid EmployeeCost	433	300	500	443	400
15 - 311 - 510302 CalPERS Employer Cost	2,015	1,251	1,900	2,023	2,000
15 - 311 - 510303 CalPERS Unfunded Liability	865	800	900	1,226	1,200
15 - 311 - 510304 CalPERS Survivor Benefit	144	4	100	144	100
15 - 311 - 510400 Benefits	1,449	(2,696)	(4,100)	134	100
15 - 311 - 510401 Retiree Medical Benefits	-	-	-	-	-
15 - 311 - 510402 Medical Insurance	3,722	3,522	3,800	5,235	5,200
15 - 311 - 510403 Dental Insurance	221	225	400	322	300
15 - 311 - 510404 Vision Insurance	44	48	100	71	100
15 - 311 - 510405 Short Term Disability	136	66	100	140	100
15 - 311 - 510406 Long Term Disability	44	32	100	44	-
15 - 311 - 510407 Life Insurance	71	46	100	73	100
15 - 311 - 510408 Accidental Death & Dismember	17	11	100	18	-
15 - 311 - 510409 Employee Assistance Program	258	8	100	258	300
15 - 311 - 510600 Employer Taxes	-	-	-	-	-
15 - 311 - 510601 Medicare	704	196	300	712	700
15 - 311 - 510602 Social Security	-	10	100	-	-
15 - 311 - 510900 Hourly Employees	-	154	300	-	-
15 - 311 - 510902 Hourly Employee Overtime	-	-	-	-	-
15 - 311 - 511000 Auto Allowance	120	-	-	120	100
15 - 311 - 511001 457 Match	-	-	-	-	-
	<b>34,090</b>	<b>16,920</b>	<b>24,300</b>	<b>35,328</b>	<b>35,400</b>
<u>Division: 134 - Non-Departmental</u>					
15 - 134 - 990000 Transfer to General Fund	-	-	-	-	-
15 - 134 - 990040 Transfer to Capital	760,000	552,180	760,000	600,000	600,000
15 - 134 - 994000 Transfer to Capital	-	-	-	-	-
	<b>760,000</b>	<b>552,180</b>	<b>760,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Total Fund 15 Expenditures</b>	<b>794,090</b>	<b>569,101</b>	<b>784,300</b>	<b>635,328</b>	<b>635,400</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,306,273</b>	<b>1,306,273</b>	<b>1,306,273</b>	<b>1,017,073</b>	<b>898,745</b>
<b>CHANGE IN FUND 15 BALANCE</b>	<b>(280,190)</b>	<b>(161,434)</b>	<b>(289,200)</b>	<b>(118,328)</b>	<b>(111,900)</b>
<b>FUND 15 BALANCE</b>	<b>1,026,083</b>	<b>1,144,839</b>	<b>1,017,073</b>	<b>898,745</b>	<b>786,845</b>

### Fund: 16 - Developer Impact Fees

#### Revenue

##### Division: 000 - Revenue

16 - 000 - 441000 Interest Income	14,800	3,701	5,600	17,000	17,700
16 - 000 - 481500 Traffic Mitigation Fees	-	34,593	51,900	50,000	50,000
16 - 000 - 481501 Traffic Signals	-	-	-	-	-
16 - 000 - 481502 Road Improvements	-	-	-	-	-
16 - 000 - 481503 Offramps	-	-	-	-	-
16 - 000 - 481504 Street Lights	-	-	-	-	-
16 - 000 - 481505 Regional Transportation Fees	-	-	-	-	-
16 - 000 - 481506 General Benefit Contribution	-	-	-	-	-
16 - 000 - 481510 Oak Tree Mitigation Fees	-	-	-	-	-
16 - 000 - 481520 Corridor Master Plan	-	-	-	-	-
16 - 000 - 481525 Art in Public Places	-	-	-	-	-
16 - 000 - 481526 Drain Mitigation	-	-	-	-	-
16 - 000 - 481530 Park Land Dedication Fees	-	-	-	-	-

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
16 - 000 - 481540 LV Streambed Restoration	-	-	-	-	-
	14,800	38,294	57,500	67,000	67,700
<b>Total Fund 16 Revenue</b>	<b>14,800</b>	<b>38,294</b>	<b>57,500</b>	<b>67,000</b>	<b>67,700</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
16 - 134 - 990000 Transfer to General Fund	-	-	-	-	-
16 - 134 - 990040 Transfer to Capital	-	-	-	-	-
16 - 134 - 997500 Transfer to Other Fund	-	-	-	-	-
	-	-	-	-	-
<u>Division: 332 - Transportation Eng/Operations</u>					
16 - 332 - 525200 Contractual Services	-	-	-	-	-
	-	-	-	-	-
<b>Total Fund 16 Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,592,144</b>	<b>1,592,144</b>	<b>1,592,144</b>	<b>1,649,644</b>	<b>1,716,644</b>
<b>CHANGE IN FUND 16 BALANCE</b>	<b>14,800</b>	<b>38,294</b>	<b>57,500</b>	<b>67,000</b>	<b>67,700</b>
<b>FUND 16 BALANCE</b>	<b>1,606,944</b>	<b>1,630,438</b>	<b>1,649,644</b>	<b>1,716,644</b>	<b>1,784,344</b>
<b>Fund: 18 - Affordable Housing</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
18 - 000 - 441000 Interest Income	16,400	3,829	5,800	17,000	16,800
18 - 000 - 464500 Affordable Housing Study	-	-	-	-	-
18 - 000 - 464510 Affording Housing Trust	-	272	500	-	-
	16,400	4,101	6,300	17,000	16,800
<b>Total Fund 18 Revenue</b>	<b>16,400</b>	<b>4,101</b>	<b>6,300</b>	<b>17,000</b>	<b>16,800</b>
<b>Expenditures</b>					
<u>Division: 412 - Planning Projects &amp; Studies</u>					
18 - 412 - 52XXXXX Financing Program	-	-	-	-	-
	-	-	-	-	-
<b>Total Fund 18 Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,654,482</b>	<b>1,654,482</b>	<b>1,654,482</b>	<b>1,660,782</b>	<b>1,677,782</b>
<b>CHANGE IN FUND 18 BALANCE</b>	<b>16,400</b>	<b>4,101</b>	<b>6,300</b>	<b>17,000</b>	<b>16,800</b>
<b>FUND 18 BALANCE</b>	<b>1,670,882</b>	<b>1,658,583</b>	<b>1,660,782</b>	<b>1,677,782</b>	<b>1,694,582</b>
<b>Fund: 19 - Las Virgenes / Lost Hills B&amp;T</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
19 - 000 - 441000 Interest Income	17,800	4,145	6,300	18,000	18,200
	17,800	4,145	6,300	18,000	18,200
<b>Total Fund 19 Revenue</b>	<b>17,800</b>	<b>4,145</b>	<b>6,300</b>	<b>18,000</b>	<b>18,200</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,791,205</b>	<b>1,791,205</b>	<b>1,791,205</b>	<b>1,797,505</b>	<b>1,815,505</b>
<b>CHANGE IN FUND 19 BALANCE</b>	<b>17,800</b>	<b>4,145</b>	<b>6,300</b>	<b>18,000</b>	<b>18,200</b>
<b>FUND 19 BALANCE</b>	<b>1,809,005</b>	<b>1,795,350</b>	<b>1,797,505</b>	<b>1,815,505</b>	<b>1,833,705</b>

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
<b>Fund: 20 - Prop A</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
20 - 000 - 441000	Interest Income	8,300	1,762	2,700	12,000
20 - 000 - 462000	Prop A - Per Parcel	459,800	358,125	459,800	425,000
		<b>468,100</b>	<b>359,887</b>	<b>462,500</b>	<b>437,000</b>
<b>Total Fund 20 Revenue</b>		<b>468,100</b>	<b>359,887</b>	<b>462,500</b>	<b>437,000</b>
<b>Expenditures</b>					
<u>Division: 311 - Administration &amp; Engineering</u>					
20 - 331 - 510000	Full Time Salaries	-	28,767	43,200	43,151
20 - 331 - 510002	Full Time Employee Overtime	-	-	-	-
20 - 331 - 510301	CalPERS City Paid EmployeeCost	-	208	400	306
20 - 331 - 510302	CalPERS Employer Cost	-	2,303	3,500	3,396
20 - 331 - 510303	CalPERS Unfunded Liability	-	1,029	1,600	1,640
20 - 331 - 510304	CalPERS Survivor Benefit	-	9	100	48
20 - 331 - 510400	Benefits	-	1,036	1,600	1,510
20 - 331 - 510401	Retiree Medical Benefits	-	-	-	-
20 - 331 - 510402	Medical Insurance	-	2,343	3,600	3,504
20 - 331 - 510403	Dental Insurance	-	214	400	306
20 - 331 - 510404	Vision Insurance	-	50	100	72
20 - 331 - 510405	Short Term Disability	-	117	200	247
20 - 331 - 510406	Long Term Disability	-	56	100	79
20 - 331 - 510407	Life Insurance	-	85	200	124
20 - 331 - 510408	Accidental Death & Dismember	-	20	100	31
20 - 331 - 510409	Employee Assistance Program	-	17	100	86
20 - 331 - 510600	Employer Taxes	-	-	-	-
20 - 331 - 510601	Medicare	-	433	700	625
20 - 331 - 510602	Social Security	-	-	-	-
20 - 331 - 510900	Hourly Employees	-	-	-	-
20 - 331 - 510902	Hourly Employee Overtime	-	-	-	-
20 - 331 - 511000	Auto Allowance	-	-	60	100
20 - 331 - 511001	457 Match	-	-	-	-
		-	<b>36,686</b>	<b>55,900</b>	<b>55,185</b>
		<b>75,000</b>	<b>46,171</b>	<b>69,300</b>	<b>286,400</b>
<b>Total Fund 20 Expenditures</b>		<b>75,000</b>	<b>82,858</b>	<b>125,200</b>	<b>341,585</b>
		<b>75,000</b>	<b>46,171</b>	<b>69,300</b>	<b>286,400</b>
<u>Division: 134 - Non-Departmental</u>					
20 - 134 - 990029	Transfer to Transportation Programs	-	-	-	286,400
20 - 134 - 990040	Transfer to Capital	75,000	46,171	69,300	-
		<b>75,000</b>	<b>46,171</b>	<b>69,300</b>	<b>286,400</b>
		<b>75,000</b>	<b>46,171</b>	<b>69,300</b>	<b>290,600</b>
<u>Division: 333 - Transit Services</u>					
20 - 333 - 525231	Camp Calabasas-Rec #140-25	-	-	-	-
20 - 333 - 525233	Dial-a-Ride #130-01	-	-	-	-
20 - 333 - 525234	Pumpkin Fest Shuttle #140-07	-	-	-	-
20 - 333 - 525235	Summer Beach Bus #140-01	-	-	-	-
20 - 333 - 525241	Youth Excursion Trip #140-03	-	-	-	-
20 - 333 - 525248	Senior Trips #140-24	-	-	-	-
20 - 333 - 525251	Transit Maintenance #200-03	-	-	-	-
		-	-	-	-
<b>Total Fund 20 Expenditures</b>		<b>75,000</b>	<b>82,858</b>	<b>125,200</b>	<b>341,585</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>739,333</b>	<b>739,333</b>	<b>739,333</b>	<b>1,076,633</b>
<b>CHANGE IN FUND 20 BALANCE</b>		<b>393,100</b>	<b>277,029</b>	<b>337,300</b>	<b>95,415</b>
<b>FUND 20 BALANCE</b>		<b>1,132,433</b>	<b>1,016,362</b>	<b>1,076,633</b>	<b>1,172,048</b>

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
<b>Fund: 21 - LMD 22 - Common Benefit Areas</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
21 - 000 - 401000	Property Tax Secured	-	1,142,497	2,100,000	2,125,000
21 - 000 - 401001	Property Tax UnSecured	-	7,789	17,000	17,000
21 - 000 - 401002	Property Tax Unitary	-	-	-	-
21 - 000 - 401003	Property Tax Supplemental	-	22,407	43,000	44,000
21 - 000 - 401004	Property Tax Redemption	-	28,150	42,300	43,000
21 - 000 - 401005	Property Tax Refunds	-	(16,376)	(24,600)	(26,000)
21 - 000 - 401006	Property Tax Home Owner Exempt	-	4,991	9,000	9,000
21 - 000 - 401007	Property Tax Penalty	-	5,146	7,800	8,000
21 - 000 - 401022	Prop Tax - Dist 22 Ad Valorem	2,148,000	-	-	-
21 - 000 - 441022	Interest Landscape Dist. #22	54,000	14,246	21,400	52,200
		<b>2,202,000</b>	<b>1,208,851</b>	<b>2,215,900</b>	<b>2,273,200</b>
		<b>2,202,000</b>	<b>1,208,851</b>	<b>2,215,900</b>	<b>2,273,200</b>
		<b>2,202,000</b>	<b>1,208,851</b>	<b>2,215,900</b>	<b>2,273,200</b>
<b>Expenditures</b>					
<u>Division: 326 - LMD #22 Ad Valorem/CBA</u>					
21 - 326 - 510000	Full Time Salaries	84,442	93,805	140,800	86,644
21 - 326 - 510002	Full Time Employee Overtime	-	-	-	-
21 - 326 - 510301	CalPERS City Paid EmployeeCost	1,139	788	1,200	1,163
21 - 326 - 510302	CalPERS Employer Cost	6,977	4,548	6,900	7,033
21 - 326 - 510303	CalPERS Unfunded Liability	2,710	2,506	2,800	3,899
21 - 326 - 510304	CalPERS Survivor Benefit	168	13	100	168
21 - 326 - 510400	Benefits	3,127	1,514	2,300	600
21 - 326 - 510401	Retiree Medical Benefits	-	-	-	-
21 - 326 - 510402	Medical Insurance	8,199	8,314	12,500	12,450
21 - 326 - 510403	Dental Insurance	536	489	600	700
21 - 326 - 510404	Vision Insurance	102	97	200	141
21 - 326 - 510405	Short Term Disability	483	235	400	496
21 - 326 - 510406	Long Term Disability	155	113	200	159
21 - 326 - 510407	Life Insurance	245	156	300	250
21 - 326 - 510408	Accidental Death & Dismember	62	38	100	63
21 - 326 - 510409	Employee Assistance Program	302	25	100	302
21 - 326 - 510600	Employer Taxes	-	686	1,100	-
21 - 326 - 510601	Medicare	1,535	1,318	1,600	1,567
21 - 326 - 510602	Social Security	-	-	-	-
21 - 326 - 510900	Hourly Employees	18,300	15,265	18,300	18,300
21 - 326 - 510902	Hourly Employee Overtime	-	-	-	-
21 - 326 - 511000	Auto Allowance	1,590	1,154	1,600	1,590
21 - 326 - 511001	457 Match	-	-	-	-
21 - 326 - 522000	Office Supplies	-	-	-	-
21 - 326 - 525283	General Landscape Maintenance	-	-	-	-
21 - 326 - 570100	Consultant	-	-	-	-
21 - 326 - 570121	Consultant	-	-	-	-
21 - 326 - 570221	Electric Svc - IrrigationMeter	24,000	13,050	19,600	24,000
21 - 326 - 570224	Electric Svc - IrrigationMeter	5,800	3,120	4,700	5,800
21 - 326 - 570225	Electric Svc - IrrigationMeter	3,000	-	-	3,000
21 - 326 - 570226	Electric Svc - IrrigationMeter	4,800	1,834	2,800	4,800
21 - 326 - 570321	Electric Svc - Street Lights	-	-	-	-
21 - 326 - 570621	Insect & Disease Control	-	-	-	10,000
21 - 326 - 570625	Insect & Disease Control	9,000	-	-	9,000
21 - 326 - 570626	Insect & Disease Control	1,500	-	-	1,500
21 - 326 - 570721	Irrigation Repairs	5,000	2,559	3,900	5,000
21 - 326 - 570722	Irrigation Repairs	-	-	-	-
21 - 326 - 570724	Irrigation Repairs	3,500	5,387	8,100	3,500
21 - 326 - 570725	Irrigation Repairs	9,000	21,961	33,000	9,000

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
21 - 326 - 570726	Irrigation Repairs	5,500	976	1,500	5,500	5,600
21 - 326 - 570821	Lake Insurance	12,000	-	-	12,000	12,200
21 - 326 - 570921	Lake Maintenance-Aeration	10,000	367	600	10,000	10,200
21 - 326 - 571021	Lake Maintenance-Lighting	-	-	-	-	-
21 - 326 - 571121	Lake Maintenance-Svc Contract	120,000	115,616	120,000	120,000	121,800
21 - 326 - 571221	Landscape Maint-Svc Contract	135,600	72,006	108,100	135,600	137,600
21 - 326 - 571222	Landscape Maint-Svc Contract	-	-	-	-	-
21 - 326 - 571224	Landscape Maint-Svc Contract	38,400	22,540	33,900	38,400	39,000
21 - 326 - 571225	Landscape Maint-Svc Contract	71,000	41,708	62,600	71,000	72,100
21 - 326 - 571226	Landscape Maint-Svc Contract	61,000	39,238	58,900	61,000	61,900
21 - 326 - 571321	Landscape Refurbishment	30,000	608	1,000	30,000	30,500
21 - 326 - 571324	Landscape Refurbishment	7,400	1,042	1,600	7,400	7,500
21 - 326 - 571325	Landscape Refurbishment	8,500	6,680	8,500	8,500	8,600
21 - 326 - 571326	Landscape Refurbishment	5,500	4,510	5,500	5,500	5,600
21 - 326 - 571421	Office Supplies	-	-	-	-	-
21 - 326 - 571425	Office Supplies	-	-	-	-	-
21 - 326 - 571621	Pest Abatement	15,000	2,448	3,700	15,000	15,200
21 - 326 - 571624	Pest Abatement	-	-	-	-	-
21 - 326 - 571625	Pest Abatement	1,500	2,150	3,300	1,500	1,500
21 - 326 - 571626	Pest Abatement	1,000	-	-	1,000	1,000
21 - 326 - 571721	Planting - Color Change	-	-	-	-	-
21 - 326 - 571724	Planting - Color Change	-	-	-	-	-
21 - 326 - 571725	Planting - Color Change	-	-	-	-	-
21 - 326 - 571821	Planting - Shrubs & Turf Grass	-	-	-	-	-
21 - 326 - 571824	Planting - Shrubs & Turf Grass	-	-	-	-	-
21 - 326 - 571825	Planting - Shrubs & Turf Grass	-	-	-	-	-
21 - 326 - 571921	Planting - Trees	2,500	-	-	2,500	2,500
21 - 326 - 571924	Planting - Trees	-	-	-	-	-
21 - 326 - 571925	Planting - Trees	1,500	-	-	1,500	1,500
21 - 326 - 571926	Planting - Trees	-	-	-	-	-
21 - 326 - 572121	Testing & Analysis	-	-	-	-	-
21 - 326 - 572221	Tree Removal	15,000	4,388	6,600	15,000	15,200
21 - 326 - 572222	Tree Removal	-	-	-	-	-
21 - 326 - 572224	Tree Removal	4,000	7,315	11,000	4,000	4,100
21 - 326 - 572225	Tree Removal	15,000	2,952	4,500	15,000	15,200
21 - 326 - 572226	Tree Removal	500	7,129	10,700	500	500
21 - 326 - 572321	Tree Trimming	30,000	-	-	30,000	30,500
21 - 326 - 572322	Tree Trimming	-	-	-	-	-
21 - 326 - 572324	Tree Trimming	5,000	-	-	5,000	5,100
21 - 326 - 572325	Tree Trimming	10,000	-	-	10,000	10,200
21 - 326 - 572326	Tree Trimming	12,000	-	-	12,000	12,200
21 - 326 - 572425	V-Ditch Irrigated Common Area	-	-	-	-	-
21 - 326 - 572600	Water	-	-	-	-	-
21 - 326 - 572621	Water	140,000	112,707	140,000	140,000	142,100
21 - 326 - 572624	Water	25,000	21,703	25,000	25,000	25,400
21 - 326 - 572625	Water	115,000	103,444	115,000	115,000	116,700
21 - 326 - 572626	Water	9,000	6,689	9,000	9,000	9,100
21 - 326 - 572721	Brush Clearance	5,000	-	-	5,000	5,100
21 - 326 - 572725	Brush Clearance	10,000	-	-	10,000	10,200
21 - 326 - 572726	Brush Clearance	2,500	-	-	2,500	2,500
21 - 326 - 579900	Miscellaneous	-	-	-	-	-
21 - 326 - 579921	Miscellaneous	-	-	-	-	-
21 - 326 - 579925	Miscellaneous	-	-	-	-	-
21 - 326 - 579926	Miscellaneous	-	-	-	16,000	16,200
21 - 326 - 990040	Transfer to Capital	1,000,000	-	-	1,000,000	1,000,000
21 - 326 - 997500	Transfer to Other Fund	-	-	-	-	-
		<b>2,120,072</b>	<b>755,190</b>	<b>994,200</b>	<b>2,151,525</b>	<b>2,168,500</b>
<b>Total Fund 21 Expenditures</b>		<b>2,120,072</b>	<b>755,190</b>	<b>994,200</b>	<b>2,151,525</b>	<b>2,168,500</b>

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>6,144,896</b>	<b>6,144,896</b>	<b>6,144,896</b>	<b>7,366,596</b>	<b>7,488,271</b>
<b>CHANGE IN FUND 21 BALANCE</b>	<b>81,928</b>	<b>453,661</b>	<b>1,221,700</b>	<b>121,675</b>	<b>159,700</b>
<b>FUND 21 BALANCE</b>	<b>6,226,824</b>	<b>6,598,557</b>	<b>7,366,596</b>	<b>7,488,271</b>	<b>7,647,971</b>
<b>Fund: 22 - Landscape Maintenance District 22</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
22 - 000 - 441022 Interest Landscape Dist. #22	25,000	2,344	3,600	24,200	18,800
22 - 000 - 471022 Prop Tax Direct Assess LMD 22	3,208,822	1,815,461	2,723,200	3,208,822	3,208,800
	<b>3,233,822</b>	<b>1,817,805</b>	<b>2,726,800</b>	<b>3,233,022</b>	<b>3,227,600</b>
<b>Total Fund 22 Revenue</b>	<b>3,233,822</b>	<b>1,817,805</b>	<b>2,726,800</b>	<b>3,233,022</b>	<b>3,227,600</b>
<b>Expenditures</b>					
<u>Division: 322 - LMD #22</u>					
22 - 322 - 510000 Full Time Salaries	100,230	72,661	100,300	103,088	104,600
22 - 322 - 510002 Full Time Employee Overtime	-	-	-	-	-
22 - 322 - 510301 CalPERS City Paid EmployeeCost	150	104	200	153	200
22 - 322 - 510302 CalPERS Employer Cost	7,809	5,376	7,900	7,884	7,900
22 - 322 - 510303 CalPERS Unfunded Liability	2,128	1,968	2,200	3,280	3,300
22 - 322 - 510304 CalPERS Survivor Benefit	72	17	100	72	100
22 - 322 - 510400 Benefits	4,750	(1,941)	(3,000)	600	600
22 - 322 - 510401 Retiree Medical Benefits	-	-	-	-	-
22 - 322 - 510402 Medical Insurance	8,915	9,902	14,900	14,792	14,800
22 - 322 - 510403 Dental Insurance	591	589	600	844	800
22 - 322 - 510404 Vision Insurance	104	113	200	163	200
22 - 322 - 510405 Short Term Disability	574	284	500	590	600
22 - 322 - 510406 Long Term Disability	185	137	200	189	200
22 - 322 - 510407 Life Insurance	287	197	300	295	300
22 - 322 - 510408 Accidental Death & Dismember	73	47	100	75	100
22 - 322 - 510409 Employee Assistance Program	129	33	100	129	100
22 - 322 - 510600 Employer Taxes	-	717	1,100	-	-
22 - 322 - 510601 Medicare	1,764	1,031	1,600	1,805	1,800
22 - 322 - 510602 Social Security	-	-	-	-	-
22 - 322 - 510900 Hourly Employees	-	1,409	2,200	-	-
22 - 322 - 510902 Hourly Employee Overtime	-	-	-	-	-
22 - 322 - 511000 Auto Allowance	2,130	1,701	2,200	2,130	2,100
22 - 322 - 511001 457 Match	-	-	-	-	-
22 - 322 - 570104 Contractual Services	2,000	234	400	2,000	2,000
22 - 322 - 570105 Contractual Services	200	54	100	200	200
22 - 322 - 570106 Contractual Services	2,900	717	1,100	2,900	2,900
22 - 322 - 570107 Contractual Services	2,800	670	1,100	2,800	2,800
22 - 322 - 570108 Contractual Services	1,400	622	1,000	1,400	1,400
22 - 322 - 570109 Contractual Services	500	142	300	500	500
22 - 322 - 570110 Contractual Services	500	48	100	500	500
22 - 322 - 570111 Contractual Services	500	130	200	500	500
22 - 322 - 570112 Contractual Services	100	25	100	-	-
22 - 322 - 570113 Contractual Services	850	392	600	850	900
22 - 322 - 570114 Contractual Services	390	176	300	390	400
22 - 322 - 570116 Contractual Services	1,600	816	1,300	1,600	1,600
22 - 322 - 570119 Contractual Services	5,100	276	500	5,100	5,200
22 - 322 - 570120 Contractual Services	800	162	300	800	800
22 - 322 - 570206 Electric Svc - IrrigationMeter	-	2,467	3,800	-	-
22 - 322 - 570207 Electric Svc - IrrigationMeter	5,000	873	1,400	5,000	5,100
22 - 322 - 570208 Electric Svc - IrrigationMeter	5,800	2,548	3,900	5,800	5,900
22 - 322 - 570209 Electric Svc - IrrigationMeter	-	-	-	-	-
22 - 322 - 570210 Electric Svc - IrrigationMeter	-	856	1,300	-	-
22 - 322 - 570211 Electric Svc - IrrigationMeter	250	301	500	250	300

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
22 - 322 - 570214	Electric Svc - IrrigationMeter	-	182	300	-	-
22 - 322 - 570216	Electric Svc - IrrigationMeter	-	-	-	-	-
22 - 322 - 570218	Electric Svc - IrrigationMeter	-	-	-	-	-
22 - 322 - 570219	Electric Svc - IrrigationMeter	-	2,894	4,400	-	-
22 - 322 - 570220	Electric Svc - IrrigationMeter	825	269	500	825	800
22 - 322 - 570319	Electric Svc - Street Lights	-	-	-	-	-
22 - 322 - 570407	Fertilization	1,500	-	-	1,500	1,500
22 - 322 - 570409	Fertilization	-	-	-	-	-
22 - 322 - 570519	Fountain Maintenance	-	-	-	5,000	5,100
22 - 322 - 570607	Insect & Disease Control	6,500	-	-	6,500	6,600
22 - 322 - 570609	Insect & Disease Control	-	-	-	350	400
22 - 322 - 570611	Insect & Disease Control	1,500	-	-	1,500	1,500
22 - 322 - 570613	Insect & Disease Control	2,000	-	-	2,000	2,000
22 - 322 - 570614	Insect & Disease Control	650	-	-	650	700
22 - 322 - 570704	Irrigation Repairs	6,000	7,907	11,900	6,000	6,100
22 - 322 - 570705	Irrigation Repairs	3,000	664	1,000	3,000	3,000
22 - 322 - 570706	Irrigation Repairs	15,000	12,797	15,000	15,000	15,200
22 - 322 - 570707	Irrigation Repairs	12,500	9,040	12,500	12,500	12,700
22 - 322 - 570708	Irrigation Repairs	20,000	394	600	20,000	20,300
22 - 322 - 570709	Irrigation Repairs	250	253	400	250	300
22 - 322 - 570710	Irrigation Repairs	3,500	2,908	3,500	3,500	3,600
22 - 322 - 570711	Irrigation Repairs	2,500	2,421	2,500	2,500	2,500
22 - 322 - 570713	Irrigation Repairs	5,500	-	-	5,500	5,600
22 - 322 - 570714	Irrigation Repairs	5,500	1,035	1,600	5,500	5,600
22 - 322 - 570715	Irrigation Repairs	-	-	-	-	-
22 - 322 - 570718	Irrigation Repairs	-	-	-	-	-
22 - 322 - 570719	Irrigation Repairs	25,000	5,867	8,900	25,000	25,400
22 - 322 - 570720	Irrigation Repairs	8,500	-	-	8,500	8,600
22 - 322 - 571204	Landscape Maint-Svc Contract	61,200	30,494	45,800	61,200	62,100
22 - 322 - 571205	Landscape Maint-Svc Contract	28,500	14,191	21,300	28,500	28,900
22 - 322 - 571206	Landscape Maint-Svc Contract	156,500	113,021	156,500	156,500	158,800
22 - 322 - 571207	Landscape Maint-Svc Contract	79,000	43,267	65,000	79,000	80,200
22 - 322 - 571208	Landscape Maint-Svc Contract	149,000	87,201	130,900	149,000	151,200
22 - 322 - 571209	Landscape Maint-Svc Contract	38,970	7,755	11,700	38,970	39,600
22 - 322 - 571210	Landscape Maint-Svc Contract	49,800	29,067	43,700	49,800	50,500
22 - 322 - 571211	Landscape Maint-Svc Contract	39,659	21,588	32,400	39,659	40,300
22 - 322 - 571213	Landscape Maint-Svc Contract	70,000	45,823	68,800	70,000	71,100
22 - 322 - 571214	Landscape Maint-Svc Contract	47,550	19,950	30,000	47,550	48,300
22 - 322 - 571215	Landscape Maint-Svc Contract	-	-	-	-	-
22 - 322 - 571218	Landscape Maint-Svc Contract	-	-	-	-	-
22 - 322 - 571219	Landscape Maint-Svc Contract	105,000	46,328	69,500	105,000	106,600
22 - 322 - 571220	Landscape Maint-Svc Contract	52,500	51,840	52,500	52,500	53,300
22 - 322 - 571304	Landscape Refurbishment	8,500	25,735	38,700	8,500	8,600
22 - 322 - 571305	Landscape Refurbishment	500	947	1,500	500	500
22 - 322 - 571306	Landscape Refurbishment	40,000	14,289	21,500	40,000	40,600
22 - 322 - 571307	Landscape Refurbishment	40,000	51,113	76,700	40,000	40,600
22 - 322 - 571308	Landscape Refurbishment	10,500	28,704	43,100	10,500	10,700
22 - 322 - 571309	Landscape Refurbishment	500	962	1,500	500	500
22 - 322 - 571310	Landscape Refurbishment	-	6,113	9,200	-	-
22 - 322 - 571311	Landscape Refurbishment	3,500	-	-	3,500	3,600
22 - 322 - 571313	Landscape Refurbishment	20,000	5,562	8,400	20,000	20,300
22 - 322 - 571314	Landscape Refurbishment	1,000	-	-	1,000	1,000
22 - 322 - 571315	Landscape Refurbishment	-	-	-	-	-
22 - 322 - 571316	Landscape Refurbishment	75,000	-	-	75,000	76,100
22 - 322 - 571318	Landscape Refurbishment	-	-	-	-	-
22 - 322 - 571319	Landscape Refurbishment	30,000	1,410	2,200	30,000	30,500
22 - 322 - 571320	Landscape Refurbishment	1,600	4,917	7,400	1,600	1,600
22 - 322 - 571519	Park Maintenance	-	-	-	1,500	1,500
22 - 322 - 571604	Pest Abatement	3,000	1,326	2,000	3,000	3,000
22 - 322 - 571606	Pest Abatement	475	-	-	475	500

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		<u>Current Budget</u>	<u>ACTUALS</u>	<u>March</u>	<u>REVISED</u>	<u>Estimate</u>
					<u>2021-22</u>	<u>2022-23</u>
					<u>Budget</u>	<u>Budget</u>
22 - 322 - 571607	Pest Abatement	10,500	5,976	9,000	10,500	10,700
22 - 322 - 571610	Pest Abatement	6,600	3,850	5,800	6,600	6,700
22 - 322 - 571613	Pest Abatement	-	-	-	-	-
22 - 322 - 571619	Pest Abatement	4,000	4,093	6,200	4,000	4,100
22 - 322 - 571709	Planting - Color Change	-	-	-	-	-
22 - 322 - 571712	Planting - Color Change	-	-	-	-	-
22 - 322 - 571713	Planting - Color Change	-	-	-	-	-
22 - 322 - 571718	Planting - Color Change	-	-	-	-	-
22 - 322 - 571720	Planting - Color Change	-	-	-	-	-
22 - 322 - 571806	Planting - Shrubs & Turf Grass	-	-	-	-	-
22 - 322 - 571809	Planting - Shrubs & Turf Grass	-	-	-	-	-
22 - 322 - 571811	Planting - Shrubs & Turf Grass	-	-	-	-	-
22 - 322 - 571818	Planting - Shrubs & Turf Grass	-	-	-	-	-
22 - 322 - 571906	Planting - Trees	2,500	-	-	2,500	2,500
22 - 322 - 571907	Planting - Trees	1,200	-	-	1,200	1,200
22 - 322 - 571911	Planting - Trees	-	-	-	-	-
22 - 322 - 571912	Planting - Trees	-	-	-	-	-
22 - 322 - 571913	Planting - Trees	-	-	-	-	-
22 - 322 - 571920	Planting - Trees	-	-	-	-	-
22 - 322 - 572204	Tree Removal	3,500	10,593	15,900	3,500	3,600
22 - 322 - 572205	Tree Removal	1,000	1,859	2,800	1,000	1,000
22 - 322 - 572206	Tree Removal	25,000	5,103	7,700	25,000	25,400
22 - 322 - 572207	Tree Removal	20,000	31,032	46,600	20,000	20,300
22 - 322 - 572208	Tree Removal	20,000	29,166	43,800	20,000	20,300
22 - 322 - 572209	Tree Removal	350	-	-	350	400
22 - 322 - 572210	Tree Removal	5,500	9,030	13,600	5,500	5,600
22 - 322 - 572211	Tree Removal	7,500	960	1,500	7,500	7,600
22 - 322 - 572212	Tree Removal	-	-	-	-	-
22 - 322 - 572213	Tree Removal	8,500	16,899	25,400	8,500	8,600
22 - 322 - 572214	Tree Removal	1,500	-	-	1,500	1,500
22 - 322 - 572215	Tree Removal	-	-	-	-	-
22 - 322 - 572218	Tree Removal	-	-	-	-	-
22 - 322 - 572219	Tree Removal	15,000	25,298	38,000	15,000	15,200
22 - 322 - 572220	Tree Removal	13,500	-	-	13,500	13,700
22 - 322 - 572304	Tree Trimming	7,000	54,662	82,000	7,000	7,100
22 - 322 - 572305	Tree Trimming	10,000	-	-	10,000	10,200
22 - 322 - 572306	Tree Trimming	50,000	9,901	14,900	50,000	50,800
22 - 322 - 572307	Tree Trimming	75,000	23,835	35,800	75,000	76,100
22 - 322 - 572308	Tree Trimming	35,000	22,095	33,200	35,000	35,500
22 - 322 - 572309	Tree Trimming	3,500	-	-	3,500	3,600
22 - 322 - 572310	Tree Trimming	10,000	3,072	4,700	10,000	10,200
22 - 322 - 572311	Tree Trimming	28,000	44,705	67,100	28,000	28,400
22 - 322 - 572312	Tree Trimming	5,300	5,785	8,700	5,300	5,400
22 - 322 - 572313	Tree Trimming	42,000	39,957	42,000	42,000	42,600
22 - 322 - 572314	Tree Trimming	10,000	9,312	10,000	10,000	10,200
22 - 322 - 572315	Tree Trimming	-	-	-	-	-
22 - 322 - 572316	Tree Trimming	24,642	-	-	24,642	25,000
22 - 322 - 572319	Tree Trimming	30,000	7,633	11,500	30,000	30,500
22 - 322 - 572320	Tree Trimming	46,000	-	-	46,000	46,700
22 - 322 - 572506	V-Ditch Non-Irrigated Common	3,400	580	900	3,400	3,500
22 - 322 - 572507	V-Ditch Non-Irrigated Common	-	-	-	-	-
22 - 322 - 572604	Water	50,000	25,136	37,800	50,000	50,800
22 - 322 - 572605	Water	19,500	10,859	16,300	19,500	19,800
22 - 322 - 572607	Water	120,000	108,437	120,000	120,000	121,800
22 - 322 - 572608	Water	115,500	74,570	111,900	115,500	117,200
22 - 322 - 572609	Water	6,800	6,281	6,800	6,800	6,900
22 - 322 - 572610	Water	42,000	20,054	30,100	42,000	42,600
22 - 322 - 572611	Water	36,000	43,080	64,700	36,000	36,500
22 - 322 - 572612	Water	2,450	1,512	2,300	2,450	2,500
22 - 322 - 572613	Water	24,000	8,731	13,100	24,000	24,400

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
22 - 322 - 572614	Water	25,000	13,696	20,600	25,000	25,400
22 - 322 - 572616	Water	210,000	128,702	193,100	210,000	213,200
22 - 322 - 572618	Water	-	-	-	-	-
22 - 322 - 572619	Water	90,000	50,984	76,500	90,000	91,400
22 - 322 - 572620	Water	40,000	24,278	36,500	40,000	40,600
22 - 322 - 572704	Brush Clearance	20,000	-	-	20,000	20,300
22 - 322 - 572705	Brush Clearance	3,500	-	-	3,500	3,600
22 - 322 - 572706	Brush Clearance	75,000	9,825	14,800	75,000	76,100
22 - 322 - 572707	Brush Clearance	62,500	39,560	59,400	62,500	63,400
22 - 322 - 572708	Brush Clearance	92,500	12,565	18,900	92,500	93,900
22 - 322 - 572710	Brush Clearance	21,500	-	-	21,500	21,800
22 - 322 - 572714	Brush Clearance	5,000	-	-	5,000	5,100
22 - 322 - 572716	Brush Clearance	145,000	-	-	145,000	147,200
22 - 322 - 572718	Brush Clearance	-	-	-	-	-
22 - 322 - 572719	Brush Clearance	-	25,320	38,000	-	-
22 - 322 - 572720	Brush Clearance	5,800	19,317	29,000	5,800	5,900
22 - 322 - 579905	Miscellaneous	-	-	-	-	-
22 - 322 - 579907	Miscellaneous	-	-	-	-	-
22 - 322 - 579908	Miscellaneous	-	-	-	-	-
22 - 322 - 579909	Miscellaneous	-	-	-	-	-
22 - 322 - 579910	Miscellaneous	-	-	-	-	-
22 - 322 - 579911	Miscellaneous	-	-	-	1,308	1,300
22 - 322 - 579912	Miscellaneous	-	-	-	-	-
22 - 322 - 579913	Miscellaneous	-	-	-	-	-
22 - 322 - 579914	Miscellaneous	-	-	-	-	-
22 - 322 - 579915	Miscellaneous	-	-	-	-	-
22 - 322 - 579916	Miscellaneous	-	-	-	-	-
22 - 322 - 579918	Miscellaneous	-	-	-	-	-
22 - 322 - 579919	Miscellaneous	-	-	-	-	-
		<b>3,131,102</b>	<b>1,792,386</b>	<b>2,570,300</b>	<b>3,145,358</b>	<b>3,192,600</b>
<b>Total Fund 22 Expenditures</b>		<b>3,131,102</b>	<b>1,792,386</b>	<b>2,570,300</b>	<b>3,145,358</b>	<b>3,192,600</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>992,437</b>	<b>992,437</b>	<b>992,437</b>	<b>1,148,937</b>	<b>1,236,601</b>
<b>CHANGE IN FUND 22 BALANCE</b>		<b>102,720</b>	<b>25,419</b>	<b>156,500</b>	<b>87,664</b>	<b>35,000</b>
<b>FUND 22 BALANCE</b>		<b>1,095,157</b>	<b>1,017,856</b>	<b>1,148,937</b>	<b>1,236,601</b>	<b>1,271,601</b>
<b>Fund: 24 - Landscape Maintenance District #24</b>						
<b>Revenue</b>						
<u>Division: 000 - Revenue</u>						
24 - 000 - 441024	Interest Landscape Dist. #24	(100)	58	100	100	(200)
24 - 000 - 471024	Prop Tax Direct Assess LMD 24	214,196	114,094	171,200	214,196	214,200
		<b>214,096</b>	<b>114,151</b>	<b>171,300</b>	<b>214,296</b>	<b>214,000</b>
<b>Total Fund 24 Revenue</b>		<b>214,096</b>	<b>114,151</b>	<b>171,300</b>	<b>214,296</b>	<b>214,000</b>
<b>Expenditures</b>						
<u>Division: 323 - LMD #24</u>						
24 - 323 - 510000	Full Time Salaries	31,571	22,457	31,600	32,459	32,900
24 - 323 - 510002	Full Time Employee Overtime	-	-	-	-	-
24 - 323 - 510301	CalPERS City Paid EmployeeCost	150	104	200	153	200
24 - 323 - 510302	CalPERS Employer Cost	2,500	1,722	2,500	2,523	2,500
24 - 323 - 510303	CalPERS Unfunded Liability	763	705	800	1,148	1,200
24 - 323 - 510304	CalPERS Survivor Benefit	72	5	100	72	100
24 - 323 - 510400	Benefits	1,438	326	500	200	200
24 - 323 - 510401	Retiree Medical Benefits	-	-	-	-	-
24 - 323 - 510402	Medical Insurance	2,817	3,090	4,700	4,618	4,600
24 - 323 - 510403	Dental Insurance	187	184	200	264	300

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0	
		<u>Current Budget</u>	<u>ACTUALS</u>	<u>March</u>	<u>REVISED</u>	<u>Estimate</u>	
					<u>2021-22</u>	<u>2022-23</u>	
					<u>Budget</u>	<u>Budget</u>	
24 - 323 - 510404	Vision Insurance	33		36	100	51	100
24 - 323 - 510405	Short Term Disability	181		89	200	186	200
24 - 323 - 510406	Long Term Disability	58		43	100	59	100
24 - 323 - 510407	Life Insurance	92		61	100	94	100
24 - 323 - 510408	Accidental Death & Dismember	23		15	100	24	-
24 - 323 - 510409	Employee Assistance Program	129		10	100	129	100
24 - 323 - 510600	Employer Taxes	-		54	100	-	-
24 - 323 - 510601	Medicare	458		330	500	471	500
24 - 323 - 510602	Social Security	-		-	-	-	-
24 - 323 - 510900	Hourly Employees	-		653	1,000	-	-
24 - 323 - 510902	Hourly Employee Overtime	-		-	-	-	-
24 - 323 - 511000	Auto Allowance	660		121	200	660	700
24 - 323 - 511001	457 Match	-		-	-	-	-
24 - 323 - 522000	Office Supplies	-		-	-	-	-
24 - 323 - 570100	Contractual Services	-		-	-	-	-
24 - 323 - 570130	Contractual Services	500		-	-	500	500
24 - 323 - 570131	Contractual Services	200		245	400	200	200
24 - 323 - 570132	Contractual Services	200		-	-	200	200
24 - 323 - 570133	Contractual Services	200		-	-	200	200
24 - 323 - 570134	Contractual Services	200		-	-	200	200
24 - 323 - 570135	Contractual Services	200		-	-	200	200
24 - 323 - 570136	Contractual Services	200		-	-	200	200
24 - 323 - 570137	Contractual Services	200		-	-	200	200
24 - 323 - 570230	Electric Svc - IrrigationMeter	2,100		1,505	2,100	2,100	2,100
24 - 323 - 570430	Fertilization	-		-	-	-	-
24 - 323 - 570630	Insect & Disease Control	500		-	-	500	500
24 - 323 - 570730	Irrigation Repairs	3,500		-	-	3,500	3,600
24 - 323 - 570731	Irrigation Repairs	-		-	-	-	-
24 - 323 - 571230	Landscape Maint-Svc Contract	66,500		9,163	13,800	66,500	67,500
24 - 323 - 571231	Landscape Maint-Svc Contract	4,000		6,783	10,200	4,000	4,100
24 - 323 - 571232	Landscape Maint-Svc Contract	8,000		21,038	31,600	8,000	8,100
24 - 323 - 571233	Landscape Maint-Svc Contract	4,000		8,445	12,700	4,000	4,100
24 - 323 - 571234	Landscape Maint-Svc Contract	1,000		1,791	2,700	1,000	1,000
24 - 323 - 571235	Landscape Maint-Svc Contract	1,000		1,795	2,700	1,000	1,000
24 - 323 - 571236	Landscape Maint-Svc Contract	1,000		1,199	1,800	1,000	1,000
24 - 323 - 571237	Landscape Maint-Svc Contract	3,000		7,972	12,000	3,000	3,000
24 - 323 - 571330	Landscape Refurbishment	2,000		-	-	2,000	2,000
24 - 323 - 571331	Landscape Refurbishment	500		1,850	2,800	500	500
24 - 323 - 571332	Landscape Refurbishment	500		1,678	2,600	500	500
24 - 323 - 571333	Landscape Refurbishment	500		2,399	3,600	500	500
24 - 323 - 571334	Landscape Refurbishment	500		1,260	1,900	500	500
24 - 323 - 571335	Landscape Refurbishment	500		-	-	500	500
24 - 323 - 571336	Landscape Refurbishment	-		-	-	500	500
24 - 323 - 571337	Landscape Refurbishment	500		1,253	1,900	500	500
24 - 323 - 571430	Office Supplies	-		-	-	-	-
24 - 323 - 571640	Pest Abatement	-		-	-	-	-
24 - 323 - 571730	Planting - Color Change	-		-	-	-	-
24 - 323 - 571830	Planting - Shrubs & Turf Grass	-		-	-	-	-
24 - 323 - 571831	Planting - Shrubs & Turf Grass	-		-	-	-	-
24 - 323 - 571930	Planting - Trees	-		-	-	-	-
24 - 323 - 572230	Tree Removal	25,000		-	-	25,000	25,400
24 - 323 - 572330	Tree Trimming	25,000		-	-	25,000	25,400
24 - 323 - 572630	Water	31,000		-	-	31,000	31,500
24 - 323 - 572631	Water	1,000		-	-	1,000	1,000
24 - 323 - 572632	Water	1,000		4,592	6,900	1,000	1,000
24 - 323 - 572633	Water	1,000		7,349	11,100	1,000	1,000
24 - 323 - 572634	Water	-		-	-	1,000	1,000
24 - 323 - 572635	Water	1,000		1,155	1,800	1,000	1,000
24 - 323 - 572636	Water	-		-	-	1,000	1,000
24 - 323 - 572637	Water	1,000		2,856	4,300	1,000	1,000

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
24 - 323 - 572730 Brush Clearance	10,000	-	-	10,000	10,200
24 - 323 - 579930 Miscellaneous	-	-	-	-	-
	<b>238,632</b>	<b>114,332</b>	<b>170,000</b>	<b>243,111</b>	<b>246,700</b>
<b>Total Fund 24 Expenditures</b>	<b>238,632</b>	<b>114,332</b>	<b>170,000</b>	<b>243,111</b>	<b>246,700</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>38,124</b>	<b>38,124</b>	<b>38,124</b>	<b>39,424</b>	<b>10,609</b>
<b>CHANGE IN FUND 24 BALANCE</b>	<b>(24,536)</b>	<b>(181)</b>	<b>1,300</b>	<b>(28,815)</b>	<b>(32,700)</b>
<b>FUND 24 BALANCE</b>	<b>13,588</b>	<b>37,943</b>	<b>39,424</b>	<b>10,609</b>	<b>(22,091)</b>
<b>Fund: 25 - Prop C</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
25 - 000 - 441000 Interest Income	5,000	1,250	1,900	7,100	8,000
25 - 000 - 463000 Prop C	381,400	297,054	381,400	360,000	367,000
	<b>386,400</b>	<b>298,304</b>	<b>383,300</b>	<b>367,100</b>	<b>375,000</b>
<b>Total Fund 25 Revenue</b>	<b>386,400</b>	<b>298,304</b>	<b>383,300</b>	<b>367,100</b>	<b>375,000</b>
<b>Expenditures</b>					
<u>Division: 311 - Administration &amp; Engineering</u>					
25 - 331 - 510000 Full Time Salaries	-	25,754	38,700	38,774	39,400
25 - 331 - 510002 Full Time Employee Overtime	-	-	-	-	-
25 - 331 - 510301 CalPERS City Paid EmployeeCost	-	-	-	-	-
25 - 331 - 510302 CalPERS Employer Cost	-	1,991	3,000	2,943	3,000
25 - 331 - 510303 CalPERS Unfunded Liability	-	699	1,100	1,170	1,200
25 - 331 - 510304 CalPERS Survivor Benefit	-	8	100	24	-
25 - 331 - 510400 Benefits	-	1,261	1,900	1,551	1,600
25 - 331 - 510401 Retiree Medical Benefits	-	-	-	-	-
25 - 331 - 510402 Medical Insurance	-	2,002	3,100	2,990	3,000
25 - 331 - 510403 Dental Insurance	-	192	300	275	300
25 - 331 - 510404 Vision Insurance	-	45	100	66	100
25 - 331 - 510405 Short Term Disability	-	106	200	222	200
25 - 331 - 510406 Long Term Disability	-	51	100	71	100
25 - 331 - 510407 Life Insurance	-	80	200	111	100
25 - 331 - 510408 Accidental Death & Dismember	-	19	100	28	-
25 - 331 - 510409 Employee Assistance Program	-	16	100	43	-
25 - 331 - 510600 Employer Taxes	-	-	-	-	-
25 - 331 - 510601 Medicare	-	392	600	562	600
25 - 331 - 510602 Social Security	-	-	-	-	-
25 - 331 - 510900 Hourly Employees	-	-	-	-	-
25 - 331 - 510902 Hourly Employee Overtime	-	-	-	-	-
25 - 331 - 511000 Auto Allowance	-	-	-	-	-
25 - 331 - 511001 457 Match	-	-	-	-	-
	-	<b>32,619</b>	<b>49,600</b>	<b>48,830</b>	<b>49,600</b>
<u>Division: 134 - Non-Departmental</u>					
25 - 134 - 990000 Transfer to General Fund	-	-	-	-	-
25 - 134 - 990029 Transfer to Transit	264,200	122,109	183,200	228,700	232,300
25 - 134 - 990040 Transfer to Capital	-	-	-	-	-
	<b>264,200</b>	<b>122,109</b>	<b>183,200</b>	<b>228,700</b>	<b>232,300</b>
<u>Division: 333 - Transit Services</u>					
25 - 333 - 525229 Public Transit Fueling #110-04	-	-	-	-	-
25 - 333 - 525232 Transit Administration #480-09	-	-	-	-	-
25 - 333 - 525239 Flexible Route Shuttle #110-01	-	-	-	-	-
25 - 333 - 525249 Trolley #110-02	-	-	-	-	-
25 - 333 - 525251 Transit Maintenance #200-3	-	-	-	-	-

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
25 - 333 - 525252 Transit Marketing #280-01	-	-	-	-	-
25 - 333 - 525253 Line 1 Fixed Rt #110-05	-	-	-	-	-
	-	-	-	-	-
<b>Total Fund 25 Expenditures</b>	<b>264,200</b>	<b>122,109</b>	<b>183,200</b>	<b>228,700</b>	<b>232,300</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>509,051</b>	<b>509,051</b>	<b>509,051</b>	<b>709,151</b>	<b>847,551</b>
<b>CHANGE IN FUND 25 BALANCE</b>	<b>122,200</b>	<b>176,195</b>	<b>200,100</b>	<b>138,400</b>	<b>142,700</b>
<b>FUND 25 BALANCE</b>	<b>631,251</b>	<b>685,246</b>	<b>709,151</b>	<b>847,551</b>	<b>990,251</b>
<b>Fund: 26 - Transportation Development Act (TDA)</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
26 - 000 - 441000 Interest Income	(200)	(73)	(200)	(100)	(100)
26 - 000 - 463500 TDA Revenue	3,300	-	-	3,000	3,000
26 - 000 - 494000 Transfer in General Fund	-	-	-	-	-
	<b>3,100</b>	<b>(73)</b>	<b>(200)</b>	<b>2,900</b>	<b>2,900</b>
<b>Total Fund 26 Revenue</b>	<b>3,100</b>	<b>(73)</b>	<b>(200)</b>	<b>2,900</b>	<b>2,900</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
26 - 134 - 990040 Transfer to Capital	-	-	-	-	-
	-	-	-	-	-
<u>Division: 331 - Transportation Planning</u>					
26 - 331 - 525200 Contractual Services	-	14,742	22,200	-	-
	-	<b>14,742</b>	<b>22,200</b>	-	-
<b>Total Fund 26 Expenditures</b>	-	<b>14,742</b>	-	-	-
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(13,895)</b>	<b>(13,895)</b>	<b>(13,895)</b>	<b>(14,095)</b>	<b>(11,195)</b>
<b>CHANGE IN FUND 26 BALANCE</b>	<b>3,100</b>	<b>(14,815)</b>	<b>(200)</b>	<b>2,900</b>	<b>2,900</b>
<b>FUND 26 BALANCE</b>	<b>(10,795)</b>	<b>(28,710)</b>	<b>(14,095)</b>	<b>(11,195)</b>	<b>(8,295)</b>
<b>Fund: 27 - Landscape Maintenance District #27</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
27 - 000 - 441027 Interest Landscape Dist. #27	3,700	239	400	3,800	3,800
27 - 000 - 471027 Prop Tax Direct Assess LMD 27	374,917	210,139	315,300	380,000	380,000
	<b>378,617</b>	<b>210,378</b>	<b>315,700</b>	<b>383,800</b>	<b>383,800</b>
<b>Total Fund 27 Revenue</b>	<b>378,617</b>	<b>210,378</b>	<b>315,700</b>	<b>383,800</b>	<b>383,800</b>
<b>Expenditures</b>					
<u>Division: 324 - LMD #27</u>					
27 - 324 - 510000 Full Time Salaries	9,808	6,973	9,900	10,090	10,200
27 - 324 - 510002 Full Time Employee Overtime	-	-	-	-	-
27 - 324 - 510301 CalPERS City Paid EmployeeCost	-	-	-	-	-
27 - 324 - 510302 CalPERS Employer Cost	758	522	800	766	800
27 - 324 - 510303 CalPERS Unfunded Liability	195	181	200	305	300
27 - 324 - 510304 CalPERS Survivor Benefit	48	2	100	48	-
27 - 324 - 510400 Benefits	473	972	1,500	60	100
27 - 324 - 510401 Retiree Medical Benefits	-	-	-	-	-
27 - 324 - 510402 Medical Insurance	871	973	1,500	1,454	1,500
27 - 324 - 510403 Dental Insurance	58	58	100	83	100

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0	
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget	
27 - 324 - 510404	Vision Insurance	10	11	100	16	-
27 - 324 - 510405	Short Term Disability	56	28	100	58	100
27 - 324 - 510406	Long Term Disability	18	13	100	18	-
27 - 324 - 510407	Life Insurance	29	19	100	29	-
27 - 324 - 510408	Accidental Death & Dismember	8	5	100	8	-
27 - 324 - 510409	Employee Assistance Program	86	3	100	86	100
27 - 324 - 510600	Employer Taxes	-	13	100	-	-
27 - 324 - 510601	Medicare	143	5	100	147	100
27 - 324 - 510602	Social Security	-	22	100	-	-
27 - 324 - 510900	Hourly Employees	-	353	600	-	-
27 - 324 - 510902	Hourly Employee Overtime	-	-	-	-	-
27 - 324 - 511000	Auto Allowance	210	30	100	210	200
27 - 324 - 511001	457 Match	-	-	-	-	-
27 - 324 - 522000	Office Supplies	-	-	-	-	-
27 - 324 - 570100	Consultant	-	-	-	-	-
27 - 324 - 570140	Consultant	-	-	-	-	-
27 - 324 - 570240	Electric Svc - IrrigationMeter	500	96	200	500	500
27 - 324 - 570440	Fertilization	-	-	-	-	-
27 - 324 - 570740	Irrigation Repairs	4,000	-	-	4,000	4,100
27 - 324 - 571240	Landscape Maint-Svc Contract	18,000	11,661	17,500	18,000	18,300
27 - 324 - 571340	Landscape Refurbishment	1,500	1,625	2,500	1,500	1,500
27 - 324 - 571440	Office Supplies	400	-	-	400	400
27 - 324 - 571640	Pest Abatement	-	-	-	-	-
27 - 324 - 571740	Planting - Color Change	-	-	-	-	-
27 - 324 - 570141	Consultant	-	-	-	500	500
27 - 324 - 570741	Irrigation Repairs	22,000	2,537	3,900	24,000	24,400
27 - 324 - 571241	Landscape Maint-Svc Contract	185,000	73,825	110,800	188,000	190,800
27 - 324 - 571341	Landscape Refurbishment	75,000	6,521	9,800	75,000	76,100
27 - 324 - 572741	Brush Clearance	25,000	-	-	35,000	35,500
27 - 324 - 571840	Planting - Shrubs & Turf Grass	-	-	-	-	-
27 - 324 - 571940	Planting - Trees	500	770	1,200	500	500
27 - 324 - 572240	Tree Removal	6,000	-	-	6,000	6,100
27 - 324 - 572340	Tree Trimming	9,000	-	-	9,000	9,100
27 - 324 - 572640	Water	5,500	-	-	5,500	5,600
		<b>365,171</b>	<b>107,218</b>	<b>161,600</b>	<b>381,278</b>	<b>386,900</b>
<b>Total Fund 27 Expenditures</b>		<b>365,171</b>	<b>107,218</b>	<b>161,600</b>	<b>381,278</b>	<b>386,900</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>82,280</b>	<b>82,280</b>	<b>82,280</b>	<b>236,380</b>	<b>238,902</b>
<b>CHANGE IN FUND 27 BALANCE</b>		<b>13,446</b>	<b>103,160</b>	<b>154,100</b>	<b>2,522</b>	<b>(3,100)</b>
<b>FUND 27 BALANCE</b>		<b>95,726</b>	<b>185,440</b>	<b>236,380</b>	<b>238,902</b>	<b>235,802</b>

### Fund: 28 - Library

#### Revenue

##### Division: 000 - Revenue

28 - 000 - 401000	Property Tax Secured	2,190,000	1,169,597	1,754,400	2,200,000	2,255,000
28 - 000 - 401001	Property Tax UnSecured	-	8,186	12,300	8,000	8,000
28 - 000 - 401002	Property Tax Unitary	-	-	-	1,000	1,000
28 - 000 - 401003	Property Tax Supplemental	-	22,874	34,400	23,000	24,000
28 - 000 - 401004	Property Tax Redemption	-	28,713	43,100	29,000	30,000
28 - 000 - 401005	Property Tax Refunds	-	(16,711)	(25,100)	(17,000)	(17,000)
28 - 000 - 401006	Property Tax Home Owner Exempt	-	5,110	7,700	5,000	5,000
28 - 000 - 401007	Property Tax Penalty	-	5,249	7,900	5,000	5,000
28 - 000 - 425000	Library Fines and Recovery	19,000	678	1,100	19,000	19,000
28 - 000 - 432000	State Library Grant	7,000	-	-	12,000	13,000
28 - 000 - 432100	Hidden Hills Library Funds	390,000	248,605	373,000	450,000	460,000
28 - 000 - 441000	Interest Income	23,100	4,815	7,300	24,700	25,900
28 - 000 - 446701	Copy Machine	-	-	-	-	-
28 - 000 - 490010	Transfer in General Fund	4,300	-	-	3,000	3,000

6/16/2021

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22	2022-23
				Budget	Budget
	2,633,400	1,477,115	2,216,100	2,762,700	2,831,900
<b>Total Fund 28 Revenue</b>	<b>2,633,400</b>	<b>1,477,115</b>	<b>2,216,100</b>	<b>2,762,700</b>	<b>2,831,900</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
28 - 134 - 990085	Transfer to 2006 COP	-	1,000	1,500	-
28 - 134 - 990087	Transfer to 2015 COP	780,000	780,000	780,000	775,500
		<b>780,000</b>	<b>781,000</b>	<b>781,500</b>	<b>777,000</b>
<u>Division: 136 - Civic Center O&amp;M</u>					
28 - 136 - 522100	Special Dept. Supplies	10,000	975	1,500	10,000
28 - 136 - 522103	Facility Maintenance	43,100	27,854	41,800	43,100
28 - 136 - 523900	Equipment Maintenance	13,100	12,698	13,100	13,100
28 - 136 - 524000	Utilities - Electric	65,500	35,992	54,000	65,500
28 - 136 - 524001	Utilities - Water	6,200	3,440	5,200	6,200
28 - 136 - 524002	Utilities - Gas	4,600	3,963	4,600	4,600
28 - 136 - 541600	Miscellaneous Expenditure	200	288	500	200
28 - 136 - 550001	Security	3,400	18,760	28,200	25,000
28 - 136 - 650000	Capital Outlay	-	-	-	30,000
		<b>146,100</b>	<b>103,970</b>	<b>148,900</b>	<b>197,700</b>
<u>Division: 533 - Library</u>					
28 - 533 - 510000	Full Time Salaries	568,936	399,348	569,000	563,439
28 - 533 - 510002	Full Time Employee Overtime	-	1,171	1,800	-
28 - 533 - 510301	CalPERS City Paid EmployeeCost	35,260	21,453	32,200	31,708
28 - 533 - 510302	CalPERS Employer Cost	57,852	37,660	56,500	55,221
28 - 533 - 510303	CalPERS Unfunded Liability	43,228	39,970	43,300	52,030
28 - 533 - 510304	CalPERS Survivor Benefit	240	129	200	240
28 - 533 - 510400	Benefits	17,692	11,592	17,400	5,045
28 - 533 - 510401	Retiree Medical Benefits	-	-	-	-
28 - 533 - 510402	Medical Insurance	105,729	78,745	105,800	117,730
28 - 533 - 510403	Dental Insurance	7,402	4,873	7,400	7,201
28 - 533 - 510404	Vision Insurance	1,513	996	1,500	1,496
28 - 533 - 510405	Short Term Disability	3,250	1,566	2,400	3,188
28 - 533 - 510406	Long Term Disability	1,047	755	1,100	1,036
28 - 533 - 510407	Life Insurance	1,612	1,154	1,700	1,580
28 - 533 - 510408	Accidental Death & Dismember	407	278	500	401
28 - 533 - 510409	Employee Assistance Program	431	249	400	431
28 - 533 - 510600	Employer Taxes	-	6,603	10,000	-
28 - 533 - 510601	Medicare	12,311	5,794	8,700	12,082
28 - 533 - 510602	Social Security	-	-	-	-
28 - 533 - 510900	Hourly Employees	255,000	72,886	109,400	255,000
28 - 533 - 510902	Hourly Employee Overtime	-	-	-	-
28 - 533 - 511000	Auto Allowance	-	-	-	-
28 - 533 - 511001	457 Match	-	667	1,100	-
28 - 533 - 520800	Telephone	2,000	1,711	2,000	2,000
28 - 533 - 522000	Office Supplies	4,000	1,276	2,000	4,000
28 - 533 - 522100	Special Dept. Supplies	12,000	986	1,500	12,000
28 - 533 - 522300	Kitchen Supplies	1,500	308	500	1,500
28 - 533 - 522600	Dues and Memberships	6,500	4,996	6,500	6,500
28 - 533 - 523000	Postage / Courier Service	200	-	-	200
28 - 533 - 523500	Computer Hardware	9,000	-	-	16,000
28 - 533 - 523501	Computer Software	5,000	1,480	2,300	5,000
28 - 533 - 523900	Equipment Maintenance	10,000	602	1,000	10,000
28 - 533 - 524003	Utilities - Cable	3,400	-	-	3,400
28 - 533 - 524005	Utilities - Broadband	20,000	12,942	19,500	20,000
28 - 533 - 525200	Contractual Services	2,000	1,260	1,900	4,000

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
28 - 533 - 526800	Magazines Newsprsr Periodicals	8,000	6,931	8,000	8,000
28 - 533 - 526802	eBooks-Hidden Hills-LVUSD	390,000	86,738	130,200	195,000
28 - 533 - 527000	Business Meeting & Conference	1,000	200	300	3,000
28 - 533 - 528500	Training	600	-	-	2,000
28 - 533 - 650000	Capital Outlay	3,900	3,339	3,900	5,000
28 - 533 - 652800	Library Collection Development	54,300	24,648	37,000	54,300
28 - 533 - 994048	Transfer to Library Capital Replacement	-	-	-	250,000
		<b>1,645,310</b>	<b>833,307</b>	<b>1,187,000</b>	<b>1,709,728</b>
<b>Total Fund 28 Expenditures</b>		<b>2,571,410</b>	<b>1,718,277</b>	<b>2,117,400</b>	<b>2,684,428</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>2,314,685</b>	<b>2,314,685</b>	<b>2,314,685</b>	<b>2,413,385</b>
<b>CHANGE IN FUND 28 BALANCE</b>		<b>61,990</b>	<b>(241,162)</b>	<b>98,700</b>	<b>78,272</b>
<b>FUND 28 BALANCE</b>		<b>2,376,675</b>	<b>2,073,523</b>	<b>2,413,385</b>	<b>2,491,657</b>
<b>Fund: 29 - Transportation Programs</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
29 - 000 - 441000	Interest Income	(600)	(139)	(300)	(200)
29 - 000 - 442000	Miscellaneous	-	-	-	-
29 - 000 - 462011	Transit Fares	22,300	-	-	19,300
29 - 000 - 490010	Transfer in General Fund	-	-	-	-
29 - 000 - 490016	Transfer in Developr ImpactFee	-	-	-	-
29 - 000 - 490020	Transfer in Prop A	330,500	149,511	224,300	286,400
29 - 000 - 490025	Transfer in Prop C	264,200	122,109	183,200	228,700
29 - 000 - 490034	Transfer in Measure R Local	91,300	27,063	40,600	79,100
		<b>707,700</b>	<b>298,543</b>	<b>447,800</b>	<b>613,300</b>
<b>Total Fund 29 Revenue</b>		<b>707,700</b>	<b>298,543</b>	<b>447,800</b>	<b>613,300</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
29 - 134 - 990010	Transfer to General Fund	80,600	-	-	-
29 - 134 - 990040	Transfer to Capital	-	-	-	-
		<b>80,600</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Division: 333 - Transit Services</u>					
29 - 333 - 525231	Camp Calabasas-Rec #140-25	31,400	-	-	30,000
29 - 333 - 525233	Dial-a-Ride #130-01	200,000	116,580	174,900	100,000
29 - 333 - 525234	Pumpkin Fest Shuttle #140-07	6,500	-	-	9,000
29 - 333 - 525235	Summer Beach Bus #140-01	18,200	-	-	-
29 - 333 - 525241	Youth Excursion Trip #140-03	5,800	-	-	6,000
29 - 333 - 525248	Senior Trips #140-24	8,500	-	-	15,000
29 - 333 - 525251	Transit Maintenance #200-03	-	-	-	-
29 - 333 - 525229	Public Transit Fueling #110-04	67,300	9,881	14,900	67,000
29 - 333 - 525239	Flexible Route Shuttle #110-01	86,300	-	-	200,000
29 - 333 - 525249	Trolley #110-02	27,800	-	-	28,000
29 - 333 - 525251	Vehicle Maintenance #180-01	31,100	-	-	33,000
29 - 333 - 525252	Transit Marketing #280-01	200	-	-	200
29 - 333 - 525253	Line 1 Fixed Rt (JARC) #110-05	144,100	84,086	126,200	125,000
		<b>627,200</b>	<b>210,546</b>	<b>316,000</b>	<b>613,200</b>
<b>Total Fund 29 Expenditures</b>		<b>707,800</b>	<b>210,546</b>	<b>316,000</b>	<b>613,200</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>(151,932)</b>	<b>(151,932)</b>	<b>(151,932)</b>	<b>(20,132)</b>
<b>CHANGE IN FUND 29 BALANCE</b>		<b>(100)</b>	<b>87,997</b>	<b>131,800</b>	<b>100</b>
<b>FUND 29 BALANCE</b>		<b>(152,032)</b>	<b>(63,935)</b>	<b>(20,132)</b>	<b>(19,732)</b>

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
<b>Fund: 32 - Landscape Maintenance District #32</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
32 - 000 - 441032 Interest Landscape Dist. #32	(100)	(137)	(300)	(500)	(1,100)
32 - 000 - 471032 Prop Tax Direct Assess LMD 32	35,453	21,611	32,500	35,000	35,500
	<b>35,353</b>	<b>21,474</b>	<b>32,200</b>	<b>34,500</b>	<b>34,400</b>
<b>Total Fund 32 Revenue</b>	<b>35,353</b>	<b>21,474</b>	<b>32,200</b>	<b>34,500</b>	<b>34,400</b>
<b>Expenditures</b>					
<u>Division: 325 - LMD #32</u>					
32 - 325 - 510000 Full Time Salaries	2,146	1,537	2,150	2,189	2,220
32 - 325 - 510002 Full Time Employee Overtime	-	-	-	-	-
32 - 325 - 510301 CalPERS City Paid EmployeeCost	150	104	150	153	160
32 - 325 - 510302 CalPERS Employer Cost	225	156	230	226	230
32 - 325 - 510303 CalPERS Unfunded Liability	178	164	180	235	240
32 - 325 - 510304 CalPERS Survivor Benefit	48	0	10	24	20
32 - 325 - 510400 Benefits	18	30	50	20	20
32 - 325 - 510401 Retiree Medical Benefits	-	-	-	-	-
32 - 325 - 510402 Medical Insurance	204	171	210	257	260
32 - 325 - 510403 Dental Insurance	14	11	20	15	20
32 - 325 - 510404 Vision Insurance	3	2	10	3	-
32 - 325 - 510405 Short Term Disability	12	5	10	13	10
32 - 325 - 510406 Long Term Disability	4	3	10	4	-
32 - 325 - 510407 Life Insurance	7	3	10	7	10
32 - 325 - 510408 Accidental Death & Dismember	2	1	10	2	-
32 - 325 - 510409 Employee Assistance Program	86	0	10	43	40
32 - 325 - 510600 Employer Taxes	-	13	30	-	-
32 - 325 - 510601 Medicare	31	22	40	32	30
32 - 325 - 510602 Social Security	-	-	-	-	-
32 - 325 - 510900 Hourly Employees	-	-	-	-	-
32 - 325 - 510902 Hourly Employee Overtime	-	-	-	-	-
32 - 325 - 511000 Auto Allowance	30	30	50	30	30
32 - 325 - 511001 457 Match	-	-	-	-	-
32 - 325 - 570100 Consultant	-	-	-	-	-
32 - 325 - 570250 Electric Svc - IrrigationMeter	300	191	290	200	200
32 - 325 - 571250 Landscape Maint-Svc Contract	24,700	30,395	45,600	35,000	35,530
32 - 325 - 571850 Planting - Shrubs & Turf	-	-	-	-	-
32 - 325 - 572350 Tree Trimming	-	-	-	-	-
32 - 325 - 572650 Water	4,500	8,676	13,020	9,000	9,140
	<b>32,658</b>	<b>41,514</b>	<b>62,090</b>	<b>47,453</b>	<b>48,160</b>
<b>Total Fund 32 Expenditures</b>	<b>32,658</b>	<b>41,514</b>	<b>62,090</b>	<b>47,453</b>	<b>48,160</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(54,789)</b>	<b>(54,789)</b>	<b>(54,789)</b>	<b>(84,679)</b>	<b>(97,632)</b>
<b>CHANGE IN FUND 32 BALANCE</b>	<b>2,695</b>	<b>(20,040)</b>	<b>(29,890)</b>	<b>(12,953)</b>	<b>(13,760)</b>
<b>FUND 32 BALANCE</b>	<b>(52,094)</b>	<b>(74,829)</b>	<b>(84,679)</b>	<b>(97,632)</b>	<b>(111,392)</b>
<b>Fund: 33 - Used Oil Grants</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
33 - 000 - 441000 Interest Income	(100)	(51)	(100)	(100)	(100)
33 - 000 - 480100 STATE - Recycling Block Grant	14,000	-	14,000	11,000	11,000
	<b>13,900</b>	<b>(51)</b>	<b>13,900</b>	<b>10,900</b>	<b>10,900</b>

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
<b>Total Fund 33 Revenue</b>	<b>13,900</b>	<b>(51)</b>	<b>13,900</b>	<b>10,900</b>	<b>10,900</b>
<b>Expenditures</b>					
<u>Division: 315 - Natural Resource Protection</u>					
33 - 315 - 525200 Contractual Services	7,400	2,450	3,700	7,000	7,000
	<b>7,400</b>	<b>2,450</b>	<b>3,700</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Fund 33 Expenditures</b>	<b>7,400</b>	<b>2,450</b>	<b>3,700</b>	<b>7,000</b>	<b>7,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(23,461)</b>	<b>(23,461)</b>	<b>(23,461)</b>	<b>(13,261)</b>	<b>(9,361)</b>
<b>CHANGE IN FUND 33 BALANCE</b>	<b>6,500</b>	<b>(2,501)</b>	<b>10,200</b>	<b>3,900</b>	<b>3,900</b>
<b>FUND 33 BALANCE</b>	<b>(16,961)</b>	<b>(25,962)</b>	<b>(13,261)</b>	<b>(9,361)</b>	<b>(5,461)</b>
<b>Fund: 34 - Measure R - Local Return</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
34 - 000 - 441000 Interest Income	10,200	1,624	2,500	(600)	1,500
34 - 000 - 463900 Measure R - Local Return	286,100	226,037	286,100	290,000	294,000
	<b>296,300</b>	<b>227,661</b>	<b>288,600</b>	<b>289,400</b>	<b>295,500</b>
<b>Total Fund 34 Revenue</b>	<b>296,300</b>	<b>227,661</b>	<b>288,600</b>	<b>289,400</b>	<b>295,500</b>
<b>Expenditures</b>					
<u>Division: 311 - Administration &amp; Engineering</u>					
34 - 311 - 510000 Full Time Salaries	20,485	14,414	20,500	20,894	21,200
34 - 311 - 510002 Full Time Employee Overtime	-	-	-	-	-
34 - 311 - 510301 CalPERS City Paid EmployeeCost	1,434	992	1,500	1,462	1,500
34 - 311 - 510302 CalPERS Employer Cost	2,147	1,485	2,200	2,161	2,200
34 - 311 - 510303 CalPERS Unfunded Liability	1,706	1,578	1,800	2,245	2,300
34 - 311 - 510304 CalPERS Survivor Benefit	96	3	100	96	100
34 - 311 - 510400 Benefits	302	161	300	200	200
34 - 311 - 510401 Retiree Medical Benefits	-	-	-	-	-
34 - 311 - 510402 Medical Insurance	2,437	2,055	2,500	3,092	3,100
34 - 311 - 510403 Dental Insurance	124	93	200	132	100
34 - 311 - 510404 Vision Insurance	27	21	100	33	-
34 - 311 - 510405 Short Term Disability	117	54	100	119	100
34 - 311 - 510406 Long Term Disability	37	26	100	37	-
34 - 311 - 510407 Life Insurance	60	33	100	60	100
34 - 311 - 510408 Accidental Death & Dismember	15	8	100	15	-
34 - 311 - 510409 Employee Assistance Program	172	5	100	172	200
34 - 311 - 510600 Employer Taxes	-	-	-	-	-
34 - 311 - 510601 Medicare	297	211	300	303	300
34 - 311 - 510602 Social Security	-	-	-	-	-
34 - 311 - 510900 Hourly Employees	-	-	-	-	-
34 - 311 - 510902 Hourly Employee Overtime	-	-	-	-	-
34 - 311 - 511000 Auto Allowance	150	-	-	150	200
34 - 311 - 511001 457 Match	-	-	-	-	-
	<b>29,606</b>	<b>21,137</b>	<b>30,000</b>	<b>31,171</b>	<b>31,600</b>
<u>Division: 134 - Non-Departmental</u>					
34 - 134 - 525200 Contractual Services	-	-	-	-	-
34 - 134 - 990029 Transfer to Transit	91,300	27,063	40,600	79,100	80,400
34 - 134 - 990040 Transfer to Capital	1,500,000	1,495,721	1,500,000	-	-
	<b>1,591,300</b>	<b>1,522,784</b>	<b>1,540,600</b>	<b>79,100</b>	<b>80,400</b>
<b>Total Fund 34 Expenditures</b>	<b>1,591,300</b>	<b>1,522,784</b>	<b>1,540,600</b>	<b>79,100</b>	<b>80,400</b>

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
<b>ESTIMATED BEGINNING FUND BALANCE</b>	979,131	979,131	979,131	(272,869)	(62,569)
<b>CHANGE IN FUND 34 BALANCE</b>	(1,295,000)	(1,295,123)	(1,252,000)	210,300	215,100
<b>FUND 34 BALANCE</b>	(315,869)	(315,992)	(272,869)	(62,569)	152,531
<b>Fund: 35 - CDBG</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
35 - 000 - 441000 Interest Income	(300)	(97)	(200)	200	100
35 - 000 - 465001 FED - CDBG Admin	18,600	30,293	45,500	25,000	25,000
35 - 000 - 465002 FED - CDBG Res Rehab	75,900	-	120,000	50,000	50,000
	<b>94,200</b>	<b>30,196</b>	<b>165,300</b>	<b>75,200</b>	<b>75,100</b>
<b>Total Fund 35 Revenue</b>	<b>94,200</b>	<b>30,196</b>	<b>165,300</b>	<b>75,200</b>	<b>75,100</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
35 - 134 - 523201 Residential Rehab Program	82,800	77,965	82,800	85,000	86,000
	<b>82,800</b>	<b>77,965</b>	<b>82,800</b>	<b>85,000</b>	<b>86,000</b>
<b>Total Fund 35 Expenditures</b>	<b>82,800</b>	<b>77,965</b>	<b>82,800</b>	<b>85,000</b>	<b>86,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	(49,120)	(49,120)	(49,120)	33,380	23,580
<b>CHANGE IN FUND 35 BALANCE</b>	11,400	(47,769)	82,500	(9,800)	(10,900)
<b>FUND 35 BALANCE</b>	(37,720)	(96,889)	33,380	23,580	12,680
<b>Fund: 36 - Grants</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
36 - 000 - 441000 Interest Income	(15,500)	(1,956)	(3,000)	(6,300)	500
36 - 000 - 442120 DUI Checkpoint Reimb	-	-	-	-	-
36 - 000 - 466400 FED - Federal Transit Admin	164,500	-	-	164,500	-
36 - 000 - 466600 FED - Bike Lane (MTA Grant)	125,100	-	-	125,100	300,000
36 - 000 - 466800 STATE - State Grants	-	-	-	-	-
36 - 000 - 467100 STATE -Water Resources	925,310	439,846	659,800	500,000	700,000
36 - 000 - 467400 STATE - Coastal Commission	-	-	-	-	-
36 - 000 - 480400 Signal Sync (MTA Grant)	(330,750)	-	-	-	-
36 - 000 - 469000 FED - STPL	74,700	-	-	74,700	-
36 - 000 - 481507 FED Regional Traffic Oper Ctr	-	-	-	-	-
36 - 000 - 490010 Transfer in General Fund	-	-	-	-	-
	<b>943,361</b>	<b>437,891</b>	<b>656,800</b>	<b>858,000</b>	<b>1,000,500</b>
<b>Total Fund 36 Revenue</b>	<b>943,361</b>	<b>437,891</b>	<b>656,800</b>	<b>858,000</b>	<b>1,000,500</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
36 - 134 - 554601 Dry Canyon Creek (P40-16)State	-	-	-	-	-
36 - 134 - 555201 Headwaters Corners- Land Purch	-	-	-	-	-
36 - 134 - 555202 Headwaters Corners - Planning	-	-	-	-	-
36 - 134 - 990000 Transfer to General Fund	310,000	-	-	310,000	314,700
36 - 134 - 990040 Transfer to Capital	1,000,000	-	-	1,000,000	-
	<b>1,310,000</b>	<b>-</b>	<b>-</b>	<b>1,310,000</b>	<b>314,700</b>
<u>Division: 152 - Risk Management</u>					
36 - 152 - 522100 Special Dept. Supplies	-	-	-	-	-
36 - 152 - 522107 CLEEP Expenditures	-	-	-	-	-
36 - 152 - 545201 Homeland Security Expenditures	-	-	-	-	-

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22	2022-23
				Budget	Budget
<u>Division: 222 - Emergency Preparedness/CERP</u>	-	-	-	-	-
36 - 222 - 522100 Special Dept. Supplies	-	-	-	-	-
<u>Division: 331 - Transportation Planning</u>	-	-	-	-	-
36 - 331 - 522504 STTOP Traffic Safety	-	-	-	-	-
<u>Division: 333 - Transit Services</u>	-	-	-	-	-
36 - 333 - 522505 JARC Shuttle - Fed	-	-	-	-	-
<u>Division: 339 - Capital Improvements-Trnsption</u>	-	-	-	-	-
36 - 339 - 650242 AE Wright Footbridge	-	-	-	-	-
<u>Division: 414 - Natural Resource Protection</u>	-	-	-	-	-
36 - 414 - 525200 Contractual Services	-	-	-	-	-
<u>Division: 514 - Parks Maintenance</u>	-	-	-	-	-
36 - 514 - 555400 Grant - LA River Pkwy (Prop12)	-	-	-	-	-
<b>Total Fund 36 Expenditures</b>	<b>1,310,000</b>	<b>-</b>	<b>-</b>	<b>1,310,000</b>	<b>314,700</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(840,776)</b>	<b>(840,776)</b>	<b>(840,776)</b>	<b>(183,976)</b>	<b>(635,976)</b>
<b>CHANGE IN FUND 36 BALANCE</b>	<b>(366,639)</b>	<b>437,891</b>	<b>656,800</b>	<b>(452,000)</b>	<b>685,800</b>
<b>FUND 36 BALANCE</b>	<b>(1,207,415)</b>	<b>(402,885)</b>	<b>(183,976)</b>	<b>(635,976)</b>	<b>49,824</b>
<b>Fund: 38 - COPS - AB 3229 Grant</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
38 - 000 - 441000 Interest Income	800	212	400	800	800
38 - 000 - 468000 COPS AB3229 Grant Revenue	100,000	156,727	156,727	100,000	100,000
	<b>100,800</b>	<b>156,938</b>	<b>157,127</b>	<b>100,800</b>	<b>100,800</b>
<b>Total Fund 38 Revenue</b>	<b>100,800</b>	<b>156,938</b>	<b>157,127</b>	<b>100,800</b>	<b>100,800</b>
<b>Expenditures</b>					
<u>Division: 213 - Cops Grant</u>					
38 - 213 - 525200 Contractual Services	100,000	72,962	125,000	100,000	100,000
	<b>100,000</b>	<b>72,962</b>	<b>125,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total Fund 38 Expenditures</b>	<b>100,000</b>	<b>72,962</b>	<b>125,000</b>	<b>100,000</b>	<b>100,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>74,792</b>	<b>74,792</b>	<b>74,792</b>	<b>75,000</b>	<b>75,800</b>
<b>CHANGE IN FUND 38 BALANCE</b>	<b>800</b>	<b>83,976</b>	<b>32,127</b>	<b>800</b>	<b>800</b>
<b>FUND 38 BALANCE</b>	<b>75,592</b>	<b>158,768</b>	<b>106,919</b>	<b>75,800</b>	<b>76,600</b>
<b>Fund: 39 - Mearure R - Trans</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
39 - 000 - 441000 Interest Income	-	(4,246)	(6,400)	6,400	2,900
39 - 000 - 463800 Lost Hills Overpass & Interchg	(670,000)	4,317	6,500	-	-

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
	(670,000)	71	100	6,400	2,900
<b>Total Fund 39 Revenue</b>	<b>(670,000)</b>	<b>71</b>	<b>100</b>	<b>6,400</b>	<b>2,900</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
39 - 134 - 990010 Transfer to General Fund	350,000	4,290	6,500	350,000	350,000
39 - 134 - 990040 Transfer to Capital	25,000	10,535	15,900	-	-
	<b>375,000</b>	<b>14,825</b>	<b>22,400</b>	<b>350,000</b>	<b>350,000</b>
<b>Total Fund 39 Expenditures</b>	<b>375,000</b>	<b>14,825</b>	<b>22,400</b>	<b>350,000</b>	<b>350,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,009,902</b>	<b>1,009,902</b>	<b>1,009,902</b>	<b>987,602</b>	<b>644,002</b>
<b>CHANGE IN FUND 39 BALANCE</b>	<b>(1,045,000)</b>	<b>(14,754)</b>	<b>(22,300)</b>	<b>(343,600)</b>	<b>(347,100)</b>
<b>FUND 39 BALANCE</b>	<b>(35,098)</b>	<b>995,148</b>	<b>987,602</b>	<b>644,002</b>	<b>296,902</b>
<b>Fund: 40 - Capital Improvement Projects</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
40 - 000 - 490010 Transfer in General Fund	45,000	9,303	14,000	25,000	25,000
40 - 000 - 490014 Transfer in AB 939	-	-	-	-	-
40 - 000 - 490015 Transfer in Gas Tax	760,000	552,180	760,000	600,000	600,000
40 - 000 - 490016 Transfer in Developr ImpactFee	-	-	-	-	-
40 - 000 - 490019 Transfer in B & T	-	-	-	-	-
40 - 000 - 490020 Transfer in Prop A	75,000	46,171	69,300	-	-
40 - 000 - 490021 Transfer in LMD Ad Valorum	1,000,000	54,503	81,800	1,000,000	1,000,000
40 - 000 - 490024 Transfer in LMD 24	-	-	-	-	-
40 - 000 - 490025 Transfer in Prop C	-	-	-	-	-
40 - 000 - 490026 Transfer in TDA	-	-	-	-	-
40 - 000 - 490027 Transfer in LMD 27	-	-	-	-	-
40 - 000 - 490030 Transfer in Storm Damage	-	-	-	-	-
40 - 000 - 490034 Transfer in Measure R Local	1,500,000	1,495,721	1,500,000	400,000	250,000
40 - 000 - 490035 Transfer in CDBG	-	-	-	-	-
40 - 000 - 490036 Transfer in Grant Fund	1,000,000	-	-	1,000,000	-
40 - 000 - 490039 Transfer in Measure R Trans	25,000	10,535	15,900	-	-
40 - 000 - 490047 Transfer in Measure M LR	1,600,000	1,495,721	1,600,000	450,000	300,000
40 - 000 - 490049 Transfer in Measure M	3,100,000	150,166	225,300	4,541,000	500,000
40 - 000 - 490050 Transfer in T&SC	-	-	-	-	-
40 - 000 - 490060 Transfer in Management Reserve	-	-	-	-	-
40 - 000 - 490061 Transfer in Calabasas Park Improvements	-	-	-	-	-
40 - 000 - 490063 Transfer in RMRA	600,000	293,125	439,700	450,000	450,000
40 - 000 - 490065 Transfer in Oak Tree Mitigation	-	-	-	-	-
	<b>9,705,000</b>	<b>4,107,425</b>	<b>4,706,000</b>	<b>8,466,000</b>	<b>3,125,000</b>
<b>Total Fund 40 Revenue</b>	<b>9,705,000</b>	<b>4,107,425</b>	<b>4,706,000</b>	<b>8,466,000</b>	<b>3,125,000</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
40 - 134 - 990000 Transfer to General Fund	-	-	-	-	-
	-	-	-	-	-
<u>Division: 319 - Capital Improvements-Pub Wks</u>					
40 - 319 - 650001 Handicapped Ramps Various Loc	-	-	-	-	-
40 - 319 - 650XXX Calabasas Klubhouse Resurfacing	-	-	-	-	-
40 - 319 - 650161 Street-Rubberized Overly Desgn	-	-	-	-	-

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
40 - 319 - 650133	City wide GIS Program	-	-	-	-	-
40 - 319 - 650201	Annual City Wide Slurry Seal	-	-	-	-	-
40 - 319 - 650212	Street - Rubberized Overlay	1,010,000	845,003	1,010,000	900,000	900,000
40 - 319 - 650213	City Wide Bridge Repair	-	-	-	-	-
40 - 319 - 650216	Parkway Cala Landscaping	-	-	-	-	-
40 - 319 - 650222	Agoura Rd Brdg-Las Virgenes Cr	-	-	-	-	-
40 - 319 - 650231	Annual Concrete Rehabilitation	-	-	-	-	-
40 - 319 - 650233	Citywide Sewer Expansion	-	-	-	-	-
40 - 319 - 650234	Continuous Deflector System	-	-	-	-	-
40 - 319 - 650235	Creek Restoration Project	-	-	-	-	-
40 - 319 - 650236	Tree Planting	25,000	-	-	25,000	25,000
40 - 319 - 650238	STATE - LV Creek RestoreDesign	-	-	-	-	-
40 - 319 - 650239	Driver Avenue Improvements	-	-	-	-	-
40 - 319 - 650243	Las Virgenes Crk Urban Runoff	-	-	-	-	-
40 - 319 - 650244	Highlands Master Drainage	-	-	-	-	-
40 - 319 - 650245	McCoy Creek Restoration	-	-	-	-	-
40 - 319 - 650246	Median Irrigation Improvement	-	-	-	-	-
40 - 319 - 650247	City Entryway Monument Sgns P3	-	-	-	-	-
40 - 319 - 650248	Storm Drain Transfers	-	-	-	-	-
40 - 319 - 650249	Linden Terrace	-	-	-	-	-
40 - 319 - 650250	Las Virgenes Creek Biofiltrat	-	-	-	-	-
40 - 319 - 650254	Mulholland Hwy Sidewalk	-	-	-	-	-
40 - 319 - 650258	Malibu Creek Watershed Monitor	-	-	-	-	-
40 - 319 - 650259	ADA Playground - Design	-	-	-	-	-
40 - 319 - 650260	Topanga Corridor MP	-	-	-	-	-
40 - 319 - 650261	Headwaters Corner Project	-	-	-	-	-
40 - 319 - 650262	Project MP & Imp for 3 Parks	-	-	-	-	-
40 - 319 - 650267	MalibuHills Rd Streetscape Rep	-	-	-	-	-
40 - 319 - 650268	Wild Walnut Park - Phase II	75,000	46,171	69,300	-	-
40 - 319 - 650270	Mulholland Hwy PM27.47-27.53	-	-	-	-	-
40 - 319 - 650271	Mulwood Slurry Seal	-	-	-	-	-
40 - 319 - 650272	ADA Playground - Development	-	-	-	-	-
40 - 319 - 650275	Citywide Sewer Expansion	-	-	-	-	-
40 - 319 - 650276	Malibu Hills Median Landscaping	-	-	-	-	-
40 - 319 - 650277	Winter Storm Damage #1577	-	-	-	-	-
40 - 319 - 650278	Parkway Calabasas Rd Repair	-	-	-	-	-
40 - 319 - 650279	Creekside Park Improvements - Ph 1	-	-	-	-	-
40 - 319 - 650280	DeAnza Park Improvements	-	-	-	-	-
40 - 319 - 650281	Freedom Park Improvements	-	-	-	-	-
40 - 319 - 650282	Gates Canyon Park Improvements	-	-	-	-	-
40 - 319 - 650283	Grape Arbor Park Improvements	-	-	-	-	-
40 - 319 - 650284	Mulholland Hwy Landscaping Declaration P:	-	-	-	-	-
40 - 319 - 650285	Winter Storm Damage #1585	-	-	-	-	-
40 - 319 - 650286	Reclaim Water Extension on Mulholland Hw	-	-	-	-	-
40 - 319 - 650287	Thousand Oaks Blvd Landscaping	-	-	-	-	-
40 - 319 - 650289	Lilac Trail Improvements	-	-	-	-	-
40 - 319 - 650293	Bark Park Improvements	-	-	-	-	-

## Detailed Budget FY 2021-22 & 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
40 - 319 - 650294	West Calabasas Road Enhancements	-	-	-	-	-
40 - 319 - 650296	Health Center Improvements	-	-	-	-	-
40 - 319 - 650297	Tennis Center Improvements	-	-	-	-	-
40 - 319 - 650298	Tennis & Swim Center - Ph 2 Improvements	-	-	-	-	-
40 - 319 - 650290	AE Wright Joint Proposal/Gym Renovation	-	-	-	-	-
40 - 319 - 650305	Stormwater & Water Qual Improv	20,000	9,303	14,000	-	-
40 - 319 - 650306	Clover Trail Improvements	-	-	-	-	-
40 - 319 - 650329	Placard Replacement Program	-	-	-	-	-
40 - 319 - 6503XX	Old Town Calabasas Sidewalk	-	-	-	-	-
40 - 319 - 6503XX	Old Town Calabasas	-	-	-	-	-
40 - 319 - 650337	STATE - Green Street Project	1,800,000	-	-	2,841,000	-
40 - 319 - 650324	STATE - Smart Irrigation	-	-	-	-	-
40 - 319 - 650345	Mulholland Shoulder Safety	150,000	-	-	2,000,000	-
		<b>3,080,000</b>	<b>900,477</b>	<b>1,093,300</b>	<b>5,766,000</b>	<b>925,000</b>
<u>Division: 339 - Capital Improvements-Trnsption</u>						
40 - 339 - 650037	U.S. 101 Corridor Bike Lane Pr	-	-	-	-	-
40 - 339 - 650XXX	Cala Rd/US 101 I/S Improvements	-	-	-	-	-
40 - 339 - 650045	Mulh Hwy Wide Design MeasR	-	-	-	-	-
40 - 339 - 650XXX	Safe Route to School - Cycle 3	-	-	-	-	-
40 - 339 - 650XXX	Las Virgenes Rd from Calabasas - Lost Hil	-	-	-	-	-
40 - 339 - 65XXXXX	Highland Drainage Improvements - Ph II	-	-	-	-	-
40 - 339 - 650335	Citywide Guardrails	50,000	-	-	50,000	50,000
40 - 339 - 650205	Lost Hills/Malibu Rd. Signal	-	-	-	-	-
40 - 339 - 650206	Lost Hills O/P & Intchg MeasR	25,000	10,535	15,900	-	-
40 - 339 - 650207	Visual Signal Surveillance	-	-	-	-	-
40 - 339 - 650209	Calabasas Bicycle Master Plan	-	-	-	-	-
40 - 339 - 650210	Rondell Park & Ride MeasM	3,000,000	2,991,442	3,000,000	800,000	500,000
40 - 339 - 650216	Parkway Calabasas Improvements	-	-	-	-	-
40 - 339 - 650291	Old Topanga/Mulholland Signal	-	-	-	-	-
40 - 339 - 650227	Bus Shelter Installation	-	-	-	-	-
40 - 339 - 650228	Calabasas Connecting Trail	-	-	-	-	-
40 - 339 - 650229	Pepperdine Univ Traffic Miti	-	-	-	-	-
40 - 339 - 650240	Trfc Sig-Mulholland Hwy @ CHS	-	-	-	-	-
40 - 339 - 650241	Traf Sig-Old Topanga/Bluebird	-	-	-	-	-
40 - 339 - 650242	AE Wright Footbridge	-	-	-	-	-
40 - 339 - 650251	Traffic Signal Interconnect	-	-	-	-	-
40 - 339 - 650252	Traffic Signal Installation	-	-	-	-	-
40 - 339 - 650255	Park & Ride - Old Town MeasR	-	-	-	-	-
40 - 339 - 650257	Bus Acquisition	-	-	-	-	-
40 - 339 - 650263	Signal Las Virgenes/TO Blvd	-	-	-	-	-
40 - 339 - 650264	Transit Facility Acq & Cont	-	-	-	-	-
40 - 339 - 650265	Citywide Transit Program	-	-	-	-	-
40 - 339 - 650266	Pedestrian Safety MP	-	-	-	-	-
40 - 339 - 650267	MalibuHills Rd Streetscape Rep	-	-	-	-	-
40 - 339 - 650269	Traffic Sig-PkwyCal/P Primario	-	-	-	-	-
40 - 339 - 650274	Camino Portal Pedestrian Improvements	-	-	-	-	-

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22	2022-23
				Budget	Budget
40 - 339 - 650288	W Calabastas Rd Enhancements	-	-	-	-
40 - 339 - 650305	Civic Center Open Space Restoration	-	-	-	-
40 - 339 - 650307	Mulholland Highway Landslide Repair	-	-	-	-
40 - 339 - 650308	Calabastas Rd/Civic Center Way Median	-	-	-	-
40 - 339 - 650311	CalabRd/US101 Interchg MeasR	-	-	-	-
40 - 339 - 650317	Las Virg Scenic MeasR	-	-	-	-
40 - 339 - 6503XX	Rondell Parking Lot	-	-	-	-
40 - 339 - 6503XX	Malibu Hills Reconstruction	-	-	-	-
40 - 339 - 6503XX	Mulholland Highway Safety Program	-	-	-	-
40 - 339 - 650340	Signal Synchronization	-	-	-	-
40 - 339 - 650325	CPHA Signal PkCapri&PkGranada	-	-	-	-
40 - 339 - 650336	MulHwy Bicycle Gap Closure	2,250,000	2,720	4,100	200,000
40 - 339 - 650342	Mulholland Hwy Corridor Study	200,000	147,748	200,000	-
40 - 339 - 650343	Battery Back-up 9 Signals	100,000	-	-	-
40 - 339 - 650344	Old Town Sidewalk & Str Lights	1,000,000	54,503	392,700	1,000,000
40 - 339 - 650346	Signal Hardware Replacements	-	-	-	150,000
40 - 339 - 650347	Calabastas Road Improvements	-	-	-	500,000
		<b>6,625,000</b>	<b>3,206,948</b>	<b>3,612,700</b>	<b>2,700,000</b>
<b>Total Fund 40 Expenditures</b>		<b>9,705,000</b>	<b>4,107,425</b>	<b>4,706,000</b>	<b>8,466,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		-	-	-	-
<b>CHANGE IN FUND 40 BALANCE</b>		-	-	-	-
<b>FUND 40 BALANCE</b>		-	-	-	-
<b>Fund: 42 - Civic Center Capital Replacement</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
42 - 000 - 441000	Interest Income	10,600	2,482	3,800	10,700
		<b>10,600</b>	<b>2,482</b>	<b>3,800</b>	<b>10,700</b>
<b>Total Fund 42 Revenue</b>		<b>10,600</b>	<b>2,482</b>	<b>3,800</b>	<b>10,700</b>
<b>Expenditures</b>					
<u>Division: 136 - Civic Center O&amp;M</u>					
42 - 136 - 650000	Capital Outlay	2,700	-	-	5,000
		<b>2,700</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>Total Fund 42 Expenditures</b>		<b>2,700</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>1,072,582</b>	<b>1,072,582</b>	<b>1,072,582</b>	<b>1,076,382</b>
<b>CHANGE IN FUND 42 BALANCE</b>		<b>7,900</b>	<b>2,482</b>	<b>3,800</b>	<b>5,700</b>
<b>FUND 42 BALANCE</b>		<b>1,080,482</b>	<b>1,075,064</b>	<b>1,076,382</b>	<b>1,082,082</b>
<b>Fund: 45 - American Rescue Plan Act (ARPA)</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
45 - 000 - 431300	Interest Income	-	-	-	5,700,000
		<b>-</b>	<b>-</b>	<b>-</b>	<b>5,700,000</b>

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22	2022-23
				Budget	Budget
<b>Total Fund 45 Revenue</b>	-	-	-	<b>5,700,000</b>	-
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
45 - 134 - 523301 Contribution to Chamber of Com	-	-	-	50,000	-
	-	-	-	<b>50,000</b>	-
<b>Total Fund 45 Expenditures</b>	-	-	-	<b>50,000</b>	-
<b>ESTIMATED BEGINNING FUND BALANCE</b>	-	-	-	-	<b>5,650,000</b>
<b>CHANGE IN FUND 46 BALANCE</b>	-	-	-	<b>5,650,000</b>	-
<b>FUND 45 BALANCE</b>	-	-	-	<b>5,650,000</b>	<b>5,650,000</b>
<b>Fund: 46 - Disaster Recovery (Woolsey Fire Settlement)</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
46 - 000 - 441000 Interest Income	50,000	8,664	13,000	50,000	40,000
	<b>50,000</b>	<b>8,664</b>	<b>13,000</b>	<b>50,000</b>	<b>40,000</b>
<b>Total Fund 46 Revenue</b>	<b>50,000</b>	<b>8,664</b>	<b>13,000</b>	<b>50,000</b>	<b>40,000</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
46 - 134 - 523308 Small Business Grant Program	-	500,839	500,839	-	-
	-	<b>500,839</b>	<b>500,839</b>	-	-
<b>Total Fund 46 Expenditures</b>	-	<b>500,839</b>	<b>500,839</b>	-	-
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>4,045,186</b>	<b>4,045,186</b>	<b>4,045,186</b>	<b>3,557,347</b>	<b>3,607,347</b>
<b>CHANGE IN FUND 46 BALANCE</b>	<b>50,000</b>	<b>(492,175)</b>	<b>(487,839)</b>	<b>50,000</b>	<b>40,000</b>
<b>FUND 46 BALANCE</b>	<b>4,095,186</b>	<b>3,553,011</b>	<b>3,557,347</b>	<b>3,607,347</b>	<b>3,647,347</b>
<b>Fund: 47 - Measure M - MTA Local Return</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
47 - 000 - 441000 Interest Income	5,100	1,470	2,300	10,100	10,000
47 - 000 - 464700 Measure M - Local Return	324,200	250,209	324,200	325,000	330,000
	<b>329,300</b>	<b>251,679</b>	<b>326,500</b>	<b>335,100</b>	<b>340,000</b>
<b>Total Fund 47 Revenue</b>	<b>329,300</b>	<b>251,679</b>	<b>326,500</b>	<b>335,100</b>	<b>340,000</b>
<b>Expenditures</b>					
<u>Division: 311 - Administration &amp; Engineering</u>					
47 - 311 - 510000 Full Time Salaries	33,819	19,411	29,200	34,494	35,000
47 - 311 - 510002 Full Time Employee Overtime	-	-	-	-	-
47 - 311 - 510301 CalPERS City Paid EmployeeCost	1,548	1,068	1,600	1,579	1,600
47 - 311 - 510302 CalPERS Employer Cost	3,222	1,918	2,900	3,238	3,300
47 - 311 - 510303 CalPERS Unfunded Liability	2,073	1,917	2,100	2,784	2,800
47 - 311 - 510304 CalPERS Survivor Benefit	120	5	100	120	100
47 - 311 - 510400 Benefits	494	253	400	300	300
47 - 311 - 510401 Retiree Medical Benefits	-	-	-	-	-
47 - 311 - 510402 Medical Insurance	3,861	3,271	3,900	4,921	4,900
47 - 311 - 510403 Dental Insurance	219	167	300	239	200

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21	2020-21	2020-21	0	0	
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget	
47 - 311 - 510404	Vision Insurance	49	38	100	57	100
47 - 311 - 510405	Short Term Disability	193	96	200	196	200
47 - 311 - 510406	Long Term Disability	62	46	100	63	100
47 - 311 - 510407	Life Insurance	98	66	100	100	100
47 - 311 - 510408	Accidental Death & Dismember	25	16	100	25	-
47 - 311 - 510409	Employee Assistance Program	215	9	100	215	200
47 - 311 - 510600	Employer Taxes	-	-	-	-	-
47 - 311 - 510601	Medicare	848	284	500	858	900
47 - 311 - 510602	Social Security	-	10	100	-	-
47 - 311 - 510900	Hourly Employees	-	154	300	-	-
47 - 311 - 510902	Hourly Employee Overtime	-	-	-	-	-
47 - 311 - 511000	Auto Allowance	210	-	-	210	200
47 - 311 - 511001	457 Match	-	-	-	-	-
		<b>47,056</b>	<b>28,731</b>	<b>42,100</b>	<b>49,399</b>	<b>50,000</b>
<u>Division: 134 - Non-Departmental</u>						
47 - 134 - 541600	Miscellaneous Expenditure	-	-	-	-	-
47 - 134 - 650000	Capital Outlay	600,000	-	-	450,000	300,000
		<b>600,000</b>	<b>-</b>	<b>-</b>	<b>450,000</b>	<b>300,000</b>
<b>Total Fund 47 Expenditures</b>		<b>647,056</b>	<b>28,731</b>	<b>42,100</b>	<b>499,399</b>	<b>350,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>896,869</b>	<b>896,869</b>	<b>896,869</b>	<b>1,181,269</b>	<b>1,016,970</b>
<b>CHANGE IN FUND 47 BALANCE</b>		<b>(317,756)</b>	<b>222,948</b>	<b>284,400</b>	<b>(164,299)</b>	<b>(10,000)</b>
<b>FUND 47 BALANCE</b>		<b>579,113</b>	<b>1,119,817</b>	<b>1,181,269</b>	<b>1,016,970</b>	<b>1,006,970</b>
<b>Fund: 48 - Library Capital Replacement</b>						
<b>Revenue</b>						
<u>Division: 000 - Revenue</u>						
48 - 000 - 441000	Interest Income	5,400	1,833	2,800	10,400	13,100
48 - 000 - 492800	Transfer in Library Fund	250,000	-	250,000	-	-
48 - 000 - 490028	Transfer in Library Fund	-	-	-	250,000	250,000
		<b>255,400</b>	<b>1,833</b>	<b>252,800</b>	<b>260,400</b>	<b>263,100</b>
<b>Total Fund 48 Revenue</b>		<b>255,400</b>	<b>1,833</b>	<b>252,800</b>	<b>260,400</b>	<b>263,100</b>
<b>Expenditures</b>						
<u>Division: 136 - Civic Center O&amp;M</u>						
48 - 136 - 541600	Miscellaneous Expenditure	-	-	-	-	-
48 - 136 - 650000	Capital Outlay	-	-	-	-	-
48 - 136 - 990000	Transfer to General Fund	-	-	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Fund 48 Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>791,805</b>	<b>791,805</b>	<b>791,805</b>	<b>1,044,605</b>	<b>1,305,005</b>
<b>CHANGE IN FUND 48 BALANCE</b>		<b>255,400</b>	<b>1,833</b>	<b>252,800</b>	<b>260,400</b>	<b>263,100</b>
<b>FUND 48 BALANCE</b>		<b>1,047,205</b>	<b>793,638</b>	<b>1,044,605</b>	<b>1,305,005</b>	<b>1,568,105</b>
<b>Fund: 49 - Measure M - Traffic Improvement</b>						
<b>Revenue</b>						
<u>Division: 000 - Revenue</u>						
49 - 000 - 441000	Interest Income	(10,200)	(909)	(1,400)	(17,100)	(7,100)
49 - 000 - 463700	Green Street Project	-	2,135	3,300	-	-
49 - 000 - 464900	Measure M - Traffic Improvement	-	-	-	3,405,800	1,510,300

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
	(10,200)	1,226	1,900	3,388,700	1,503,200
<b>Total Fund 49 Revenue</b>	<b>(10,200)</b>	<b>1,226</b>	<b>1,900</b>	<b>3,388,700</b>	<b>1,503,200</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
49 - 134 - 990040 Transfer to Capital	3,100,000	150,166	225,300	4,541,000	500,000
	<b>3,100,000</b>	<b>150,166</b>	<b>225,300</b>	<b>4,541,000</b>	<b>500,000</b>
<b>Total Fund 49 Expenditures</b>	<b>3,100,000</b>	<b>150,166</b>	<b>225,300</b>	<b>4,541,000</b>	<b>500,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(348,074)</b>	<b>(348,074)</b>	<b>(348,074)</b>	<b>(571,474)</b>	<b>(1,723,774)</b>
<b>CHANGE IN FUND 49 BALANCE</b>	<b>(3,110,200)</b>	<b>(148,940)</b>	<b>(223,400)</b>	<b>(1,152,300)</b>	<b>1,003,200</b>
<b>FUND 49 BALANCE</b>	<b>(3,458,274)</b>	<b>(497,014)</b>	<b>(571,474)</b>	<b>(1,723,774)</b>	<b>(720,574)</b>

**Fund: 50 - Tennis & Swim Center Operation****Revenue**Division: 000 - Revenue

50 - 000 - 441000 Interest Income	3,500	1,488	2,300	(1,800)	(700)
50 - 000 - 442000 Miscellaneous	1,500	-	-	1,500	1,500
50 - 000 - 450000 Tennis Revenue	-	16,629	25,000	50,000	50,000
50 - 000 - 450001 City Contribution for CIP	-	2,569	25,000	25,000	25,000
50 - 000 - 450002 Top Seed Contribution for CIP	51,700	2,569	50,000	55,000	60,000
50 - 000 - 450010 Aquatic-Daily	29,500	6,206	9,400	40,000	84,000
50 - 000 - 450011 Swim	33,900	-	-	33,900	50,500
50 - 000 - 450012 Miscellaneous	-	-	-	-	-
50 - 000 - 450020 Health/Swim	318,700	279,681	425,000	450,000	450,000
50 - 000 - 450025 Miscellaneous	10,000	-	-	10,000	12,600
50 - 000 - 450030 Coke Machine	1,300	-	-	1,300	2,800
50 - 000 - 450040 Food Revenue	-	-	-	5,900	5,000
50 - 000 - 450050 Facility Rental	8,200	1,363	2,100	15,000	20,000
50 - 000 - 450055 Film Permits	-	-	-	-	-
50 - 000 - 450056 Calabasas Resale T-Shirts	-	1,013	1,600	-	-
50 - 000 - 450060 General Recreation	66,300	6,107	9,200	66,300	108,000
50 - 000 - 450070 Fitness Class	13,200	14,558	21,900	30,000	38,600
50 - 000 - 450071 Personal Training	-	-	-	-	-
50 - 000 - 450075 Bridge Club	-	-	-	-	-
50 - 000 - 450080 Tot Lot-Child Care	-	-	-	-	-
50 - 000 - 450085 Pro Shop	-	-	-	-	-
50 - 000 - 450086 Joint Film Permits	-	-	-	-	-
50 - 000 - 450090 Tennis Membership	915,700	811,659	1,150,000	1,300,000	1,300,000
50 - 000 - 450095 Lessons & Clinics	950,200	1,112,657	1,600,000	1,600,000	1,600,000
50 - 000 - 484000 Refunds - Overpayments	-	-	-	-	(100)
50 - 000 - 484001 Refunds - Tennis & Swim Center	(1,500)	(185)	(300)	(1,500)	(1,200)
50 - 000 - 484002 Refunds - Top Seed	(2,000)	(138)	(300)	(2,000)	(1,500)
	<b>2,400,200</b>	<b>2,256,177</b>	<b>3,320,900</b>	<b>3,678,600</b>	<b>3,804,500</b>
<b>Total Fund 50 Revenue</b>	<b>2,400,200</b>	<b>2,256,177</b>	<b>3,320,900</b>	<b>3,678,600</b>	<b>3,804,500</b>

**Expenditures**Division: 521 - Health & Swim Center

50 - 521 - 510000 Full Time Salaries	316,408	216,404	316,500	314,967	319,700
50 - 521 - 510002 Full Time Employee Overtime	-	-	-	-	-
50 - 521 - 510301 CalPERS City Paid EmployeeCost	17,326	11,730	17,400	22,048	22,200
50 - 521 - 510302 CalPERS Employer Cost	31,276	19,863	29,800	32,569	32,700

6/16/2021

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
50 - 521 - 510303	CalPERS Unfunded Liability	21,974	20,317	22,000	33,861	34,000
50 - 521 - 510304	CalPERS Survivor Benefit	120	56	100	120	100
50 - 521 - 510400	Benefits	14,281	5,944	9,000	5,735	5,800
50 - 521 - 510401	Retiree Medical Benefits	-	-	-	-	-
50 - 521 - 510402	Medical Insurance	35,930	24,580	36,000	35,830	35,800
50 - 521 - 510403	Dental Insurance	2,194	1,453	2,200	2,205	2,200
50 - 521 - 510404	Vision Insurance	477	311	500	481	500
50 - 521 - 510405	Short Term Disability	1,810	742	1,200	1,802	1,800
50 - 521 - 510406	Long Term Disability	583	358	600	580	600
50 - 521 - 510407	Life Insurance	902	501	800	898	900
50 - 521 - 510408	Accidental Death & Dismember	228	120	200	227	200
50 - 521 - 510409	Employee Assistance Program	215	81	200	215	200
50 - 521 - 510600	Employer Taxes	-	3,897	5,900	-	-
50 - 521 - 510601	Medicare	4,589	6,809	10,300	4,566	4,900
50 - 521 - 510602	Social Security	-	2,737	4,200	-	-
50 - 521 - 510900	Hourly Employees	151,500	261,735	392,700	400,000	425,000
50 - 521 - 510902	Hourly Employee Overtime	-	-	-	-	-
50 - 521 - 511000	Auto Allowance	750	-	-	750	800
50 - 521 - 511001	457 Match	-	351	600	-	-
50 - 521 - 520020	Event Insurance	1,000	306	500	2,000	2,000
50 - 521 - 522000	Office Supplies	-	1,255	1,900	2,500	2,500
50 - 521 - 522101	Program Supplies	26,400	9,833	14,800	57,100	57,100
50 - 521 - 522102	Pool Chemical	36,500	12,101	18,200	30,000	30,000
50 - 521 - 522103	Facility Maintenance	15,000	8,155	12,300	40,000	40,000
50 - 521 - 522106	Resale T-Shirts	-	-	-	-	-
50 - 521 - 522200	Printing	-	-	-	-	-
50 - 521 - 522600	Dues and Memberships	2,000	364	600	1,000	1,000
50 - 521 - 523000	Postage / Courier Service	-	-	-	-	-
50 - 521 - 523100	Bank & Merchant Fees	8,200	126	200	23,500	23,500
50 - 521 - 523500	Computer Hardware	-	-	-	800	800
50 - 521 - 523501	Computer Software	-	-	-	-	-
50 - 521 - 524000	Utilities - Electric	19,600	12,711	19,100	22,000	22,000
50 - 521 - 524001	Utilities - Water	31,900	18,805	28,300	35,000	35,000
50 - 521 - 524002	Utilities - Gas	28,400	20,782	28,400	28,000	28,000
50 - 521 - 524003	Utilities - Cable	-	-	-	-	-
50 - 521 - 524200	Utilities - Water	-	-	-	-	-
50 - 521 - 525200	Contractual Services	133,000	71,043	106,600	145,000	145,000
50 - 521 - 526500	Advertising	400	200	300	1,600	1,600
50 - 521 - 527000	Business Meeting & Conference	-	-	-	-	-
50 - 521 - 527500	High School Swim Program	-	-	-	-	-
50 - 521 - 541900	Refunds - Deposits & Overpays	-	-	-	-	-
50 - 521 - 543000	Mileage Reimbursement	300	-	-	600	600
50 - 521 - 650100	Capital Improvements	42,800	-	-	25,000	25,000
50 - 521 - 650296	Health Center Improvements	14,700	22	100	5,100	5,100
50 - 521 - 660000	Depreciation Expense	-	-	-	-	-
50 - 521 - 990000	Transfer to General Fund	-	-	-	-	-
50 - 521 - 990040	Transfer to Capital	-	-	-	-	-
		<b>960,763</b>	<b>733,693</b>	<b>1,081,500</b>	<b>1,276,054</b>	<b>1,306,600</b>
<u>Division: 522 - Top Seed Tennis Academy</u>						
50 - 522 - 510000	Full Time Salaries	29,757	35,455	53,200	30,603	31,100
50 - 522 - 510002	Full Time Employee Overtime	-	-	-	-	-
50 - 522 - 510301	CalPERS City Paid EmployeeCost	2,083	2,433	3,700	2,142	2,200
50 - 522 - 510302	CalPERS Employer Cost	3,120	3,643	5,500	3,164	3,200
50 - 522 - 510303	CalPERS Unfunded Liability	2,477	2,290	2,500	3,290	3,300
50 - 522 - 510304	CalPERS Survivor Benefit	24	8	100	24	-
50 - 522 - 510400	Benefits	589	2,677	4,100	2,023	2,000
50 - 522 - 510401	Retiree Medical Benefits	-	-	-	-	-
50 - 522 - 510402	Medical Insurance	4,712	3,735	4,800	3,588	3,600
50 - 522 - 510403	Dental Insurance	278	173	300	297	300

## Detailed Budget FY 2021-22 &amp; 2022-23

		2020-21	2020-21	2020-21	0	0
		Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
50 - 522 - 510404	Vision Insurance	52	41	100	57	100
50 - 522 - 510405	Short Term Disability	170	140	200	175	200
50 - 522 - 510406	Long Term Disability	55	67	200	56	100
50 - 522 - 510407	Life Insurance	85	104	200	87	100
50 - 522 - 510408	Accidental Death & Dismember	22	25	100	22	-
50 - 522 - 510409	Employee Assistance Program	43	15	100	43	-
50 - 522 - 510600	Employer Taxes	-	-	-	-	-
50 - 522 - 510601	Medicare	431	560	900	444	400
50 - 522 - 510602	Social Security	-	-	-	-	-
50 - 522 - 510900	Hourly Employees	-	-	-	-	-
50 - 522 - 510902	Hourly Employee Overtime	-	-	-	-	-
50 - 522 - 511000	Auto Allowance	-	-	-	-	-
50 - 522 - 511001	457 Match	-	-	-	-	-
50 - 522 - 520000	Liability Insurance	124,800	95,079	124,800	145,000	145,000
50 - 522 - 520800	Telephone	4,300	1,852	2,800	4,700	4,700
50 - 522 - 522000	Office Supplies	3,100	1,627	2,500	4,900	4,900
50 - 522 - 522100	Special Dept. Supplies	-	-	-	-	-
50 - 522 - 522101	Program Supplies	57,900	17,918	26,900	62,000	62,000
50 - 522 - 522104	Janitorial Supplies	29,700	35,620	53,500	42,000	42,000
50 - 522 - 522105	Social Event Food	8,900	-	-	23,000	23,000
50 - 522 - 522200	Printing	12,700	6,757	10,200	18,000	18,000
50 - 522 - 522500	Pro Shop	-	-	-	-	-
50 - 522 - 522600	Dues and Memberships	400	-	-	1,500	1,500
50 - 522 - 523000	Postage / Courier Service	10,900	2,377	3,600	12,500	12,500
50 - 522 - 523100	Bank & Merchant Fees	43,600	58,331	87,500	40,000	40,000
50 - 522 - 524000	Utilities - Electric	60,000	38,744	58,200	60,100	60,100
50 - 522 - 524001	Utilities - Water	23,200	16,913	23,200	27,000	27,000
50 - 522 - 524002	Utilities - Gas	-	-	-	-	-
50 - 522 - 524003	Utilities - Cable	-	-	-	-	-
50 - 522 - 524200	Utilities - Water	-	-	-	-	-
50 - 522 - 525000	Consulting Services	-	-	-	-	-
50 - 522 - 525109	Top Seed Desk/Maint Staff	293,000	379,086	568,700	515,000	515,000
50 - 522 - 525110	Top Seed Tennis Staff	516,500	808,763	1,213,200	925,000	925,000
50 - 522 - 525111	Top Seed Tennis Director	135,000	135,000	180,000	180,000	180,000
50 - 522 - 525112	Top Seed Tennis Head Pro	-	-	-	-	-
50 - 522 - 525113	Top Seed 50% Profit	65,800	19,199	28,800	125,000	125,000
50 - 522 - 525114	City 50% Profit	-	19,199	28,800	100,000	100,000
50 - 522 - 525200	Contractual Services	22,800	42,791	64,200	29,200	29,200
50 - 522 - 526500	Advertising	-	165	300	2,000	2,000
50 - 522 - 527000	Business Meeting & Conference	-	-	-	-	-
50 - 522 - 541900	Refunds - Deposits & Overpays	-	-	-	-	-
50 - 522 - 542000	Office Equipment Maintenance	-	-	-	-	-
50 - 522 - 650100	Capital Improvements	6,900	-	-	10,000	10,000
50 - 522 - 650297	Tennis Center Improvements	-	-	-	20,000	20,000
50 - 522 - 994000	Transfer to Capital	-	-	-	-	-
		<b>1,463,398</b>	<b>1,730,783</b>	<b>2,553,200</b>	<b>2,392,915</b>	<b>2,393,500</b>
<b>Total Fund 50 Expenditures</b>		<b>2,424,161</b>	<b>2,464,476</b>	<b>3,634,700</b>	<b>3,668,969</b>	<b>3,700,100</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>		<b>124,802</b>	<b>124,802</b>	<b>124,802</b>	<b>(188,998)</b>	<b>(179,367)</b>
<b>CHANGE IN FUND 50 BALANCE</b>		<b>(23,961)</b>	<b>(208,300)</b>	<b>(313,800)</b>	<b>9,631</b>	<b>104,400</b>
<b>FUND 50 BALANCE</b>		<b>100,841</b>	<b>(83,498)</b>	<b>(188,998)</b>	<b>(179,367)</b>	<b>(74,967)</b>
<b>Fund: 60 - Management Reserve</b>						
<b>Revenue</b>						
<u>Division: 000 - Revenue</u>						
60 - 000 - 416100	Sale/Disposal of Asset	1,380,000	1,380,000	1,380,000	-	-
60 - 000 - 441000	Interest Income	53,300	12,408	18,700	67,600	68,300

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
	1,433,300	1,392,408	1,398,700	67,600	68,300
<b>Total Fund 60 Revenue</b>	<b>1,433,300</b>	<b>1,392,408</b>	<b>1,398,700</b>	<b>67,600</b>	<b>68,300</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>5,361,375</b>	<b>5,361,375</b>	<b>5,361,375</b>	<b>6,760,075</b>	<b>6,827,675</b>
<b>CHANGE IN FUND 60 BALANCE</b>	<b>1,433,300</b>	<b>1,392,408</b>	<b>1,398,700</b>	<b>67,600</b>	<b>68,300</b>
<b>FUND 60 BALANCE</b>	<b>6,794,675</b>	<b>6,753,783</b>	<b>6,760,075</b>	<b>6,827,675</b>	<b>6,895,975</b>
<b>Fund: 62 - Measure W - Safe Clean Water</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
62 - 000 - 441000 Interest Income	-	-	-	7,400	10,700
62 - 000 - 463600 Measure W - Clean Water	-	385,602	385,602	375,000	375,000
	-	<b>385,602</b>	<b>385,602</b>	<b>382,400</b>	<b>385,700</b>
<b>Total Fund 62 Revenue</b>	<b>-</b>	<b>385,602</b>	<b>385,602</b>	<b>382,400</b>	<b>385,700</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
62 - 134 - 990040 Transfer to Capital	-	-	20,000	50,000	50,000
	-	-	<b>20,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Fund 62 Expenditures</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>50,000</b>	<b>50,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>365,602</b>	<b>698,002</b>
<b>CHANGE IN FUND 62 BALANCE</b>	<b>-</b>	<b>385,602</b>	<b>365,602</b>	<b>332,400</b>	<b>335,700</b>
<b>FUND 62 BALANCE</b>	<b>-</b>	<b>385,602</b>	<b>365,602</b>	<b>698,002</b>	<b>1,033,702</b>
<b>Fund: 63 - Road Maintenance &amp; Rehabilitation Account (RMRA-SB1)</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
63 - 000 - 441000 Interest Income	2,200	1,067	1,700	4,200	4,300
63 - 000 - 461101 Road Maint & Rehab (RMRA)	366,200	257,212	366,200	450,000	450,000
63 - 000 - 490015 Transfer in Gas Tax	-	-	-	-	-
	<b>368,400</b>	<b>258,279</b>	<b>367,900</b>	<b>454,200</b>	<b>454,300</b>
<b>Total Fund 63 Revenue</b>	<b>368,400</b>	<b>258,279</b>	<b>367,900</b>	<b>454,200</b>	<b>454,300</b>
<b>Expenditures</b>					
<u>Division: 311 - Administration &amp; Engineering</u>					
63 - 311 - 510000 Full Time Salaries	27,944	15,801	23,800	28,542	29,000
63 - 311 - 510002 Full Time Employee Overtime	-	-	-	-	-
63 - 311 - 510301 CalPERS City Paid EmployeeCost	395	273	400	402	400
63 - 311 - 510302 CalPERS Employer Cost	2,316	1,329	2,000	2,324	2,300
63 - 311 - 510303 CalPERS Unfunded Liability	913	844	1,000	1,307	1,300
63 - 311 - 510304 CalPERS Survivor Benefit	120	5	100	120	100
63 - 311 - 510400 Benefits	1,586	861	1,300	68	100
63 - 311 - 510401 Retiree Medical Benefits	-	-	-	-	-
63 - 311 - 510402 Medical Insurance	4,664	4,327	4,700	6,445	6,400
63 - 311 - 510403 Dental Insurance	261	254	300	364	400
63 - 311 - 510404 Vision Insurance	53	55	100	82	100
63 - 311 - 510405 Short Term Disability	159	79	200	163	200
63 - 311 - 510406 Long Term Disability	51	38	100	51	100
63 - 311 - 510407 Life Insurance	82	54	100	83	100
63 - 311 - 510408 Accidental Death & Dismember	20	13	100	20	-
63 - 311 - 510409 Employee Assistance Program	215	9	100	215	200

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	Current Budget	ACTUALS March	REVISED Estimate	2021-22 Budget	2022-23 Budget
63 - 311 - 510600 Employer Taxes	-	-	-	-	-
63 - 311 - 510601 Medicare	404	235	400	415	400
63 - 311 - 510602 Social Security	-	-	-	-	-
63 - 311 - 510900 Hourly Employees	-	-	-	-	-
63 - 311 - 510902 Hourly Employee Overtime	-	-	-	-	-
63 - 311 - 511000 Auto Allowance	180	-	-	180	200
63 - 311 - 511001 457 Match	-	-	-	-	-
	<b>39,363</b>	<b>24,176</b>	<b>34,700</b>	<b>40,781</b>	<b>41,300</b>
<u>Division: 134 - Non-Departmental</u>					
63 - 134 - 990015 Transfer to Gas Tax	-	-	-	-	-
63 - 134 - 990040 Transfer to Capital	600,000	293,125	439,700	450,000	450,000
	<b>600,000</b>	<b>293,125</b>	<b>439,700</b>	<b>450,000</b>	<b>450,000</b>
<b>Total Fund 63 Expenditures</b>	<b>600,000</b>	<b>293,125</b>	<b>439,700</b>	<b>450,000</b>	<b>450,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>492,853</b>	<b>492,853</b>	<b>492,853</b>	<b>421,053</b>	<b>425,253</b>
<b>CHANGE IN FUND 63 BALANCE</b>	<b>(231,600)</b>	<b>(34,846)</b>	<b>(71,800)</b>	<b>4,200</b>	<b>4,300</b>
<b>FUND 63 BALANCE</b>	<b>261,253</b>	<b>458,007</b>	<b>421,053</b>	<b>425,253</b>	<b>429,553</b>
<b>Fund 64 - Quimby Act</b>					
<b>Revenue</b>					
<u>Division 000 - Revenue</u>					
64 - 000 - 441000 Interest Income	-	11	100	-	-
64 - 000 - 481506 Quimby Funds	-	-	-	-	-
	<b>-</b>	<b>11</b>	<b>100</b>	<b>-</b>	<b>-</b>
<b>Total Fund 64 Revenue</b>	<b>-</b>	<b>11</b>	<b>100</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>					
<u>Division: 412 - Planning Projects &amp; Studies</u>					
64 - 134 - 990041 Transfer to Civic Center Const	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Fund 64 Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>4,565</b>	<b>4,565</b>	<b>4,565</b>	<b>4,665</b>	<b>4,665</b>
<b>CHANGE IN FUND 64 BALANCE</b>	<b>-</b>	<b>11</b>	<b>100</b>	<b>-</b>	<b>-</b>
<b>FUND 64 BALANCE</b>	<b>4,565</b>	<b>4,576</b>	<b>4,665</b>	<b>4,665</b>	<b>4,665</b>
<b>Fund 65 - Oak Tree Mitigation</b>					
<b>Revenue</b>					
<u>Division 000 - Revenue</u>					
65 - 000 - 441000 Interest Income	-	(158)	(300)	(700)	(700)
65 - 000 - 481510 Oak Tree Mitigation Fees	37,900	-	-	-	-
	<b>37,900</b>	<b>(158)</b>	<b>(300)</b>	<b>(700)</b>	<b>(700)</b>
<b>Total Fund 65 Revenue</b>	<b>37,900</b>	<b>(158)</b>	<b>(300)</b>	<b>(700)</b>	<b>(700)</b>
<b>Expenditures</b>					
<u>Division: 412 - Planning Projects &amp; Studies</u>					
65 - 412 - 581510 Oak Tree Mitigation Exp	-	-	-	-	-
65 - 412 - 990040 Transfer to Capital	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Detailed Budget FY 2021-22 &amp; 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
<b>Total Fund 65 Expenditures</b>	-	-	-	-	-
<b>ESTIMATED BEGINNING FUND BALANCE</b>	(68,390)	(68,390)	(68,390)	(68,690)	(69,390)
<b>CHANGE IN FUND 65 BALANCE</b>	37,900	(158)	(300)	(700)	(700)
<b>FUND 65 BALANCE</b>	(30,490)	(68,548)	(68,690)	(69,390)	(70,090)
<b>Fund 67 - Emergency COVID19</b>					
<b>Revenue</b>					
<u>Division 000 - Revenue</u>					
67 - 000 - 441000 Interest Income	-	(126)	(200)	(1,100)	(1,100)
67 - 000 - 490010 Transfer in General Fund	-	-	-	-	-
	-	(126)	(200)	(1,100)	(1,100)
<b>Total Fund 67 Revenue</b>	-	(126)	(200)	(1,100)	(1,100)
<b>Expenditures</b>					
67 - 131 - 526500 Advertising	-	360	600	-	-
67 - 134 - 521900 COVID Supplies	-	36,120	54,200	-	-
67 - 162 - 523500 Computer Hardware	-	2,797	4,200	-	-
67 - 162 - 523501 Computer Software	-	3,808	5,800	-	-
67 - 411 - 523501 Computer Software	-	271	500	-	-
	-	43,356	65,300	-	-
<b>Total Fund 67 Expenditures</b>	-	43,356	65,300	-	-
<b>ESTIMATED BEGINNING FUND BALANCE</b>	(41,807)	(41,807)	(41,807)	(107,307)	(108,407)
<b>CHANGE IN FUND 67 BALANCE</b>	-	(43,482)	(65,500)	(1,100)	(1,100)
<b>FUND 67 BALANCE</b>	(41,807)	(85,289)	(107,307)	(108,407)	(109,507)
<b>Fund: 80 - CFD 99-1 (Commercial Mello-Roos), Series 2018</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
80 - 000 - 401015 Mello-Roos Tax	348,800	192,889	386,000	400,000	400,000
80 - 000 - 441000 Interest Income	6,100	-	-	7,600	7,900
	354,900	192,889	386,000	407,600	407,900
<b>Total Fund 80 Revenue</b>	354,900	192,889	386,000	407,600	407,900
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
80 - 134 - 534000 Payments to Escrow Agent	348,800	1,733	348,800	377,000	378,000
	348,800	1,733	348,800	377,000	378,000
<b>Total Fund 80 Expenditures</b>	348,800	1,733	348,800	377,000	378,000
<b>ESTIMATED BEGINNING FUND BALANCE</b>	699,736	699,736	699,736	736,936	767,536
<b>CHANGE IN FUND 80 BALANCE</b>	6,100	191,156	37,200	30,600	29,900
<b>FUND 80 BALANCE</b>	705,836	890,892	736,936	767,536	797,436
<b>Fund: 83 - 2005 COP (Refunding 1999 COP)</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					

## Detailed Budget FY 2021-22 & 2022-23

	2020-21 Current Budget	2020-21 ACTUALS March	2020-21 REVISED Estimate	0 2021-22 Budget	0 2022-23 Budget
83 - 000 - 494000    Transfer in General Fund	-	-		-	-
	-	-		-	-
<b>Total Fund 83 Revenue</b>	-	-		-	-
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
83 - 134 - 541600    Miscellaneous Expenditure	-	-		-	-
	-	-		-	-
<b>Total Fund 83 Expenditures</b>	-	-		-	-
<b>Fund: 84 - CFD 2001-1 (The Oaks Mello-Roos), Series 2017</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
84 - 000 - 401015    Mello-Roos Tax	1,515,400	903,802	1,568,000	1,550,000	1,550,000
84 - 000 - 441000    Interest Income	16,900	-	-	27,500	27,800
84 - 000 - 485000    Proceeds of Bonds	-	-	-	0.00	0.00
	<b>1,532,300</b>	<b>903,802</b>	<b>1,568,000</b>	<b>1,577,500</b>	<b>1,577,800</b>
<b>Total Fund 84 Revenue</b>	<b>1,532,300</b>	<b>903,802</b>	<b>1,568,000</b>	<b>1,577,500</b>	<b>1,577,800</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
84 - 134 - 534000    Payments to Escrow Agent	1,515,400	3,064	1,515,400	1,546,000	1,547,000
84 - 134 - 541600    Miscellaneous Expenditure	-	-	-	-	-
	<b>1,515,400</b>	<b>3,064</b>	<b>1,515,400</b>	<b>1,546,000</b>	<b>1,547,000</b>
<b>Total Fund 84 Expenditures</b>	<b>1,515,400</b>	<b>3,064</b>	<b>1,515,400</b>	<b>1,546,000</b>	<b>1,547,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>2,689,815</b>	<b>2,689,815</b>	<b>2,689,815</b>	<b>2,742,415</b>	<b>2,773,915</b>
<b>CHANGE IN FUND 84 BALANCE</b>	<b>16,900</b>	<b>900,738</b>	<b>52,600</b>	<b>31,500</b>	<b>30,800</b>
<b>FUND 84 BALANCE</b>	<b>2,706,715</b>	<b>3,590,553</b>	<b>2,742,415</b>	<b>2,773,915</b>	<b>2,804,715</b>
<b>Fund: 85 - 2006 COP - Civic Center Financing (CLOSED)</b>					
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
85 - 000 - 492800    Transfer in Library Fund	-	-		-	-
85 - 000 - 494000    Transfer in General Fund	-	-		-	-
	-	-		-	-
<b>Total Fund 85 Revenue</b>	-	-		-	-
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
85 - 134 - 541600    Miscellaneous Expenditure	-	-		-	-
	-	-		-	-
<b>Total Fund 85 Expenditures</b>	-	-		-	-

**Fund: 87 - 2015 COP - Civic Center Project**

## Detailed Budget FY 2021-22 & 2022-23

	2020-21	2020-21	2020-21	0	0
	<u>Current Budget</u>	<u>ACTUALS March</u>	<u>REVISED Estimate</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>
<b>Revenue</b>					
<u>Division: 000 - Revenue</u>					
87 - 000 - 441000 Interest Income	-	-	-	100	100
87 - 000 - 490010 Transfer in General Fund	1,846,100	1,322,695	1,846,100	1,839,000	1,835,500
87 - 000 - 490028 Transfer in Library	780,000	558,806	780,000	777,000	775,500
	<b>2,626,100</b>	<b>1,881,500</b>	<b>2,626,100</b>	<b>2,616,100</b>	<b>2,611,100</b>
<b>Total Fund 87 Revenue</b>	<b>2,626,100</b>	<b>1,881,500</b>	<b>2,626,100</b>	<b>2,616,100</b>	<b>2,611,100</b>
<b>Expenditures</b>					
<u>Division: 134 - Non-Departmental</u>					
87 - 134 - 530000 Principal-Bonded Indebtedness	1,125,000	1,125,000	1,125,000	1,160,000	1,215,000
87 - 134 - 530100 Interest Exp-Bonded Indebtedne	1,496,100	756,500	1,496,100	1,451,000	1,391,000
87 - 134 - 534000 Payments to Escrow Agent	-	-	-	0.00	0.00
87 - 134 - 541600 Miscellaneous Expenditure	5,000	2,965	4,500	5,000	5,000
87 - 134 - 994000 Transfer to General Fund	-	-	-	0.00	0.00
87 - 134 - 994100 Transfer to Civic Center Fund	-	-	-	0.00	0.00
	<b>2,626,100</b>	<b>1,884,465</b>	<b>2,625,600</b>	<b>2,616,000</b>	<b>2,611,000</b>
<b>Total Fund 87 Expenditures</b>	<b>2,626,100</b>	<b>1,884,465</b>	<b>2,625,600</b>	<b>2,616,000</b>	<b>2,611,000</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>9,486</b>	<b>9,486</b>	<b>9,486</b>	<b>9,986</b>	<b>10,086</b>
<b>CHANGE IN FUND 87 BALANCE</b>	<b>-</b>	<b>(2,965)</b>	<b>500</b>	<b>100</b>	<b>100</b>
<b>FUND 87 BALANCE</b>	<b>9,486</b>	<b>6,521</b>	<b>9,986</b>	<b>10,086</b>	<b>10,186</b>
<b>Total Revenue (All Funds)</b>	<b>54,670,549</b>	<b>31,162,104</b>	<b>49,036,429</b>	<b>64,230,518</b>	<b>52,859,900</b>
<b>Total Expenditures (All Funds)</b>	<b>59,293,542</b>	<b>32,073,882</b>	<b>45,790,129</b>	<b>59,218,312</b>	<b>48,750,760</b>

**ITEM 16 ATTACHMENT 2  
RESOLUTION NO. 2021-1736**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING THE OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR THE CITY FOR THE FISCAL YEAR JULY 1, 2021 THROUGH JUNE 30, 2023, PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURES OF ALL SUMS SET FORTH IN SAID BUDGET AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH.**

**WHEREAS**, the City Manager has submitted to the City Council of Calabasas a preliminary budget for the fiscal year July 1, 2021 through June 30, 2023; and

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

**WHEREAS**, it is the intention of this City Council to adopt the budget submitted by the City Manager during the June 23, 2021 Council Meeting.

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

1. That certain document referred to as the "Detailed Budget FY 2021-22 & 2022-23" presented by the City Manager is hereby adopted and the appropriations for the annual budget of the City of Calabasas for the fiscal period July 1, 2021 through June 30, 2023 is hereby approved.
2. The several amounts stated in the annual budget shall become and thereafter be appropriated to the offices, departments, activities, objects and purposes stated therein and said monies are hereby authorized to be expended for the purposes and objects specified in said budget.

All revenue in excess of expenditures and encumbrances as of the close of fiscal year 2020-21 not otherwise re-appropriated above are hereby appropriated to the applicable fund operating reserve on June 30, 2021.

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

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

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of June 2021.

\_\_\_\_\_  
James R. Bozajian, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

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

**ITEM 16 ATTACHMENT 3  
RESOLUTION NO. 2021-1737**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, ESTABLISHING THE  
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022.**

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

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

**WHEREAS**, the Fiscal Year 2021-2022 appropriations limitation has been calculated in accordance with the State Constitution and applicable sections of the Government Code by adjusting the Fiscal Year 2020-2021 appropriations limit of \$33,825,695 by the percentage change in the City of Calabasas' population of 0.76% and the percentage change of cost-of-living factor based on the per capita personal income of 5.73% as determined by the State of California, Department of Finance.

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

**SECTION 1.** That the Appropriations Limit for the City of Calabasas for Fiscal Year 2021-2022 is \$36,034,513.

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

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of June 2021.

---

James R. Bozajian, Mayor

ATTEST:

---

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

APPROVED AS TO FORM:

---

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

**ITEM 16 ATTACHMENT 4  
RESOLUTION NO. 2021-1740**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, RESCINDING RESOLUTION  
2020-1689 AND APPROVING A SALARY SCHEDULE FOR  
PERMANENT EMPLOYEES.**

This resolution shall be effective as of the paycheck of July 16, 2021.

**SECTION 1. DEFINITIONS**

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

The following salary ranges are hereby established.

**FULL-TIME PERMANENT EMPLOYEE SALARY RANGES**

**A. Council**

<b>POSITION</b>	<b>MONTHLY SALARY*</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Council Member	\$976	5

\*In accordance with Ordinance 2018-359

**B. City Manager**

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

\* In accordance with City Manager Employment Agreement

**C. Management Classification**

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

**D. Mid-Management Classification**

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

**E. Professional/Supervisory Classification**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Senior Civil Engineer	P148	1
Senior Planner	P148	2
Environmental Services Supervisor	P148	1
Recreation Manager	P140	1
Accounting Supervisor	P132	1
Media Supervisor	P132	1
Public Safety Coordinator	P132	1
Facility Supervisor	P129	2

**F. Professional/Technical Classification**

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

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

**G. Administrative/General Support Classification**

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

**H.** Total authorized full-time permanent employees is 76.

## **SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE**

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications. The compensation for the City Manager shall be set by the City Council and includes all other benefits contained in this resolution.
  
- B. At any time during the fiscal year, the City Manager is authorized to adjust the full-time position to a different salary schedule number.
  - 1. The adjustment for any full-time position may not exceed 10 percent in a fiscal year. If a full-time position is adjusted more than once in a fiscal year, the total adjustment, measured from the pre-adjusted baseline, may not exceed 10 percent in that fiscal year.
  - 2. Adjustments must be based on findings. Findings must relate to a change in duties, job conditions, salary comparison to similar positions in comparable public agencies, or any other similar basis.
  - 3. Adjustments are completely separate from merit increases. Merit increases relate to an individual employee. Adjustments relate to all employees of a position within the relevant classification.
  - 4. Adjustments are not retroactive. Adjustments are determined at the sole discretion of the City Manager and employees have no right to such adjustments.
  - 5. Adjustments do not require approval or resolution of the City Council. The City Council, the Administrative Services Manager, and Chief Financial Officer shall be notified of such adjustments and the findings which support them, in writing.
  - 6. All such adjustments shall be subject to budget appropriation and may not be approved if to do so would exceed existing budget authority unless made contingent upon a budget amendment approved by the City Council.
  - 7. Title change adjustments are authorized, provided that there is no increase in the total authorized full-time employee count.
  - 8. The Salary Schedule for Full-Time Permanent positions (attached) is shown as a bi-weekly schedule for accounting and payroll purposes.

### **SECTION 3. CONFERENCES/PROFESSIONAL DEVELOPMENT**

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

### **SECTION 4. AUTOMOBILE ALLOWANCE**

At the discretion of the City Manager, certain employees are eligible for a monthly auto allowance, treated by law as taxable income. All other employees are eligible for mileage reimbursement at the approved IRS rate.

### **SECTION 5. RETIREMENT**

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

### **SECTION 6. LIFE INSURANCE BENEFITS**

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

### **SECTION 7. SHORT AND LONG TERM DISABILITY INSURANCE**

The City provides both short and long term disability insurance for employees in a benefit of 66% of the employee's salary.

## **SECTION 8. DEFERRED COMPENSATION 457 PLAN CONTRIBUTION**

The City will pay a deferred compensation contribution into a City approved Deferred Compensation 457 Plan for enrolled permanent full-time employees; contingent upon the FY 2021-22, first quarter actual revenues received from Sales Tax or Transient Occupancy Tax (TOT) exceeding budget estimates by 3%. If the contingency is met, the payments shall begin with the paycheck of January 14, 2022. Participating employees will receive a 100% contribution match up to 2% of their gross base salary. Gross base salary is defined as wages paid as described in the Permanent Employees Salary Ranges (reference Section 1, herein).

## **SECTION 9. MEDICAL INSURANCE**

The City contracts with CalPERS to offer medical insurance to employees, plus their qualified dependents. Medical insurance premiums are covered 100% up to the PERS Choice medical plan dollar amount.

## **SECTION 10. DENTAL INSURANCE**

The City contracts with Delta Dental for dental coverage for employees, plus their qualified dependents.

## **SECTION 11. VISION INSURANCE**

The City contracts with VSP for vision coverage for employees, plus their qualified dependents.

## **SECTION 12. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City contracts with MHN to provide short term counseling benefits and life management services and referrals to employees, their dependents, and any other members within their household.

## **SECTION 13. FLEXIBLE SPENDING ACCOUNTS**

The City offers employees the use of designated reimbursement accounts for health or dependent care expenses, which allows employees to pay for qualified expenses on a pre-tax basis.

## **SECTION 14. FLOATING HOLIDAY**

Each employee is given one Floating Holiday per fiscal year to be used at the discretion of their Department Head.

**SECTION 15. HOLIDAYS**

The City recognizes 11½ paid holidays per year: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve (½ day).

**SECTION 16. VACATION LEAVE**

Employees accrue vacation leave bi-weekly in accordance with the length of their service as follows:

Up to 24 months of service	80 hours per year
24 months to 60 months of service	96 hours per year
60 months to 132 months of service	136 hours per year
132 months + of service	176 hours per year

Additional vacation leave is granted to eligible employees in recognition of the extra hours worked to accomplish the requirements of the job. This leave shall not exceed 72 hours for management employees, 64 hours for mid-management employees, and 56 hours for supervisory/professional employees.

**SECTION 17. SICK LEAVE**

Employees accrue sick leave bi-weekly at a rate of 96 hours per year. Sick leave may be used upon accrual.

**SECTION 18. BEREAVEMENT LEAVE**

In the event of a death in the employee’s immediate family, the employee will be eligible for five work days of paid leave for bereavement.

**SECTION 19. JURY DUTY LEAVE**

Employees are granted up to ten paid days for jury service.

**SECTION 20. COMPUTER LOAN PROGRAM**

Once an employee has successfully completed their probationary period, an interest-free loan is available to employees in an amount of \$3,000 in order to purchase a personal computer, laptop, printer and other related computer equipment and software.

**SECTION 21. FITNESS/RECREATION PROGRAMS**

The City provides a complimentary employee only membership to the Calabasas Tennis and Swim Center and the Agoura Hills/Calabasas Community Center. The City also provides a 30% discount at Creekside Preschool and on classes and programs offered through the Recreation Brochure.

Resolution No. 2020-1689, and any conflicting provisions previously adopted, are hereby rescinded.

To the extent the provisions of this Resolution No. 2021-1740 are substantially the same as any other resolution or action of the City Council, the provisions of Resolution 2021-1740 shall be construed as continuations of these other enactments, and not as new enactments.

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

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of June, 2021.

\_\_\_\_\_  
James R. Bozajian, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

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

**CITY OF CALABASAS**  
**PERMANENT POSITIONS**  
**BI-WEEKLY WAGE RANGE / STEP SCHEDULE**  
**Effective July 1, 2021**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P1	817.62	838.06	859.01	880.49	902.50	925.06	948.19	971.90	996.19	1,021.10
P2	825.80	846.44	867.60	889.29	911.53	934.31	957.67	981.61	1,006.15	1,031.31
P3	834.06	854.91	876.28	898.19	920.64	943.66	967.25	991.43	1,016.22	1,041.62
P4	842.40	863.46	885.04	907.17	929.85	953.09	976.92	1,001.34	1,026.38	1,052.04
P5	850.82	872.09	893.89	916.24	939.15	962.63	986.69	1,011.36	1,036.64	1,062.56
P6	859.33	880.81	902.83	925.40	948.54	972.25	996.56	1,021.47	1,047.01	1,073.18
P7	867.92	889.62	911.86	934.66	958.02	981.97	1,006.52	1,031.69	1,057.48	1,083.92
P8	876.60	898.52	920.98	944.00	967.60	991.79	1,016.59	1,042.00	1,068.05	1,094.75
P9	885.37	907.50	930.19	953.44	977.28	1,001.71	1,026.75	1,052.42	1,078.73	1,105.70
P10	894.22	916.58	939.49	962.98	987.05	1,011.73	1,037.02	1,062.95	1,089.52	1,116.76
P11	903.16	925.74	948.89	972.61	996.92	1,021.85	1,047.39	1,073.58	1,100.42	1,127.93
P12	912.19	935.00	958.37	982.33	1,006.89	1,032.06	1,057.87	1,084.31	1,111.42	1,139.21
P13	921.32	944.35	967.96	992.16	1,016.96	1,042.39	1,068.44	1,095.16	1,122.53	1,150.60
P14	930.53	953.79	977.64	1,002.08	1,027.13	1,052.81	1,079.13	1,106.11	1,133.76	1,162.10
P15	939.84	963.33	987.41	1,012.10	1,037.40	1,063.34	1,089.92	1,117.17	1,145.10	1,173.73
P16	949.23	972.96	997.29	1,022.22	1,047.78	1,073.97	1,100.82	1,128.34	1,156.55	1,185.46
P17	958.73	982.69	1,007.26	1,032.44	1,058.25	1,084.71	1,111.83	1,139.62	1,168.11	1,197.32
P18	968.31	992.52	1,017.33	1,042.77	1,068.84	1,095.56	1,122.95	1,151.02	1,179.80	1,209.29
P19	978.00	1,002.45	1,027.51	1,053.19	1,079.52	1,106.51	1,134.18	1,162.53	1,191.59	1,221.38
P20	987.78	1,012.47	1,037.78	1,063.73	1,090.32	1,117.58	1,145.52	1,174.16	1,203.51	1,233.60
P21	997.65	1,022.60	1,048.16	1,074.36	1,101.22	1,128.75	1,156.97	1,185.90	1,215.54	1,245.93
P22	1,007.63	1,032.82	1,058.64	1,085.11	1,112.24	1,140.04	1,168.54	1,197.76	1,227.70	1,258.39
P23	1,017.71	1,043.15	1,069.23	1,095.96	1,123.36	1,151.44	1,180.23	1,209.73	1,239.98	1,270.98
P24	1,027.88	1,053.58	1,079.92	1,106.92	1,134.59	1,162.96	1,192.03	1,221.83	1,252.38	1,283.69
P25	1,038.16	1,064.12	1,090.72	1,117.99	1,145.94	1,174.59	1,203.95	1,234.05	1,264.90	1,296.52
P26	1,048.54	1,074.76	1,101.63	1,129.17	1,157.40	1,186.33	1,215.99	1,246.39	1,277.55	1,309.49
P27	1,059.03	1,085.51	1,112.64	1,140.46	1,168.97	1,198.20	1,228.15	1,258.85	1,290.32	1,322.58
P28	1,069.62	1,096.36	1,123.77	1,151.86	1,180.66	1,210.18	1,240.43	1,271.44	1,303.23	1,335.81
P29	1,080.32	1,107.32	1,135.01	1,163.38	1,192.47	1,222.28	1,252.84	1,284.16	1,316.26	1,349.17
P30	1,091.12	1,118.40	1,146.36	1,175.02	1,204.39	1,234.50	1,265.36	1,297.00	1,329.42	1,362.66
P31	1,102.03	1,129.58	1,157.82	1,186.77	1,216.44	1,246.85	1,278.02	1,309.97	1,342.72	1,376.29
P32	1,113.05	1,140.88	1,169.40	1,198.63	1,228.60	1,259.32	1,290.80	1,323.07	1,356.14	1,390.05
P33	1,124.18	1,152.29	1,181.09	1,210.62	1,240.89	1,271.91	1,303.71	1,336.30	1,369.71	1,403.95
P34	1,135.42	1,163.81	1,192.90	1,222.73	1,253.29	1,284.63	1,316.74	1,349.66	1,383.40	1,417.99
P35	1,146.78	1,175.45	1,204.83	1,234.95	1,265.83	1,297.47	1,329.91	1,363.16	1,397.24	1,432.17
P36	1,158.25	1,187.20	1,216.88	1,247.30	1,278.49	1,310.45	1,343.21	1,376.79	1,411.21	1,446.49
P37	1,169.83	1,199.07	1,229.05	1,259.78	1,291.27	1,323.55	1,356.64	1,390.56	1,425.32	1,460.95
P38	1,181.53	1,211.06	1,241.34	1,272.37	1,304.18	1,336.79	1,370.21	1,404.46	1,439.57	1,475.56
P39	1,193.34	1,223.17	1,253.75	1,285.10	1,317.23	1,350.16	1,383.91	1,418.51	1,453.97	1,490.32
P40	1,205.27	1,235.41	1,266.29	1,297.95	1,330.40	1,363.66	1,397.75	1,432.69	1,468.51	1,505.22
P41	1,217.33	1,247.76	1,278.95	1,310.93	1,343.70	1,377.29	1,411.73	1,447.02	1,483.20	1,520.28
P42	1,229.50	1,260.24	1,291.74	1,324.04	1,357.14	1,391.07	1,425.84	1,461.49	1,498.03	1,535.48
P43	1,241.80	1,272.84	1,304.66	1,337.28	1,370.71	1,404.98	1,440.10	1,476.10	1,513.01	1,550.83
P44	1,254.21	1,285.57	1,317.71	1,350.65	1,384.42	1,419.03	1,454.50	1,490.87	1,528.14	1,566.34
P45	1,266.76	1,298.42	1,330.89	1,364.16	1,398.26	1,433.22	1,469.05	1,505.77	1,543.42	1,582.00
P46	1,279.42	1,311.41	1,344.19	1,377.80	1,412.24	1,447.55	1,483.74	1,520.83	1,558.85	1,597.82
P47	1,292.22	1,324.52	1,357.64	1,391.58	1,426.37	1,462.03	1,498.58	1,536.04	1,574.44	1,613.80
P48	1,305.14	1,337.77	1,371.21	1,405.49	1,440.63	1,476.65	1,513.56	1,551.40	1,590.19	1,629.94
P49	1,318.19	1,351.15	1,384.92	1,419.55	1,455.04	1,491.41	1,528.70	1,566.92	1,606.09	1,646.24
P50	1,331.37	1,364.66	1,398.77	1,433.74	1,469.59	1,506.33	1,543.98	1,582.58	1,622.15	1,662.70
P51	1,344.69	1,378.30	1,412.76	1,448.08	1,484.28	1,521.39	1,559.42	1,598.41	1,638.37	1,679.33
P52	1,358.13	1,392.09	1,426.89	1,462.56	1,499.13	1,536.60	1,575.02	1,614.39	1,654.75	1,696.12
P53	1,371.72	1,406.01	1,441.16	1,477.19	1,514.12	1,551.97	1,590.77	1,630.54	1,671.30	1,713.08
P54	1,385.43	1,420.07	1,455.57	1,491.96	1,529.26	1,567.49	1,606.68	1,646.84	1,688.01	1,730.21
P55	1,399.29	1,434.27	1,470.13	1,506.88	1,544.55	1,583.16	1,622.74	1,663.31	1,704.89	1,747.52

**CITY OF CALABASAS**  
**PERMANENT POSITIONS**  
**BI-WEEKLY WAGE RANGE / STEP SCHEDULE**  
**Effective July 1, 2021**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P56	1,413.28	1,448.61	1,484.83	1,521.95	1,560.00	1,599.00	1,638.97	1,679.95	1,721.94	1,764.99
P57	1,427.41	1,463.10	1,499.67	1,537.17	1,575.60	1,614.99	1,655.36	1,696.74	1,739.16	1,782.64
P58	1,441.69	1,477.73	1,514.67	1,552.54	1,591.35	1,631.14	1,671.91	1,713.71	1,756.55	1,800.47
P59	1,456.10	1,492.51	1,529.82	1,568.06	1,607.27	1,647.45	1,688.63	1,730.85	1,774.12	1,818.47
P60	1,470.66	1,507.43	1,545.12	1,583.74	1,623.34	1,663.92	1,705.52	1,748.16	1,791.86	1,836.66
P61	1,485.37	1,522.51	1,560.57	1,599.58	1,639.57	1,680.56	1,722.57	1,765.64	1,809.78	1,855.02
P62	1,500.22	1,537.73	1,576.17	1,615.58	1,655.97	1,697.37	1,739.80	1,783.30	1,827.88	1,873.57
P63	1,515.23	1,553.11	1,591.94	1,631.73	1,672.53	1,714.34	1,757.20	1,801.13	1,846.16	1,892.31
P64	1,530.38	1,568.64	1,607.85	1,648.05	1,689.25	1,731.48	1,774.77	1,819.14	1,864.62	1,911.23
P65	1,545.68	1,584.32	1,623.93	1,664.53	1,706.14	1,748.80	1,792.52	1,837.33	1,883.26	1,930.35
P66	1,561.14	1,600.17	1,640.17	1,681.18	1,723.21	1,766.29	1,810.44	1,855.70	1,902.10	1,949.65
P67	1,576.75	1,616.17	1,656.57	1,697.99	1,740.44	1,783.95	1,828.55	1,874.26	1,921.12	1,969.15
P68	1,592.52	1,632.33	1,673.14	1,714.97	1,757.84	1,801.79	1,846.83	1,893.00	1,940.33	1,988.84
P69	1,608.44	1,648.65	1,689.87	1,732.12	1,775.42	1,819.81	1,865.30	1,911.93	1,959.73	2,008.73
P70	1,624.53	1,665.14	1,706.77	1,749.44	1,793.18	1,838.00	1,883.95	1,931.05	1,979.33	2,028.81
P71	1,640.77	1,681.79	1,723.84	1,766.93	1,811.11	1,856.38	1,902.79	1,950.36	1,999.12	2,049.10
P72	1,657.18	1,698.61	1,741.08	1,784.60	1,829.22	1,874.95	1,921.82	1,969.87	2,019.11	2,069.59
P73	1,673.75	1,715.60	1,758.49	1,802.45	1,847.51	1,893.70	1,941.04	1,989.57	2,039.31	2,090.29
P74	1,690.49	1,732.75	1,776.07	1,820.47	1,865.99	1,912.63	1,960.45	2,009.46	2,059.70	2,111.19
P75	1,707.40	1,750.08	1,793.83	1,838.68	1,884.65	1,931.76	1,980.06	2,029.56	2,080.30	2,132.30
P76	1,724.47	1,767.58	1,811.77	1,857.06	1,903.49	1,951.08	1,999.86	2,049.85	2,101.10	2,153.63
P77	1,741.71	1,785.26	1,829.89	1,875.64	1,922.53	1,970.59	2,019.85	2,070.35	2,122.11	2,175.16
P78	1,759.13	1,803.11	1,848.19	1,894.39	1,941.75	1,990.30	2,040.05	2,091.05	2,143.33	2,196.91
P79	1,776.72	1,821.14	1,866.67	1,913.34	1,961.17	2,010.20	2,060.45	2,111.96	2,164.76	2,218.88
P80	1,794.49	1,839.35	1,885.34	1,932.47	1,980.78	2,030.30	2,081.06	2,133.08	2,186.41	2,241.07
P81	1,812.43	1,857.75	1,904.19	1,951.79	2,000.59	2,050.60	2,101.87	2,154.42	2,208.28	2,263.48
P82	1,830.56	1,876.32	1,923.23	1,971.31	2,020.59	2,071.11	2,122.89	2,175.96	2,230.36	2,286.12
P83	1,848.86	1,895.09	1,942.46	1,991.02	2,040.80	2,091.82	2,144.12	2,197.72	2,252.66	2,308.98
P84	1,867.35	1,914.04	1,961.89	2,010.94	2,061.21	2,112.74	2,165.56	2,219.70	2,275.19	2,332.07
P85	1,886.03	1,933.18	1,981.51	2,031.04	2,081.82	2,133.87	2,187.21	2,241.89	2,297.94	2,355.39
P86	1,904.89	1,952.51	2,001.32	2,051.36	2,102.64	2,155.20	2,209.08	2,264.31	2,320.92	2,378.94
P87	1,923.94	1,972.03	2,021.34	2,071.87	2,123.67	2,176.76	2,231.18	2,286.96	2,344.13	2,402.73
P88	1,943.18	1,991.75	2,041.55	2,092.59	2,144.90	2,198.52	2,253.49	2,309.82	2,367.57	2,426.76
P89	1,962.61	2,011.67	2,061.96	2,113.51	2,166.35	2,220.51	2,276.02	2,332.92	2,391.25	2,451.03
P90	1,982.23	2,031.79	2,082.58	2,134.65	2,188.01	2,242.71	2,298.78	2,356.25	2,415.16	2,475.54
P91	2,002.06	2,052.11	2,103.41	2,155.99	2,209.89	2,265.14	2,321.77	2,379.81	2,439.31	2,500.29
P92	2,022.08	2,072.63	2,124.44	2,177.55	2,231.99	2,287.79	2,344.99	2,403.61	2,463.70	2,525.30
P93	2,042.30	2,093.35	2,145.69	2,199.33	2,254.31	2,310.67	2,368.44	2,427.65	2,488.34	2,550.55
P94	2,062.72	2,114.29	2,167.14	2,221.32	2,276.86	2,333.78	2,392.12	2,451.93	2,513.22	2,576.05
P95	2,083.35	2,135.43	2,188.82	2,243.54	2,299.63	2,357.12	2,416.04	2,476.44	2,538.36	2,601.81
P96	2,104.18	2,156.78	2,210.70	2,265.97	2,322.62	2,380.69	2,440.20	2,501.21	2,563.74	2,627.83
P97	2,125.22	2,178.35	2,232.81	2,288.63	2,345.85	2,404.49	2,464.61	2,526.22	2,589.38	2,654.11
P98	2,146.47	2,200.14	2,255.14	2,311.52	2,369.31	2,428.54	2,489.25	2,551.48	2,615.27	2,680.65
P99	2,167.94	2,222.14	2,277.69	2,334.63	2,393.00	2,452.82	2,514.14	2,577.00	2,641.42	2,707.46
P100	2,189.62	2,244.36	2,300.47	2,357.98	2,416.93	2,477.35	2,539.29	2,602.77	2,667.84	2,734.53
P101	2,211.51	2,266.80	2,323.47	2,381.56	2,441.10	2,502.13	2,564.68	2,628.80	2,694.52	2,761.88
P102	2,233.63	2,289.47	2,346.71	2,405.38	2,465.51	2,527.15	2,590.33	2,655.08	2,721.46	2,789.50
P103	2,255.97	2,312.37	2,370.17	2,429.43	2,490.16	2,552.42	2,616.23	2,681.63	2,748.68	2,817.39
P104	2,278.53	2,335.49	2,393.88	2,453.72	2,515.07	2,577.94	2,642.39	2,708.45	2,776.16	2,845.57
P105	2,301.31	2,358.84	2,417.81	2,478.26	2,540.22	2,603.72	2,668.82	2,735.54	2,803.92	2,874.02
P106	2,324.32	2,382.43	2,441.99	2,503.04	2,565.62	2,629.76	2,695.50	2,762.89	2,831.96	2,902.76
P107	2,347.57	2,406.26	2,466.41	2,528.07	2,591.28	2,656.06	2,722.46	2,790.52	2,860.28	2,931.79
P108	2,371.04	2,430.32	2,491.08	2,553.35	2,617.19	2,682.62	2,749.68	2,818.43	2,888.89	2,961.11
P109	2,394.75	2,454.62	2,515.99	2,578.89	2,643.36	2,709.44	2,777.18	2,846.61	2,917.77	2,990.72
P110	2,418.70	2,479.17	2,541.15	2,604.68	2,669.79	2,736.54	2,804.95	2,875.08	2,946.95	3,020.63

**CITY OF CALABASAS**  
**PERMANENT POSITIONS**  
**BI-WEEKLY WAGE RANGE / STEP SCHEDULE**  
**Effective July 1, 2021**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P111	2,442.89	2,503.96	2,566.56	2,630.72	2,696.49	2,763.90	2,833.00	2,903.83	2,976.42	3,050.83
P112	2,467.32	2,529.00	2,592.22	2,657.03	2,723.46	2,791.54	2,861.33	2,932.86	3,006.19	3,081.34
P113	2,491.99	2,554.29	2,618.15	2,683.60	2,750.69	2,819.46	2,889.94	2,962.19	3,036.25	3,112.15
P114	2,516.91	2,579.83	2,644.33	2,710.44	2,778.20	2,847.65	2,918.84	2,991.82	3,066.61	3,143.28
P115	2,542.08	2,605.63	2,670.77	2,737.54	2,805.98	2,876.13	2,948.03	3,021.73	3,097.28	3,174.71
P116	2,567.50	2,631.69	2,697.48	2,764.92	2,834.04	2,904.89	2,977.51	3,051.95	3,128.25	3,206.46
P117	2,593.17	2,658.00	2,724.45	2,792.57	2,862.38	2,933.94	3,007.29	3,082.47	3,159.53	3,238.52
P118	2,619.11	2,684.58	2,751.70	2,820.49	2,891.00	2,963.28	3,037.36	3,113.29	3,191.13	3,270.91
P119	2,645.30	2,711.43	2,779.22	2,848.70	2,919.91	2,992.91	3,067.73	3,144.43	3,223.04	3,303.61
P120	2,671.75	2,738.54	2,807.01	2,877.18	2,949.11	3,022.84	3,098.41	3,175.87	3,255.27	3,336.65
P121	2,698.47	2,765.93	2,835.08	2,905.96	2,978.60	3,053.07	3,129.40	3,207.63	3,287.82	3,370.02
P122	2,725.45	2,793.59	2,863.43	2,935.01	3,008.39	3,083.60	3,160.69	3,239.71	3,320.70	3,403.72
P123	2,752.71	2,821.53	2,892.06	2,964.36	3,038.47	3,114.44	3,192.30	3,272.10	3,353.91	3,437.75
P124	2,780.23	2,849.74	2,920.98	2,994.01	3,068.86	3,145.58	3,224.22	3,304.83	3,387.45	3,472.13
P125	2,808.04	2,878.24	2,950.19	3,023.95	3,099.55	3,177.04	3,256.46	3,337.87	3,421.32	3,506.85
P126	2,836.12	2,907.02	2,979.70	3,054.19	3,130.54	3,208.81	3,289.03	3,371.25	3,455.53	3,541.92
P127	2,864.48	2,936.09	3,009.49	3,084.73	3,161.85	3,240.89	3,321.92	3,404.96	3,490.09	3,577.34
P128	2,893.12	2,965.45	3,039.59	3,115.58	3,193.47	3,273.30	3,355.14	3,439.01	3,524.99	3,613.11
P129	2,922.05	2,995.11	3,069.98	3,146.73	3,225.40	3,306.04	3,388.69	3,473.40	3,560.24	3,649.25
P130	2,951.28	3,025.06	3,100.68	3,178.20	3,257.66	3,339.10	3,422.57	3,508.14	3,595.84	3,685.74
P131	2,980.79	3,055.31	3,131.69	3,209.98	3,290.23	3,372.49	3,456.80	3,543.22	3,631.80	3,722.60
P132	3,010.60	3,085.86	3,163.01	3,242.08	3,323.13	3,406.21	3,491.37	3,578.65	3,668.12	3,759.82
P133	3,040.70	3,116.72	3,194.64	3,274.50	3,356.37	3,440.27	3,526.28	3,614.44	3,704.80	3,797.42
P134	3,071.11	3,147.89	3,226.58	3,307.25	3,389.93	3,474.68	3,561.54	3,650.58	3,741.85	3,835.39
P135	3,101.82	3,179.37	3,258.85	3,340.32	3,423.83	3,509.42	3,597.16	3,687.09	3,779.27	3,873.75
P136	3,132.84	3,211.16	3,291.44	3,373.72	3,458.07	3,544.52	3,633.13	3,723.96	3,817.06	3,912.49
P137	3,164.17	3,243.27	3,324.35	3,407.46	3,492.65	3,579.96	3,669.46	3,761.20	3,855.23	3,951.61
P138	3,195.81	3,275.70	3,357.60	3,441.54	3,527.57	3,615.76	3,706.16	3,798.81	3,893.78	3,991.13
P139	3,227.77	3,308.46	3,391.17	3,475.95	3,562.85	3,651.92	3,743.22	3,836.80	3,932.72	4,031.04
P140	3,260.04	3,341.54	3,425.08	3,510.71	3,598.48	3,688.44	3,780.65	3,875.17	3,972.05	4,071.35
P141	3,292.64	3,374.96	3,459.33	3,545.82	3,634.46	3,725.32	3,818.46	3,913.92	4,011.77	4,112.06
P142	3,325.57	3,408.71	3,493.93	3,581.28	3,670.81	3,762.58	3,856.64	3,953.06	4,051.88	4,153.18
P143	3,358.83	3,442.80	3,528.87	3,617.09	3,707.52	3,800.20	3,895.21	3,992.59	4,092.40	4,194.71
P144	3,392.41	3,477.22	3,564.16	3,653.26	3,744.59	3,838.21	3,934.16	4,032.51	4,133.33	4,236.66
P145	3,426.34	3,512.00	3,599.80	3,689.79	3,782.04	3,876.59	3,973.50	4,072.84	4,174.66	4,279.03
P146	3,460.60	3,547.12	3,635.80	3,726.69	3,819.86	3,915.35	4,013.24	4,113.57	4,216.41	4,321.82
P147	3,495.21	3,582.59	3,672.15	3,763.96	3,858.06	3,954.51	4,053.37	4,154.70	4,258.57	4,365.04
P148	3,530.16	3,618.41	3,708.87	3,801.60	3,896.64	3,994.05	4,093.90	4,196.25	4,301.16	4,408.69
P149	3,565.46	3,654.60	3,745.96	3,839.61	3,935.60	4,033.99	4,134.84	4,238.21	4,344.17	4,452.77
P150	3,601.12	3,691.14	3,783.42	3,878.01	3,974.96	4,074.33	4,176.19	4,280.60	4,387.61	4,497.30
P151	3,637.13	3,728.06	3,821.26	3,916.79	4,014.71	4,115.08	4,217.95	4,323.40	4,431.49	4,542.27
P152	3,673.50	3,765.34	3,859.47	3,955.96	4,054.86	4,156.23	4,260.13	4,366.64	4,475.80	4,587.70
P153	3,710.23	3,802.99	3,898.06	3,995.52	4,095.40	4,197.79	4,302.73	4,410.30	4,520.56	4,633.57
P154	3,747.34	3,841.02	3,937.05	4,035.47	4,136.36	4,239.77	4,345.76	4,454.41	4,565.77	4,679.91
P155	3,784.81	3,879.43	3,976.42	4,075.83	4,177.72	4,282.16	4,389.22	4,498.95	4,611.42	4,726.71
P156	3,822.66	3,918.22	4,016.18	4,116.58	4,219.50	4,324.99	4,433.11	4,543.94	4,657.54	4,773.98
P157	3,860.88	3,957.41	4,056.34	4,157.75	4,261.69	4,368.24	4,477.44	4,589.38	4,704.11	4,821.72
P158	3,899.49	3,996.98	4,096.90	4,199.33	4,304.31	4,411.92	4,522.22	4,635.27	4,751.15	4,869.93
P159	3,938.49	4,036.95	4,137.87	4,241.32	4,347.35	4,456.04	4,567.44	4,681.62	4,798.67	4,918.63
P160	3,977.87	4,077.32	4,179.25	4,283.73	4,390.83	4,500.60	4,613.11	4,728.44	4,846.65	4,967.82
P161	4,017.65	4,118.09	4,221.05	4,326.57	4,434.74	4,545.60	4,659.24	4,775.73	4,895.12	5,017.50
P162	4,057.83	4,159.27	4,263.26	4,369.84	4,479.08	4,591.06	4,705.84	4,823.48	4,944.07	5,067.67
P163	4,098.41	4,200.87	4,305.89	4,413.54	4,523.87	4,636.97	4,752.89	4,871.72	4,993.51	5,118.35
P164	4,139.39	4,242.88	4,348.95	4,457.67	4,569.11	4,683.34	4,800.42	4,920.43	5,043.45	5,169.53
P165	4,180.78	4,285.30	4,392.44	4,502.25	4,614.80	4,730.17	4,848.43	4,969.64	5,093.88	5,221.23

**CITY OF CALABASAS**  
**PERMANENT POSITIONS**  
**BI-WEEKLY WAGE RANGE / STEP SCHEDULE**  
**Effective July 1, 2021**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P166	4,222.59	4,328.16	4,436.36	4,547.27	4,660.95	4,777.48	4,896.91	5,019.34	5,144.82	5,273.44
P167	4,264.82	4,371.44	4,480.72	4,592.74	4,707.56	4,825.25	4,945.88	5,069.53	5,196.27	5,326.17
P168	4,307.47	4,415.15	4,525.53	4,638.67	4,754.64	4,873.50	4,995.34	5,120.22	5,248.23	5,379.44
P169	4,350.54	4,459.30	4,570.79	4,685.06	4,802.18	4,922.24	5,045.29	5,171.43	5,300.71	5,433.23
P170	4,394.05	4,503.90	4,616.49	4,731.91	4,850.20	4,971.46	5,095.75	5,223.14	5,353.72	5,487.56
P171	4,437.99	4,548.94	4,662.66	4,779.23	4,898.71	5,021.17	5,146.70	5,275.37	5,407.26	5,542.44
P172	4,482.37	4,594.43	4,709.29	4,827.02	4,947.69	5,071.39	5,198.17	5,328.13	5,461.33	5,597.86
P173	4,527.19	4,640.37	4,756.38	4,875.29	4,997.17	5,122.10	5,250.15	5,381.41	5,515.94	5,653.84
P174	4,572.46	4,686.77	4,803.94	4,924.04	5,047.14	5,173.32	5,302.65	5,435.22	5,571.10	5,710.38
P175	4,618.19	4,733.64	4,851.98	4,973.28	5,097.61	5,225.05	5,355.68	5,489.57	5,626.81	5,767.48
P176	4,664.37	4,780.98	4,900.50	5,023.01	5,148.59	5,277.31	5,409.24	5,544.47	5,683.08	5,825.16
P177	4,711.01	4,828.79	4,949.51	5,073.25	5,200.08	5,330.08	5,463.33	5,599.91	5,739.91	5,883.41
P178	4,758.12	4,877.08	4,999.00	5,123.98	5,252.08	5,383.38	5,517.96	5,655.91	5,797.31	5,942.24
P179	4,805.70	4,925.85	5,048.99	5,175.22	5,304.60	5,437.21	5,573.14	5,712.47	5,855.28	6,001.67
P180	4,853.76	4,975.10	5,099.48	5,226.97	5,357.64	5,491.58	5,628.87	5,769.60	5,913.84	6,061.68
P181	4,902.30	5,024.86	5,150.48	5,279.24	5,411.22	5,546.50	5,685.16	5,827.29	5,972.97	6,122.30
P182	4,951.32	5,075.10	5,201.98	5,332.03	5,465.33	5,601.97	5,742.01	5,885.57	6,032.70	6,183.52
P183	5,000.83	5,125.86	5,254.00	5,385.35	5,519.99	5,657.99	5,799.43	5,944.42	6,093.03	6,245.36
P184	5,050.84	5,177.11	5,306.54	5,439.21	5,575.19	5,714.57	5,857.43	6,003.87	6,153.96	6,307.81
P185	5,101.35	5,228.89	5,359.61	5,493.60	5,630.94	5,771.71	5,916.00	6,063.90	6,215.50	6,370.89
P186	5,152.36	5,281.17	5,413.20	5,548.53	5,687.25	5,829.43	5,975.16	6,124.54	6,277.66	6,434.60
P187	5,203.89	5,333.99	5,467.34	5,604.02	5,744.12	5,887.72	6,034.92	6,185.79	6,340.43	6,498.94
P188	5,255.93	5,387.33	5,522.01	5,660.06	5,801.56	5,946.60	6,095.26	6,247.65	6,403.84	6,563.93
P189	5,308.49	5,441.20	5,577.23	5,716.66	5,859.58	6,006.07	6,156.22	6,310.12	6,467.88	6,629.57
P190	5,361.57	5,495.61	5,633.00	5,773.83	5,918.17	6,066.13	6,217.78	6,373.22	6,532.55	6,695.87
P191	5,415.19	5,550.57	5,689.33	5,831.56	5,977.35	6,126.79	6,279.96	6,436.96	6,597.88	6,762.83
P192	5,469.34	5,606.07	5,746.22	5,889.88	6,037.13	6,188.06	6,342.76	6,501.33	6,663.86	6,830.46
P193	5,524.03	5,662.13	5,803.69	5,948.78	6,097.50	6,249.94	6,406.18	6,566.34	6,730.50	6,898.76
P194	5,579.27	5,718.75	5,861.72	6,008.27	6,158.47	6,312.44	6,470.25	6,632.00	6,797.80	6,967.75
P195	5,635.07	5,775.94	5,920.34	6,068.35	6,220.06	6,375.56	6,534.95	6,698.32	6,865.78	7,037.42
P196	5,691.42	5,833.70	5,979.54	6,129.03	6,282.26	6,439.32	6,600.30	6,765.31	6,934.44	7,107.80
P197	5,748.33	5,892.04	6,039.34	6,190.32	6,345.08	6,503.71	6,666.30	6,832.96	7,003.78	7,178.88
P198	5,805.81	5,950.96	6,099.73	6,252.23	6,408.53	6,568.75	6,732.96	6,901.29	7,073.82	7,250.67
P199	5,863.87	6,010.47	6,160.73	6,314.75	6,472.62	6,634.43	6,800.29	6,970.30	7,144.56	7,323.17
P200	5,922.51	6,070.57	6,222.34	6,377.90	6,537.34	6,700.78	6,868.30	7,040.00	7,216.00	7,396.40
P201	5,981.74	6,131.28	6,284.56	6,441.68	6,602.72	6,767.78	6,936.98	7,110.40	7,288.16	7,470.37
P202	6,041.55	6,192.59	6,347.41	6,506.09	6,668.74	6,835.46	7,006.35	7,181.51	7,361.05	7,545.07
P203	6,101.97	6,254.52	6,410.88	6,571.15	6,735.43	6,903.82	7,076.41	7,253.32	7,434.66	7,620.52
P204	6,162.99	6,317.06	6,474.99	6,636.86	6,802.79	6,972.86	7,147.18	7,325.86	7,509.00	7,696.73
P205	6,224.62	6,380.23	6,539.74	6,703.23	6,870.81	7,042.58	7,218.65	7,399.11	7,584.09	7,773.70
P206	6,286.86	6,444.04	6,605.14	6,770.27	6,939.52	7,113.01	7,290.84	7,473.11	7,659.93	7,851.43
P207	6,349.73	6,508.48	6,671.19	6,837.97	7,008.92	7,184.14	7,363.74	7,547.84	7,736.53	7,929.95
P208	6,413.23	6,573.56	6,737.90	6,906.35	7,079.01	7,255.98	7,437.38	7,623.32	7,813.90	8,009.25
P209	6,477.36	6,639.30	6,805.28	6,975.41	7,149.80	7,328.54	7,511.75	7,699.55	7,892.04	8,089.34
P210	6,542.14	6,705.69	6,873.33	7,045.17	7,221.29	7,401.83	7,586.87	7,776.54	7,970.96	8,170.23
P211	6,607.56	6,772.75	6,942.07	7,115.62	7,293.51	7,475.84	7,662.74	7,854.31	8,050.67	8,251.93
P212	6,673.63	6,840.47	7,011.49	7,186.77	7,366.44	7,550.60	7,739.37	7,932.85	8,131.17	8,334.45
P213	6,740.37	6,908.88	7,081.60	7,258.64	7,440.11	7,626.11	7,816.76	8,012.18	8,212.49	8,417.80
P214	6,807.77	6,977.97	7,152.42	7,331.23	7,514.51	7,702.37	7,894.93	8,092.30	8,294.61	8,501.98
P215	6,875.85	7,047.75	7,223.94	7,404.54	7,589.65	7,779.39	7,973.88	8,173.23	8,377.56	8,587.00
P216	6,944.61	7,118.22	7,296.18	7,478.58	7,665.55	7,857.19	8,053.62	8,254.96	8,461.33	8,672.87
P217	7,014.06	7,189.41	7,369.14	7,553.37	7,742.20	7,935.76	8,134.15	8,337.51	8,545.95	8,759.59
P218	7,084.20	7,261.30	7,442.83	7,628.90	7,819.63	8,015.12	8,215.50	8,420.88	8,631.41	8,847.19
P219	7,155.04	7,333.91	7,517.26	7,705.19	7,897.82	8,095.27	8,297.65	8,505.09	8,717.72	8,935.66
P220	7,226.59	7,407.25	7,592.43	7,782.25	7,976.80	8,176.22	8,380.63	8,590.14	8,804.90	9,025.02

**CITY OF CALABASAS  
PERMANENT POSITIONS  
BI-WEEKLY WAGE RANGE / STEP SCHEDULE  
Effective July 1, 2021**

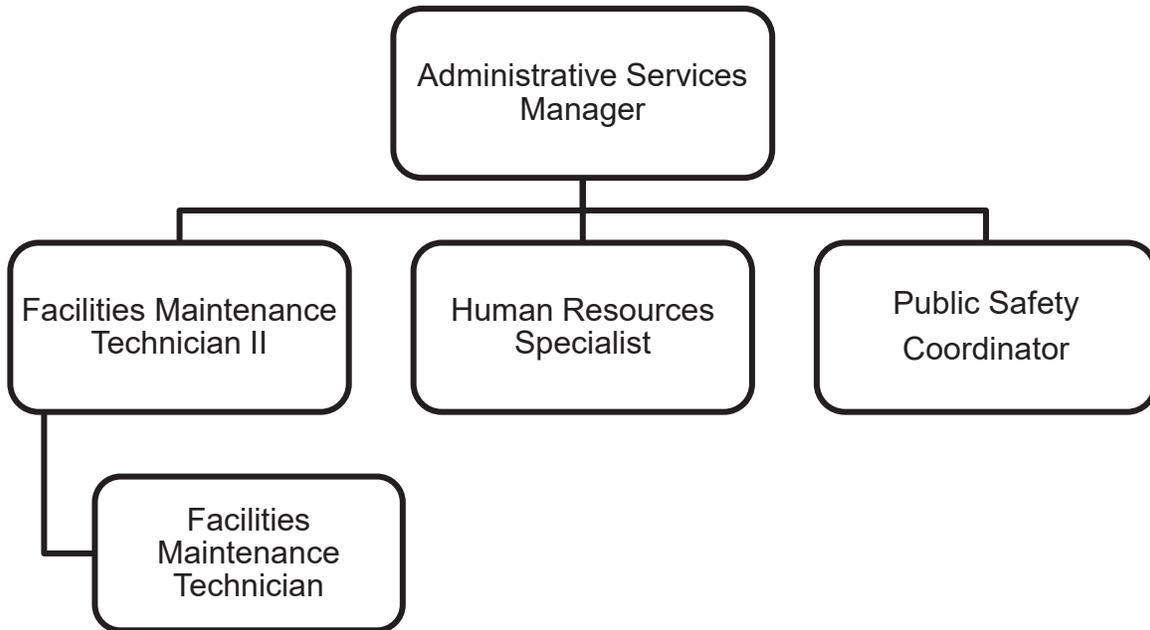
<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P221	7,298.85	7,481.33	7,668.36	7,860.07	8,056.57	8,257.98	8,464.43	8,676.04	8,892.95	9,115.27
P222	7,371.84	7,556.14	7,745.04	7,938.67	8,137.14	8,340.56	8,549.08	8,762.80	8,981.87	9,206.42
P223	7,445.56	7,631.70	7,822.49	8,018.06	8,218.51	8,423.97	8,634.57	8,850.43	9,071.69	9,298.49
P224	7,520.02	7,708.02	7,900.72	8,098.24	8,300.69	8,508.21	8,720.91	8,938.94	9,162.41	9,391.47
P225	7,595.22	7,785.10	7,979.72	8,179.22	8,383.70	8,593.29	8,808.12	9,028.33	9,254.03	9,485.39
P226	7,671.17	7,862.95	8,059.52	8,261.01	8,467.54	8,679.22	8,896.20	9,118.61	9,346.57	9,580.24
P227	7,747.88	7,941.58	8,140.12	8,343.62	8,552.21	8,766.02	8,985.17	9,209.80	9,440.04	9,676.04
P228	7,825.36	8,020.99	8,221.52	8,427.06	8,637.73	8,853.68	9,075.02	9,301.89	9,534.44	9,772.80
P229	7,903.61	8,101.20	8,303.73	8,511.33	8,724.11	8,942.21	9,165.77	9,394.91	9,629.79	9,870.53
P230	7,982.65	8,182.22	8,386.77	8,596.44	8,811.35	9,031.64	9,257.43	9,488.86	9,726.08	9,969.24
P231	8,062.48	8,264.04	8,470.64	8,682.40	8,899.46	9,121.95	9,350.00	9,583.75	9,823.34	10,068.93
P232	8,143.10	8,346.68	8,555.35	8,769.23	8,988.46	9,213.17	9,443.50	9,679.59	9,921.58	10,169.62
P233	8,224.53	8,430.15	8,640.90	8,856.92	9,078.34	9,305.30	9,537.94	9,776.38	10,020.79	10,271.31
P234	8,306.78	8,514.45	8,727.31	8,945.49	9,169.13	9,398.36	9,633.31	9,874.15	10,121.00	10,374.03
P235	8,389.84	8,599.59	8,814.58	9,034.95	9,260.82	9,492.34	9,729.65	9,972.89	10,222.21	10,477.77
P236	8,473.74	8,685.59	8,902.73	9,125.29	9,353.43	9,587.26	9,826.94	10,072.62	10,324.43	10,582.54
P237	8,558.48	8,772.44	8,991.75	9,216.55	9,446.96	9,683.14	9,925.21	10,173.34	10,427.68	10,688.37
P238	8,644.07	8,860.17	9,081.67	9,308.71	9,541.43	9,779.97	10,024.47	10,275.08	10,531.95	10,795.25
P239	8,730.51	8,948.77	9,172.49	9,401.80	9,636.85	9,877.77	10,124.71	10,377.83	10,637.27	10,903.21
P240	8,817.81	9,038.26	9,264.21	9,495.82	9,733.21	9,976.54	10,225.96	10,481.61	10,743.65	11,012.24
P241	8,905.99	9,128.64	9,356.86	9,590.78	9,830.55	10,076.31	10,328.22	10,586.42	10,851.08	11,122.36
P242	8,995.05	9,219.93	9,450.42	9,686.68	9,928.85	10,177.07	10,431.50	10,692.29	10,959.59	11,233.58
P243	9,085.00	9,312.12	9,544.93	9,783.55	10,028.14	10,278.84	10,535.81	10,799.21	11,069.19	11,345.92
P244	9,175.85	9,405.25	9,640.38	9,881.39	10,128.42	10,381.63	10,641.17	10,907.20	11,179.88	11,459.38
P245	9,267.61	9,499.30	9,736.78	9,980.20	10,229.71	10,485.45	10,747.58	11,016.27	11,291.68	11,573.97
P246	9,360.28	9,594.29	9,834.15	10,080.00	10,332.00	10,590.30	10,855.06	11,126.44	11,404.60	11,689.71

# Fiscal Year 2021/22

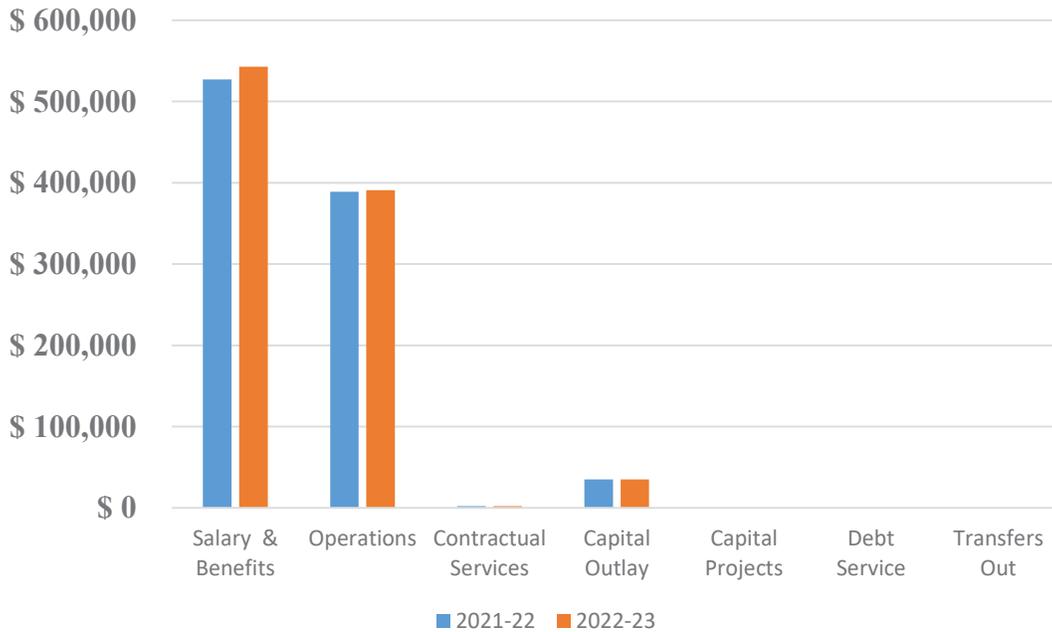


## Administrative Services Department (Department 132, 133)

The Administrative Services Department includes Administrative Services, Human Resources/Risk Management, Emergency Management and Facilities Maintenance for the Civic Center.



**ADMINISTRATIVE SERVICES**  
**Department Expenses & Full-time Staffing**

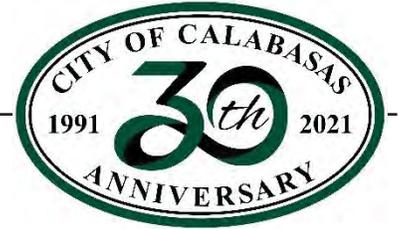


	2021-22	2022-23
Salary & Benefits	\$ 527,030	\$ 542,840
Operations	\$ 388,800	\$ 390,800
Contractual Services	\$ 2,000	\$ 2,000
Capital Outlay	\$ 35,200	\$ 35,200
Capital Projects		
Debt Service		
Transfers Out		
	\$ 953,030	\$ 970,840

<i>Full-Time Positions</i>	2021-22	2022-23
Administrative Services Manager	1.00	1.00
Facility Maintenance Technician	1.00	1.00
Facility Maintenance Technician II	1.00	1.00
Human Resources Specialist	1.00	1.00
<b>Full-Time Budgeted Positions</b>	<b>4.00</b>	<b>4.00</b>

# Fiscal Year 2021/22

---



## City Clerk (Division 131)

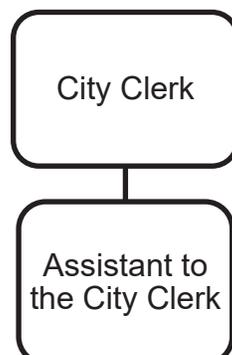
The City Clerk oversees the Department and performs a wide variety of duties, many of which are mandated by law.

The City Clerk provides internal support services for the operation of the City:

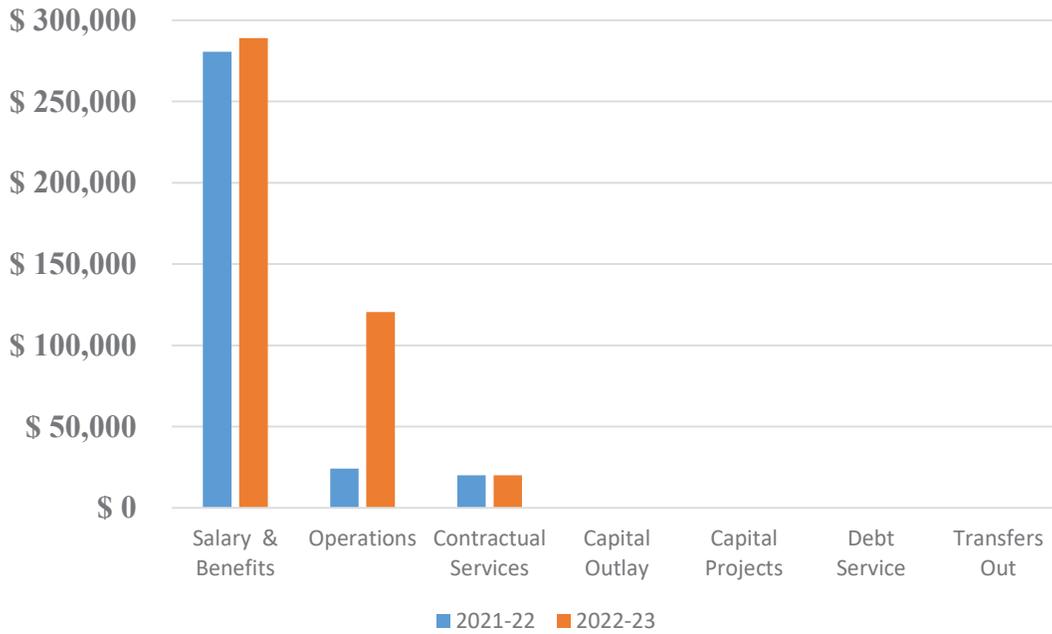
- Prepares and distributes [City Council agendas](#) and attends City Council meetings
- Records and communicates all Council legislative actions and proceedings in meetings, ordinances, resolutions and [minutes](#)
- Assures publication and posting of legal notices as mandated by State law
- Coordinates the execution of ordinances, resolutions, contracts, agreements, and other official documents approved by the City Council
- Conducts bid openings
- Accepts service of summons, subpoenas, and other legal documents on behalf of the City and its officials
- Coordinates recruitments for [Commission](#) appointments
- Staffs the main reception area for City Hall
- Coordinates the continuous codification of the [Calabasas Municipal Code](#)
- Administers the City's records management program, manages the legislative history of the City
- Provides access to information and public records in compliance with the [Public Records Act](#)
- Conducts the annual update of the Local Appointments List ([Maddy Act](#))
- Maintains and updates the City's Conflict of Interest Code
- Maintains and preserves official City documents and records in accordance with Federal, State legal mandates and local policies
- Attests, seals, and/or certifies official documents

In compliance with the [Political Reform Act](#), the City Clerk serves as the Local Filing Officer for the [Fair Political Practices Commission \(FPPC\)](#) and coordinates the filing of all campaign disclosure statements for all local candidates and campaign committees and Statements of Economic Interest (Form 700) for members of the City Council, designated employees, and Commissioners per the City's Conflict of Interest Code. The City Clerk also facilitates biennial Ethics Training for FPPC code filers, in compliance with [AB 1234](#) and Sexual Harassment Prevention Training, in compliance with [AB 1661](#).

The City Clerk serves as the City's Election Official and, in compliance with the [California Elections Code](#), administers all [municipal elections](#) and performs oaths of office for elected and appointed officials. The City Clerk serves as staff liaison to the [Mayor's Youth Council](#).

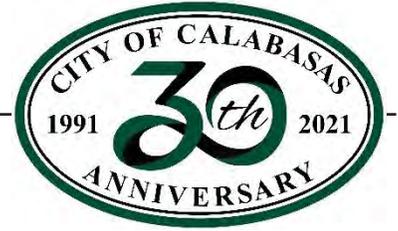


**CITY CLERK**  
**Department Expenses & Full-time Staffing**



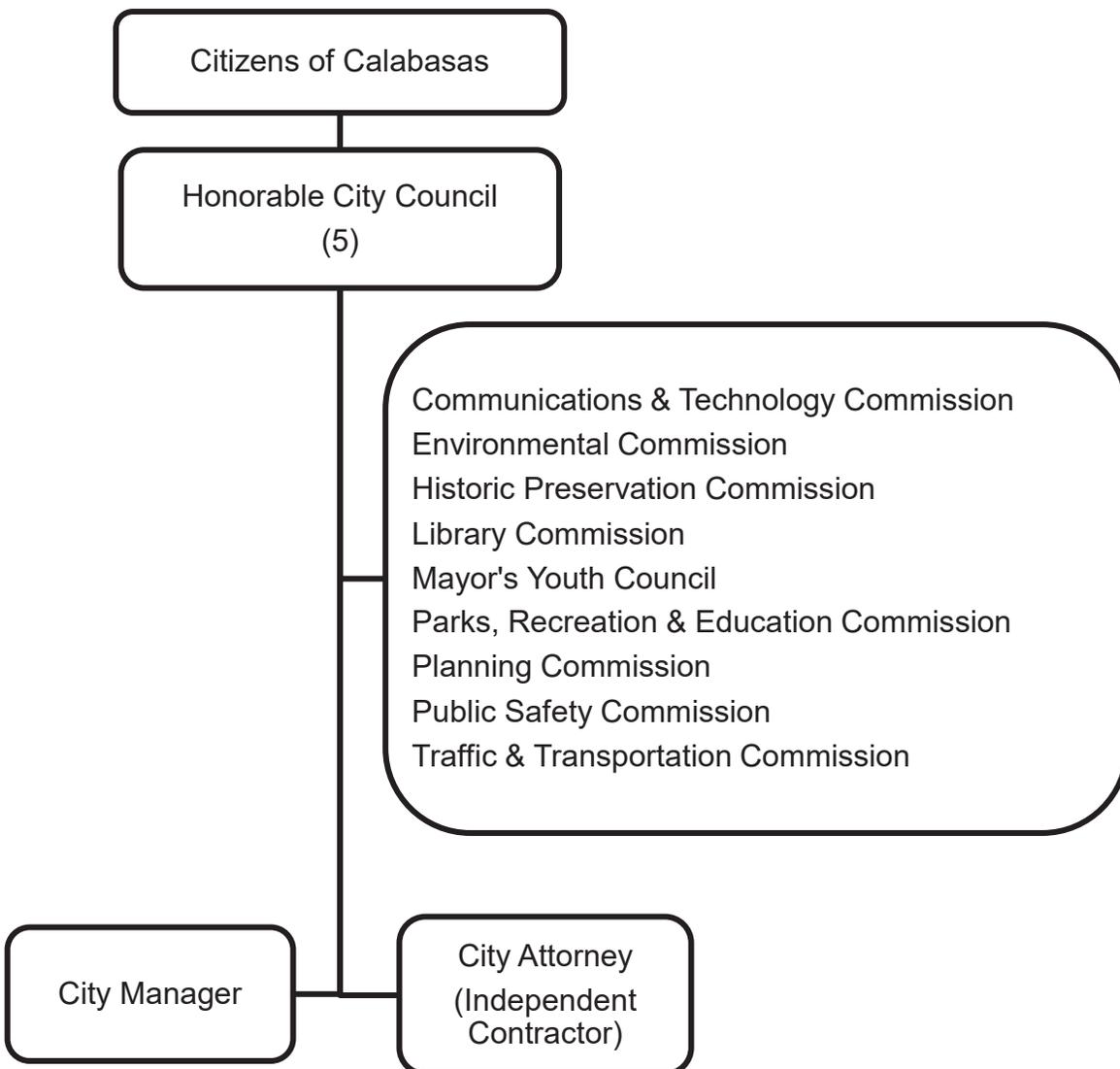
	2021-22	2022-23
Salary & Benefits	\$ 280,650	\$ 289,070
Operations	\$ 24,200	\$ 120,400
Contractual Services	\$ 20,000	\$ 20,000
Capital Outlay		
Capital Projects		
Debt Service		
Transfers Out		
	\$ 324,850	\$ 429,470

<i>Full-Time Positions</i>	2021-22	2022-23
City Clerk	1.00	1.00
Assistant to the City Clerk	1.00	1.00
Full-Time Budgeted Positions	2.00	2.00

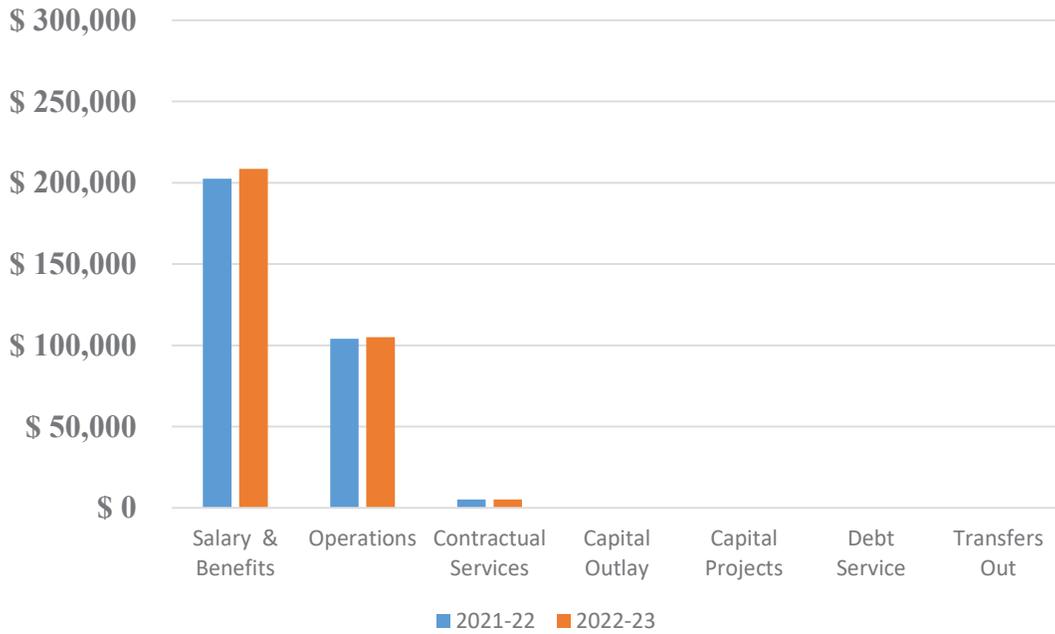


## City Council (Division 111, 112)

The City of Calabasas operates under a Council/Manager form of government. The five City Councilmembers are elected at-large to serve four-year staggered terms. The Mayor is selected by the Council to serve a one-year term. The City Council sets the policy direction for City operations and programs, approves the annual budget and provides direction for the City's interaction with other governmental jurisdictions. The City Council appoints the City Manager to implement and administer Council decisions and policy directives. The City Council serves as the governing body of the Public Finance Authority.



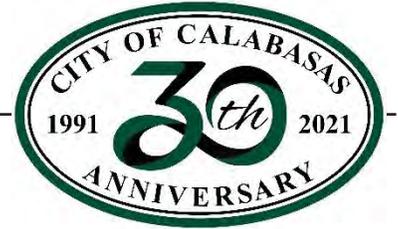
CITY COUNCIL  
Department Expenses & Full-time Staffing



	2021-22	2022-23
Salary & Benefits	\$ 202,478	\$ 208,553
Operations	\$ 104,000	\$ 105,000
Contractual Services	\$ 5,100	\$ 5,200
Capital Outlay		
Capital Projects		
Debt Service		
Transfers Out		
	\$ 311,578	\$ 318,753

<i>Full-Time Positions</i>	2021-22	2022-23
Council Member	5.00	5.00
Full-Time Budgeted Positions	5.00	5.00

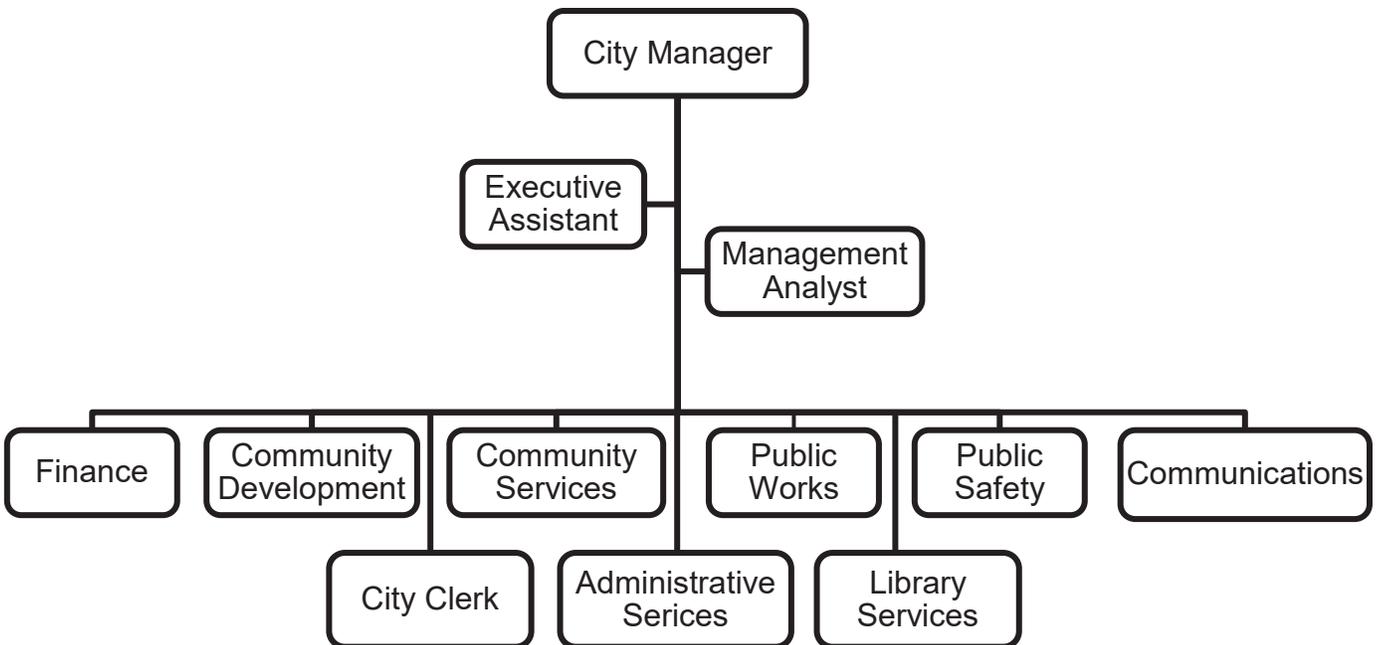
# Fiscal Year 2021/22



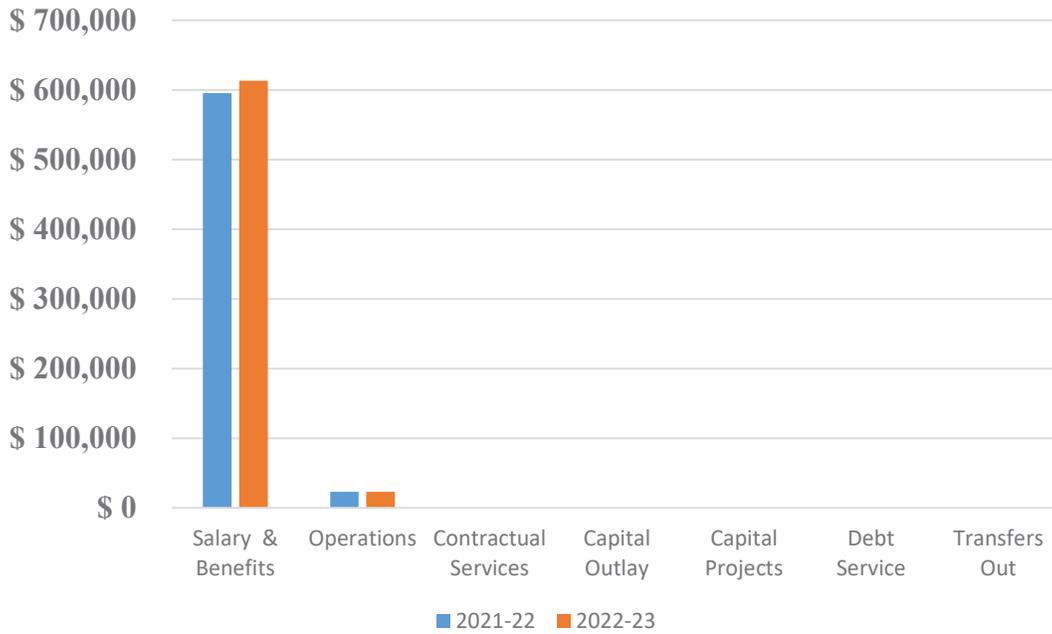
## City Manager (Division 114)

The City Manager is appointed by the City Council to implement and administer the City Council's decisions and policy directives. The City Manager has significant responsibility for the operation of the City including: assists the City Council on policy matters, establishes procedures for policy/program implementation, maintains the delivery of established services within the community, hires and assigns employees, regulates and allocates the use of resources, and implements federal and state mandates as appropriate.

Additionally, the City Manager directs and coordinates the activities of the six City departments, Department Heads and a contract with Los Angeles County Sheriff for public safety services. The City Manager helps the organization anticipate and adapt to change and represents the organization within the community and with other government agencies.

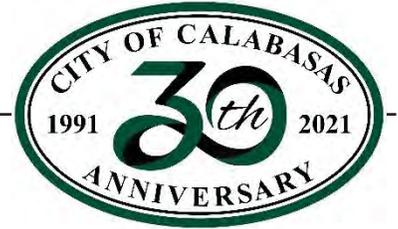


**CITY MANAGEMENT**  
**Department Expenses & Full-time Staffing**



	2021-22	2022-23
Salary & Benefits	\$ 595,358	\$ 613,219
Operations	\$ 23,300	\$ 23,300
Contractual Services		
Capital Outlay		
Capital Projects		
Debt Service		
Transfers Out		
	\$ 618,658	\$ 636,519

<i>Full-Time Positions</i>	2021-22	2022-23
City Manager	1.00	1.00
Executive Assistant I	1.00	1.00
Management Analyst	1.00	1.00
Full-Time Budgeted Positions	3.00	3.00



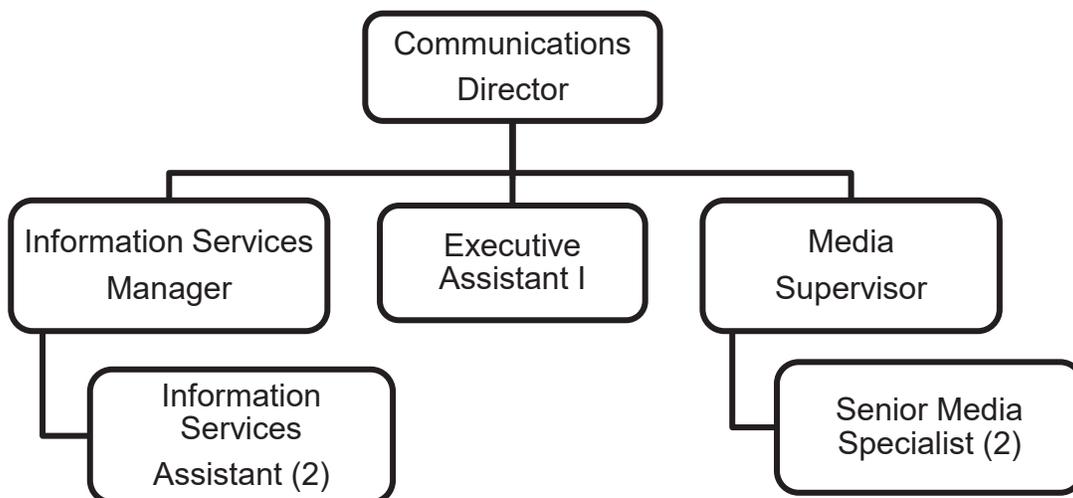
## Communications (Department 161, 162, 163)

The Communications Department is responsible for providing timely and accurate information to the public about the City and its departments, its projects, and its leadership. The Communications Department has three main functions: Public information, including its external and internal website content and social media; CTV Channel 3, the City’s cable television channel; and overseeing the City’s Information Systems (IS).

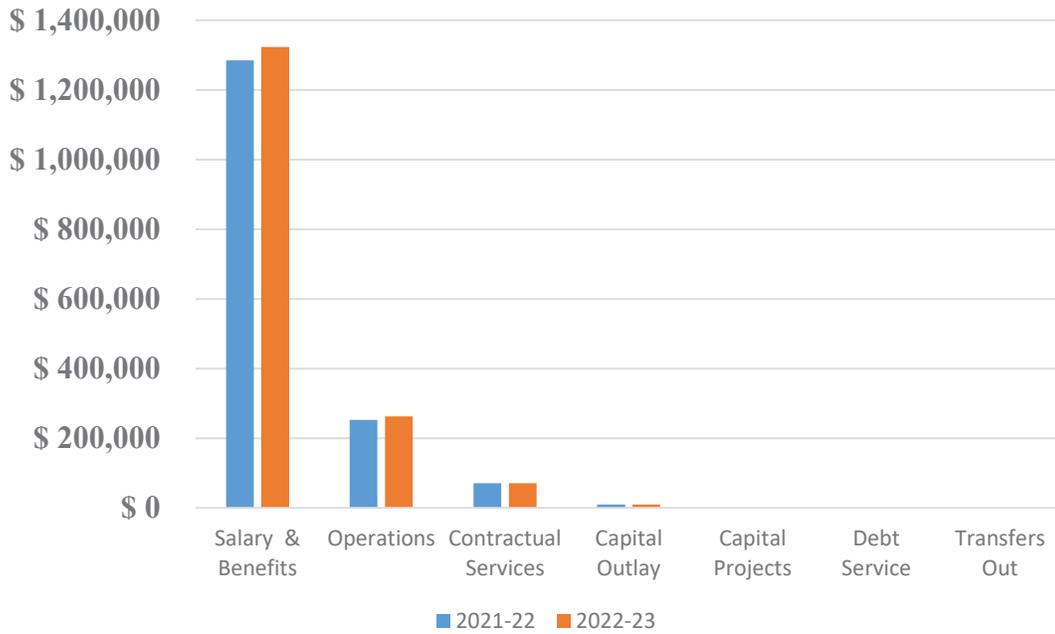
The Communications Department oversees a large social media presence for a city its size. Calabasas residents are very plugged-in to technology so the City puts out information where residents use technology. The City utilizes Twitter, Facebook, Instagram, YouTube and Nextdoor, on top of its own rich website, to keep residents informed. Web, TV and social media content consists of high-quality videos and graphics to deliver the message.

CTV Channel 3 programming is accessible to all Calabasas residents served by a cable provider. All of the TV channel’s content is also viewable by a web stream link on the City’s website. CTV Channel 3 produces all meetings of the Calabasas City Council, all City Commissions, as well as meetings of the Las Virgenes Unified School District Board of Education.

The Communications Department’s IS Division is responsible for designing, deploying, maintaining and upgrading City’s technology infrastructure. It provides technical solutions to meet City’s business needs and provides technical support for computer hardware, software, mobile devices and online services. The IS Division is also responsible for providing security and backup-disaster recovery solutions for the City’s technology infrastructure and providing cybersecurity and technical trainings to users. The IS Division currently supports over 130 users, 195 desktop and laptop computers, 45 printers/copiers and 30 servers in City Hall, Library, Senior Center, Tennis and Swim Center and De Anza Park; the VoIP phone system in City Hall, Library and Senior Center; and 74 mobile devices for the city users. The IS Division also supports the City’s website, web streaming system, email system, financial information system, permit system, geographic information system (GIS), document management system, online class registration system, library system, virtual meeting system, mobile Apps and audio/video systems in City hall and the library. Additionally, The IS Division also supports public Wi-Fi services in multiple city facilities.

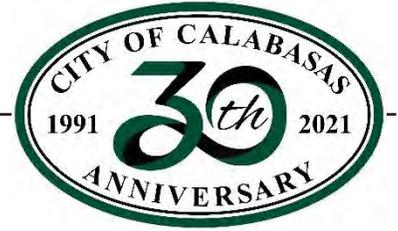


**COMMUNICATIONS**  
**Department Expenses & Full-time Staffing**



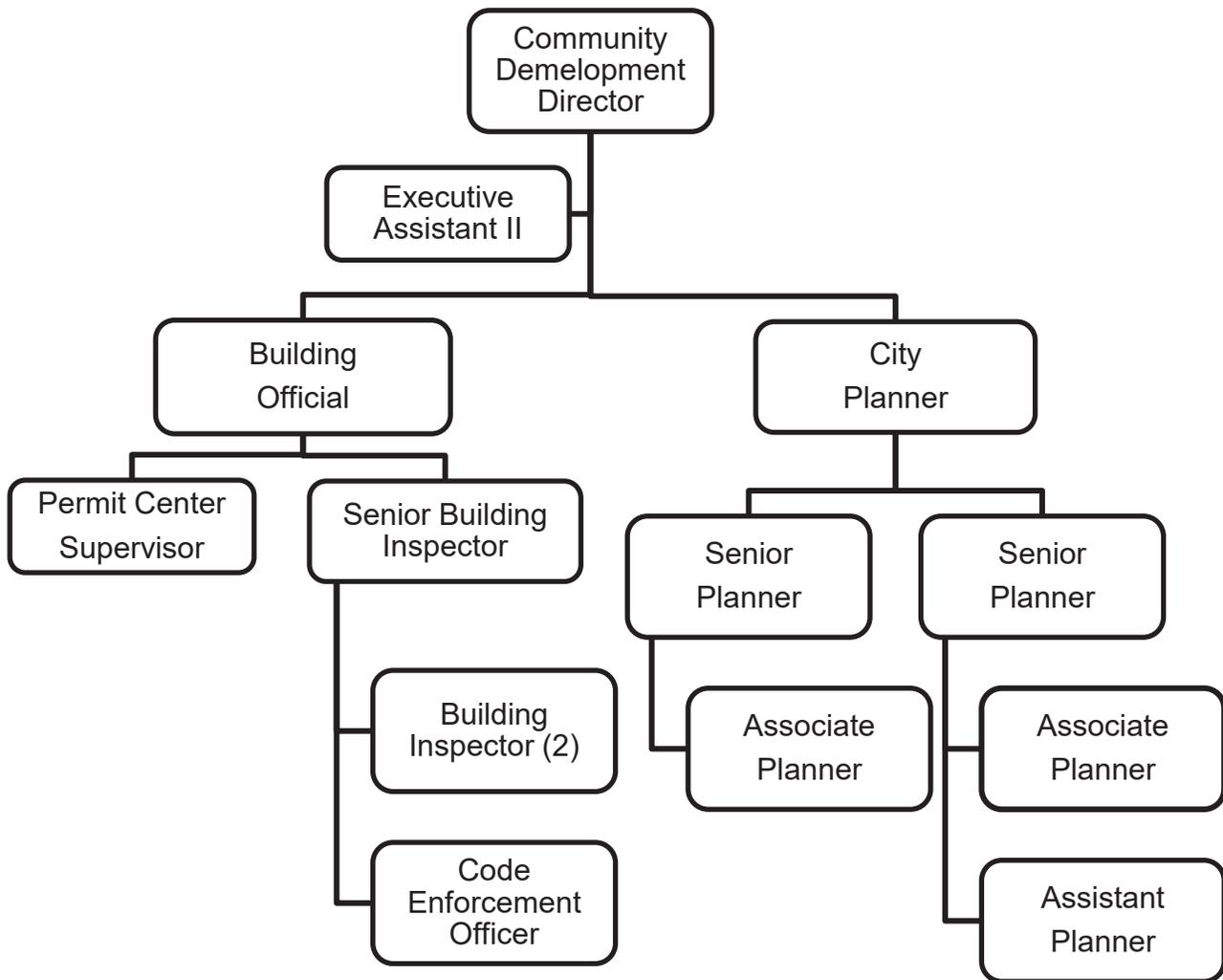
	2021-22	2022-23
Salary & Benefits	\$ 1,284,645	\$ 1,323,184
Operations	\$ 252,600	\$ 262,600
Contractual Services	\$ 71,000	\$ 71,000
Capital Outlay	\$ 10,000	\$ 10,000
Capital Projects		
Debt Service		
Transfers Out		
	\$ 1,618,245	\$ 1,666,784

<i>Full-Time Positions</i>	2021-22	2022-23
Communications Director	1.00	1.00
Executive Assistant I	1.00	1.00
Information Systems Assistant	2.00	2.00
Information Systems Manager	1.00	1.00
Media Supervisor	1.00	1.00
Senior Media Specialist	2.00	2.00
Full-Time Budgeted Positions	8.00	8.00

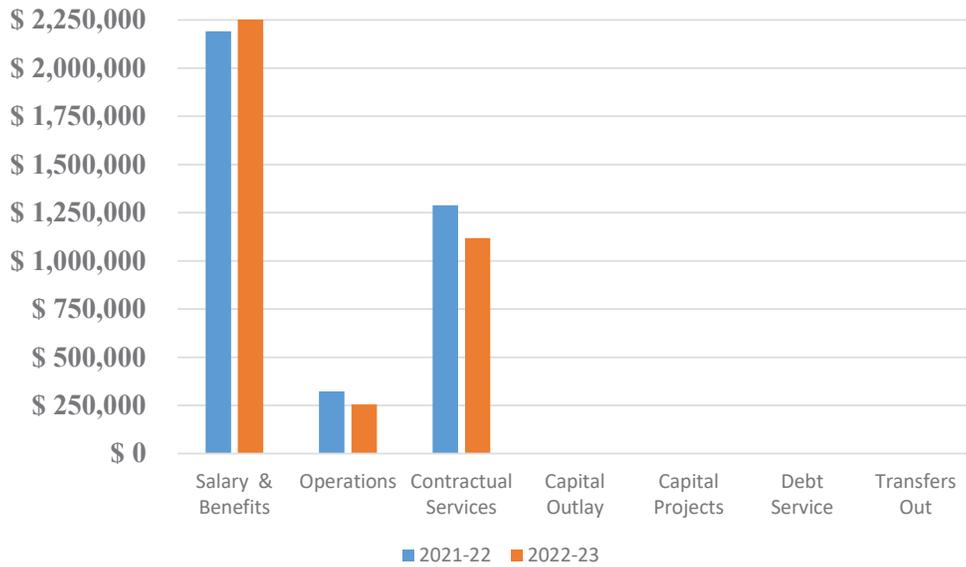


## Community Development Department (Department 400s)

The Community Development Department is the primary division responsible for oversight of all development in the City. It is also responsible for administering and implementing the City's programs related to long range planning, housing programs and code compliance. As part of its development oversight, the Community Development Department serves the Council, the public and the development community in administration of the General Plan, the Zoning Ordinance, applicable Specific Plans, and applicable State and Federal laws. The Department is comprised of four functional divisions: Administration, Building & Safety, Code Compliance, and Planning. The Department serves as staff to five City Commissions, Panels and Committees: the Planning Commission, the Historic Commission, the Communications and Technology Commission (when acting as a Planning Commission), the Architectural Review Panel and Development Review Committee. The Department also houses the Office of the City Prosecutor and Code Enforcement. Community Development Department staff also is responsible for monitoring and reviewing projects outside the City that impact Calabasas.



**COMMUNITY DEVELOPMENT**  
**Department Expenses & Full-time Staffing**



	2021-22	2022-23
Salary & Benefits	\$ 2,191,025	\$ 2,256,756
Operations	\$ 322,000	\$ 255,000
Contractual Services	\$ 1,288,000	\$ 1,118,000
Capital Outlay		
Capital Projects		
Debt Service		
Transfers Out		
	\$ 3,801,025	\$ 3,629,756

<i>Full-Time Positions</i>	2021-22	2022-23
Community Development Director	1.00	1.00
Assistant Planner	1.00	1.00
Associate Planner	2.00	2.00
Building Inspector	2.00	2.00
Building Official	1.00	1.00
City Planner	1.00	1.00
Code Enforcement Officer	1.00	1.00
Executive Assistant II	1.00	1.00
Permit Center Supervisor	1.00	1.00
Senior Building Inspector	1.00	1.00
Senior Planner	2.00	2.00
<b>Full-Time Budgeted Positions</b>	<b>14.00</b>	<b>14.00</b>

# Fiscal Year 2021/22

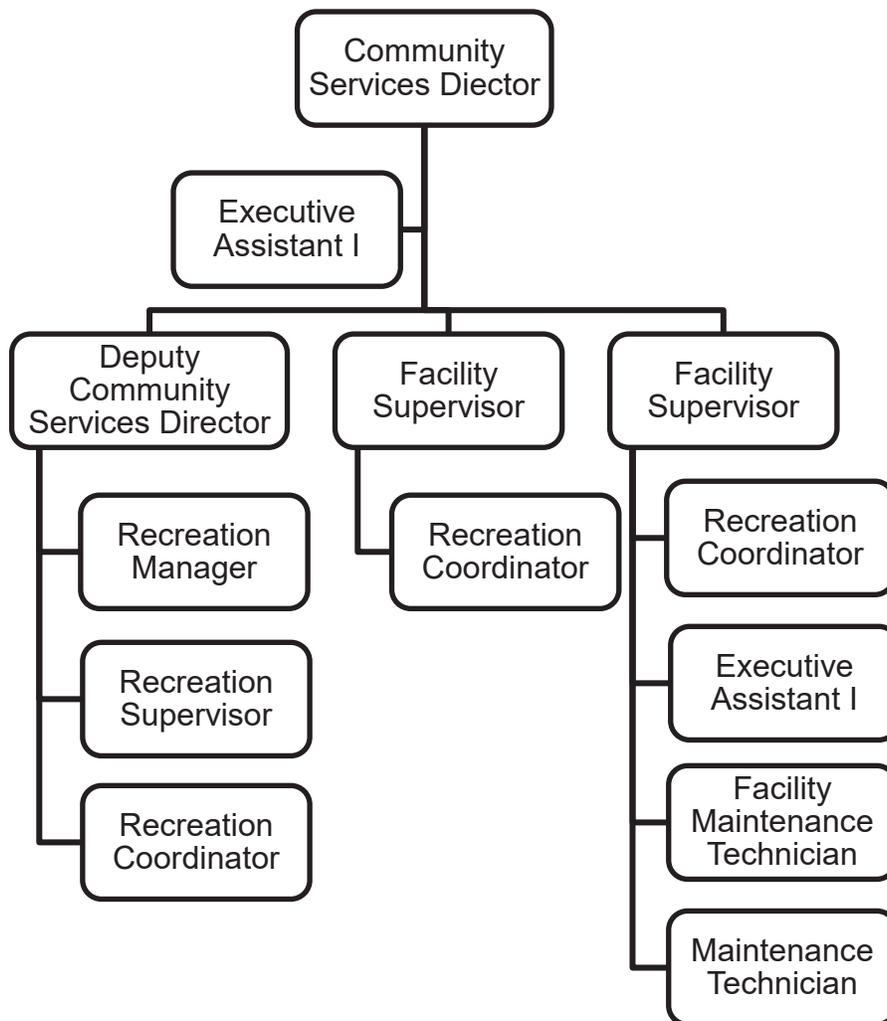


## Community Services Department (Department 500s)

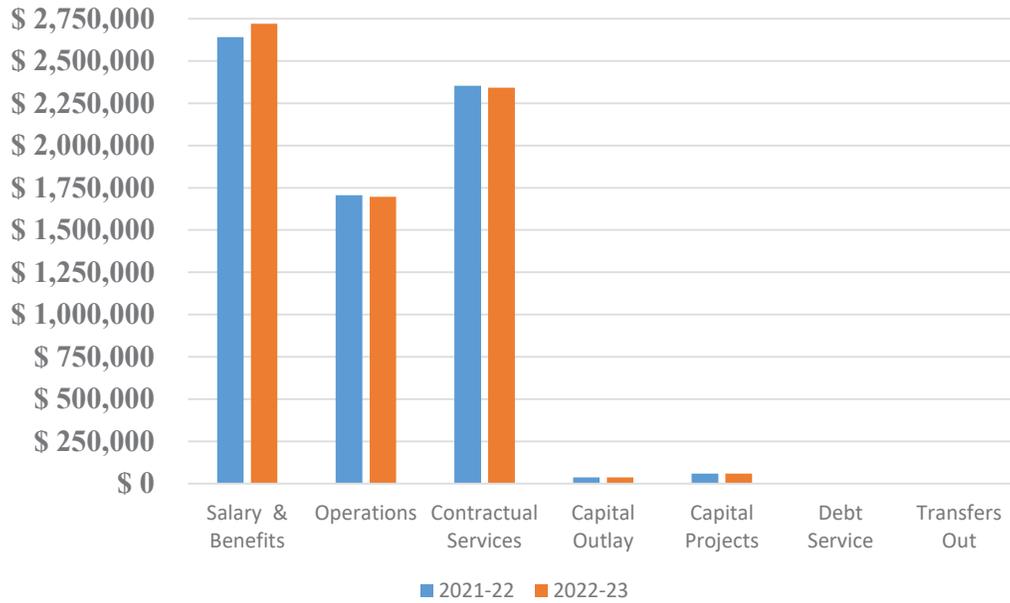
The Community Services Department consists of the following divisions: Tennis & Swim Center, De Anza Park and the Senior Center.

The department is responsible for the development, implementation, and promotion of recreation activities and programs offered to the public by the City. A variety of programs and activities are offered throughout the year, including day camps, recreation classes and specialty camps, youth and adult sports leagues, and community events including the Pumpkin Festival, 4th of July Fireworks, Film Festival, Arts Festival and seasonal and holiday events.

The Senior Center is staffed by two full-time employees and one part-time employee, and a large number of volunteers to provide and/or coordinate ongoing services and activities, including information and referral services, dance and exercise classes, special interest classes (such as computer, arts and crafts), educational classes and health specialist presentations, monthly birthday luncheons, movie/video screenings, bingo, and drop-in-bridge. Additionally, the Center publishes a monthly newsletter featuring a calendar of events and activities.



**COMMUNITY SERVICES**  
**Department Expenses & Full-time Staffing**



	2021-22	2022-23
Salary & Benefits	\$ 2,640,902	\$ 2,720,129
Operations	\$ 1,706,900	\$ 1,696,100
Contractual Services	\$ 2,353,400	\$ 2,342,400
Capital Outlay	\$ 37,500	\$ 37,500
Capital Projects	\$ 60,100	\$ 60,100
Debt Service		
Transfers Out		
	<b>\$ 6,798,802</b>	<b>\$ 6,856,229</b>

<u>Full-Time Positions</u>	2021-22	2022-23
Community Services Director	1.00	1.00
Deputy Community Services Director	1.00	1.00
Executive Assistant I	2.00	2.00
Facility Maintenance Technician	1.00	1.00
Facility Supervisor	2.00	2.00
Maintenance Assistant	1.00	1.00
Recreation Coordinator	3.00	3.00
Recreation Manager	1.00	1.00
Recreation Supervisor	1.00	1.00
<b>Full-Time Budgeted Positions</b>	<b>13.00</b>	<b>13.00</b>

# Fiscal Year 2021/22



## Finance (Department 151 & 152)

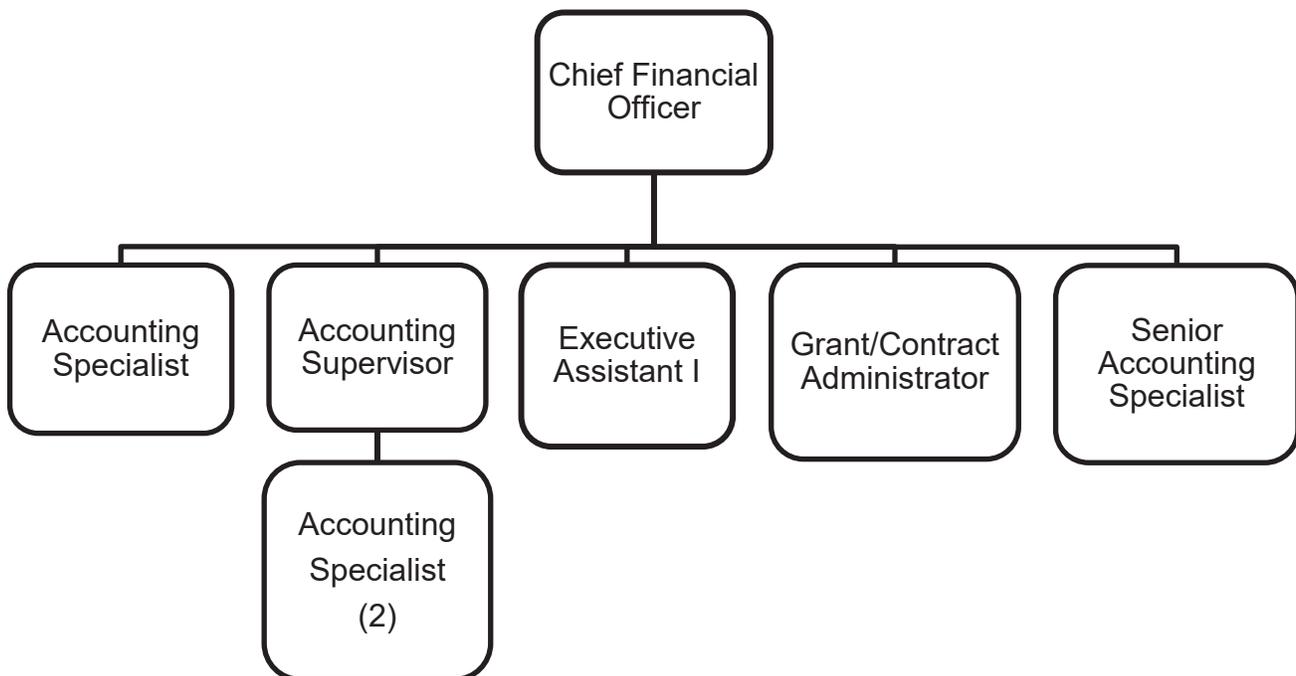
The Finance Department is charged with providing financial management, budgeting, accounting, cash management, billing, revenue collection, payroll, fixed assets management, purchasing and general administrative support services for the City and Las Virgenes Parking Authority.

Services provided through the finance and accounting functions include the maintenance of reliable accounting records, payment of approved demands against the City treasury, financial statement reporting, and preparation of the annual budget with the City Manager, prudent fiscal planning, payroll and payroll reporting, debt and franchise administration.

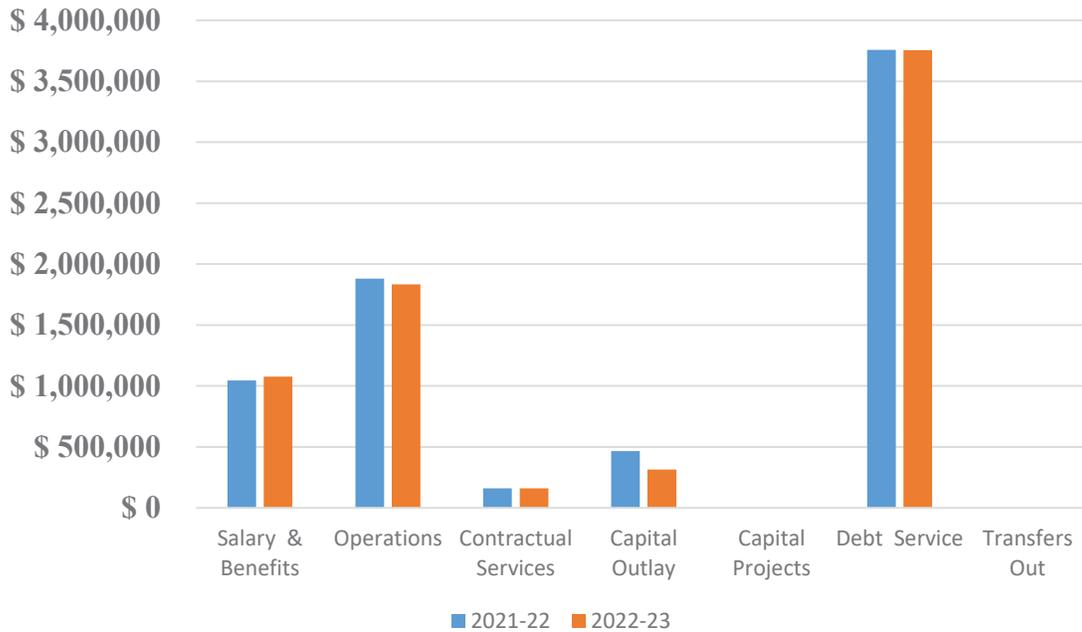
Internal controls are established and maintained to ensure that the assets of the City are protected from loss, theft or misuse and to ensure that adequate accounting data allows for the preparation of financial statements in conformity with generally accepted accounting principles. Internal controls are evaluated to determine that the cost does not exceed the benefits likely to be derived.

The cash management function is responsible for the prudent investment of surplus funds. The City's Investment Policy directs the investment of City monies with the following priorities established: preservation and safety of principal, liquidity necessary to meet daily cash flow requirements and maximized yield after the first two priorities are met. The Investment Policy is reviewed annually and is submitted to the City Council for approval.

The administrative support function covers a wide range of activities that include office equipment maintenance, purchasing, mail processing, office supplies procurement and coordinating the City Council Budget sub-Committee meetings.



**FINANCE**  
**Department Expenses & Full-time Staffing**



	2021-22	2022-23
Salary & Benefits	\$ 1,044,243	\$ 1,075,570
Operations	\$ 1,881,000	\$ 1,833,100
Contractual Services	\$ 160,000	\$ 160,000
Capital Outlay	\$ 465,000	\$ 315,000
Capital Projects	\$ 0	\$ 0
Debt Service	\$ 3,757,000	\$ 3,755,500
Transfers Out		
	<b>\$ 7,307,243</b>	<b>\$ 7,139,170</b>

<i>Full-Time Positions</i>	2021-22	2022-23
Chief Financial Officer	1.00	1.00
Accounting Specialist	3.00	3.00
Accounting Supervisor *	1.00	1.00
Executive Assistant I	1.00	1.00
Grant/Contract Administrator	1.00	1.00
Senior Accounting Specialist	1.00	1.00
Full-Time Budgeted Positions	8.00	8.00

\* Position not funded from Jan 2021 to Dec 2021 to save budget dollars.

# Fiscal Year 2021/22

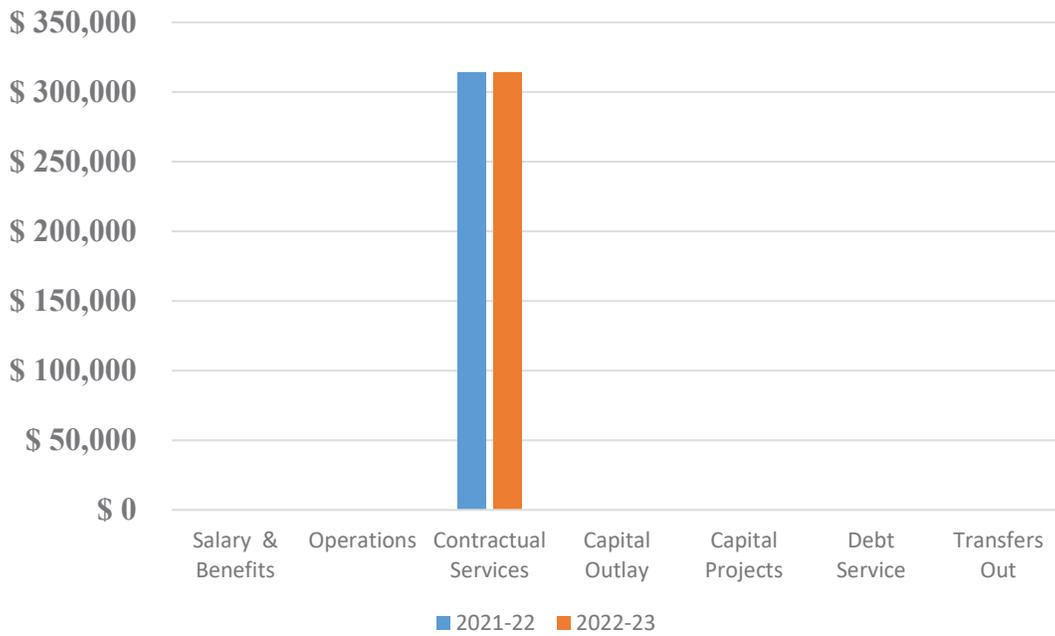
---



## Legal Services (Division 121)

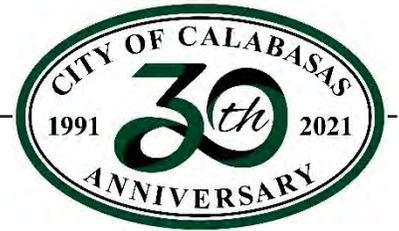
The City Attorney represents the City of Calabasas in all legal affairs, provides legal advice and assistance to the City Council and staff and engages in litigation as needed. The City Attorney and Assistant City Attorney are provided under contract with a private law firm. All legal services are contracted out by the City of Calabasas.

## LEGAL Expenses



	2021-22	2022-23
Salary & Benefits		
Operations		
Contractual Services	\$ 314,000	\$ 314,000
Capital Outlay		
Capital Projects		
Debt Service		
Transfers Out		
	\$ 314,000	\$ 314,000

# Fiscal Year 2021/22



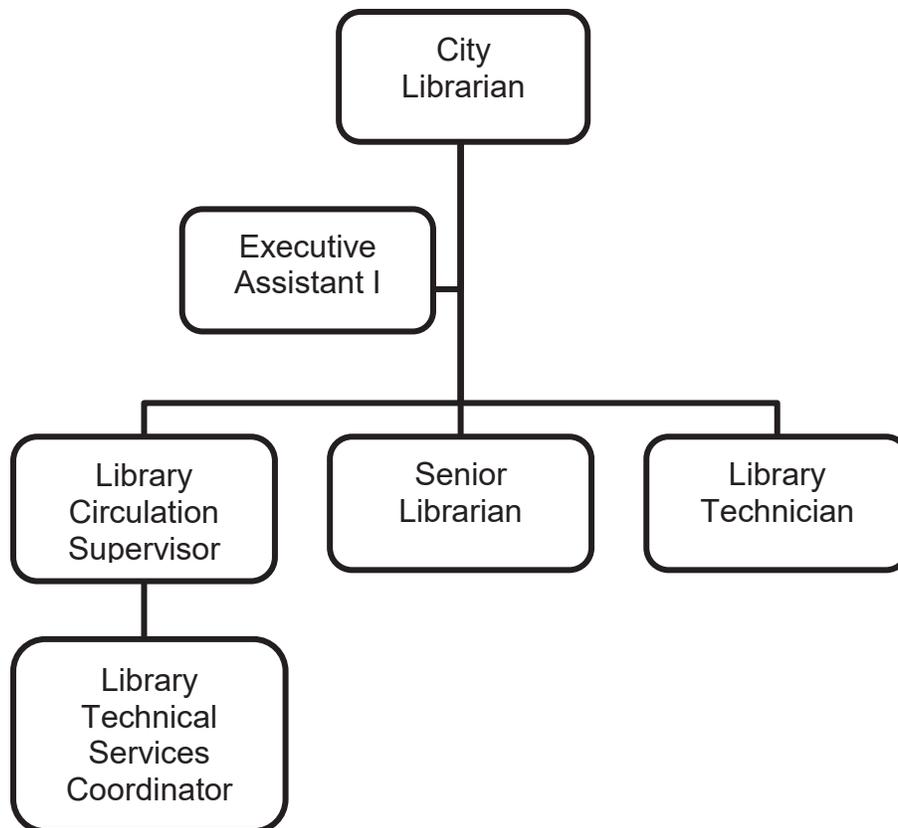
## Library (Division 533)

The City of Calabasas Library is a free public library that offers reference and information services; programs for pre-school, youth, teens, and adults; books and media for checkout; online databases; streaming video; online language learning; digital magazines; eBooks and eAudiobooks. In addition, the library has 28 public computers and wireless access. Printing and copying services for a fee are also available at the facility.

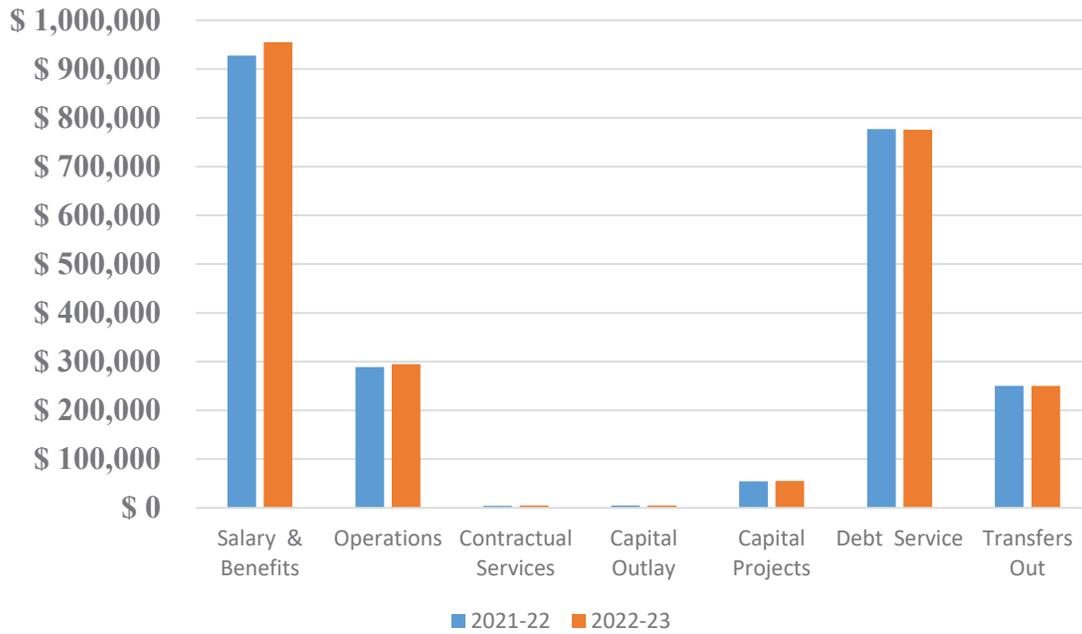
The City of Calabasas Library is open six days per week and patrons can utilize the library website, <https://www.cityofcalabasas.com/government/library> to search the collection or check their account status twenty-four hours a day, seven days per week.

The City of Calabasas Library is a member of the Southern California Library Cooperative (SCLC), which provides member libraries a resource-sharing network and a means for enhancing the level and diversity of resources available to library users as well as interlibrary loan services. A membership in OCLC provides for loan and reciprocal borrowing with access to millions of items for Calabasas patrons.

Library operations are funded by the library allocation of property tax generated in Calabasas and Hidden Hills, state public library funds, fines, and use fees. This department also coordinates the activities of the Library Board.



**LIBRARY**  
Department Expenses & Full-time Staffing



	2021-22	2022-23
Salary & Benefits	\$ 927,290	\$ 955,109
Operations	\$ 288,600	\$ 294,600
Contractual Services	\$ 4,000	\$ 5,000
Capital Outlay	\$ 5,000	\$ 5,000
Capital Projects	\$ 54,300	\$ 55,000
Debt Service	\$ 777,000	\$ 775,500
Transfers Out	\$ 250,000	\$ 250,000
	\$ 2,306,190	\$ 2,340,209

<i>Full-Time Positions</i>	2021-22	2022-23
City Librarian	1.00	1.00
Executive Assistant I	1.00	1.00
Library Circulation Supervisor	1.00	1.00
Library Technical Services Coordinator	1.00	1.00
Library Technician	1.00	1.00
Senior Librarian	1.00	1.00
Full-Time Budgeted Positions	6.00	6.00

# Fiscal Year 2021/22

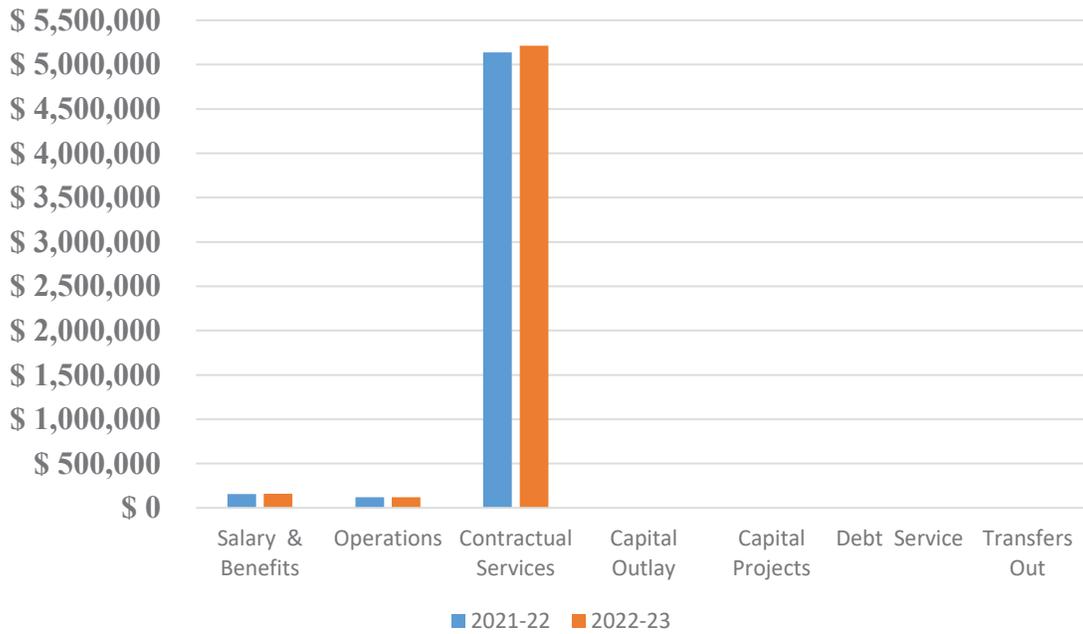
---



## Public Safety (Department 211)

The City Manager administers the City's contract with the Los Angeles County Sheriff's Office for law enforcement services, including patrol, traffic, investigative, and crime prevention services. The Police Department, through the efforts of the Sheriff's Office, is responsible for law enforcement services within the City, as well as the protection of all residents, schools, and businesses through the deterrence and prevention of crime, the apprehension of offenders, and public education promoting self-protective measures that limit victimization. The Police Department also coordinates all police volunteers and volunteer programs through the Lost Hills Sheriff Station located at 27050 Agoura Road.

**PUBLIC SAFETY**  
**Department Expenses & Full-time Staffing**



	2021-22	2022-23
Salary & Benefits	\$ 155,584	\$ 160,252
Operations	\$ 121,200	\$ 121,200
Contractual Services	\$ 5,138,400	\$ 5,213,500
Capital Outlay		
Capital Projects		
Debt Service		
Transfers Out		
	\$ 5,415,184	\$ 5,494,952

<i>Full-Time Positions</i>	2021-22	2022-23
Public Safety Coordinator	1.00	1.00
Full-Time Budgeted Positions	1.00	1.00



## Public Works Department (Department 300s)

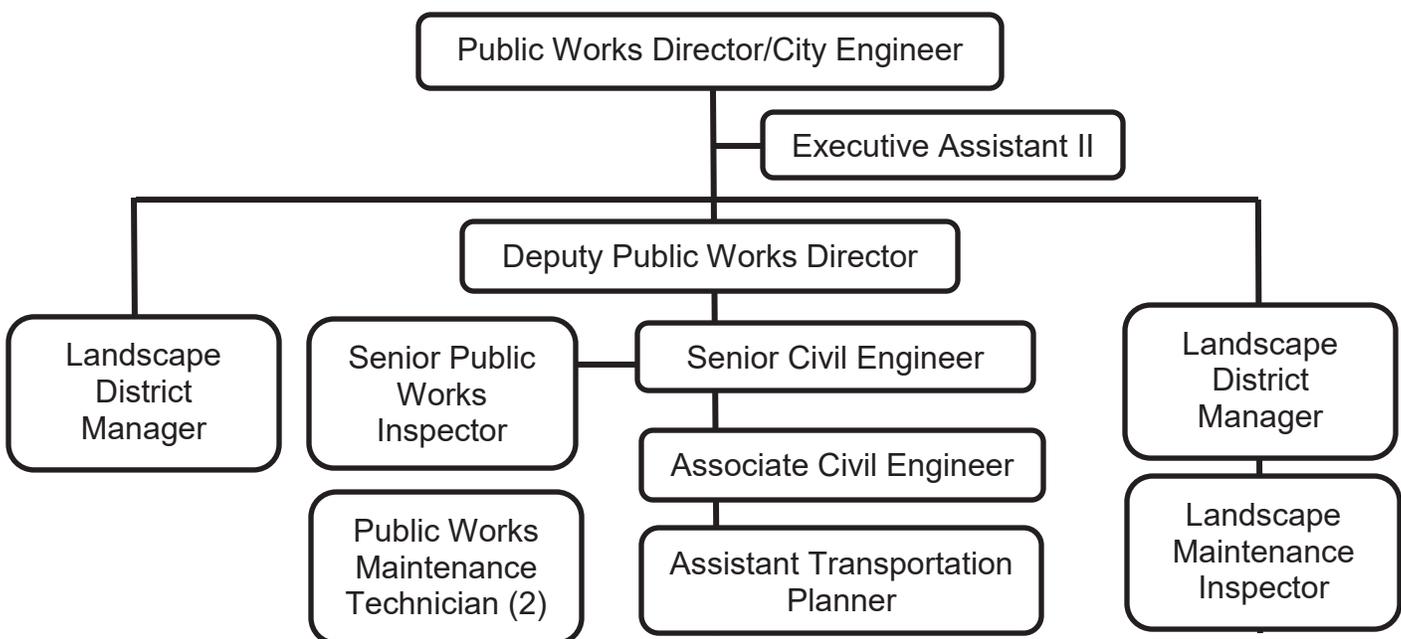
The Public Works Department is responsible for a number of maintenance and service programs, including street maintenance, public transit, storm water, and other utilities. The Department is also responsible for the administration and implementation of the City's Capital Improvement Program as well as plan checking and construction inspections of Private Development Projects. The Department administers contracts for street repairs, street sweeping, traffic signal maintenance and other related maintenance and repairs. Department personnel perform minor street maintenance, stenciling, sign installation, roadside weed and litter abatement, graffiti abatement and fleet maintenance. The Department is also responsible for the formation and administration of the City's Landscape Maintenance Assessment Districts. The Department maintains the public streets parkway trees; landscape maintenance of public medians, city parks and freeway on/off ramps; annual weed abatement for specified city owned open space parcels and city parks. The Environmental Division within the department ensures the City's environmental integrity through water and land program monitoring, management of waste and recycling programs, and city conservation.

The various funding sources for Public Works activities include: General Fund, Road Maintenance and Rehabilitation Account Fund, Gas Tax Fund, Transit and Transportation Funds (Prop A, Prop C, Measure R & Measure M, FHWA - Federal Highway Administration), Five Special Assessment Districts, SB1 and AB 939.

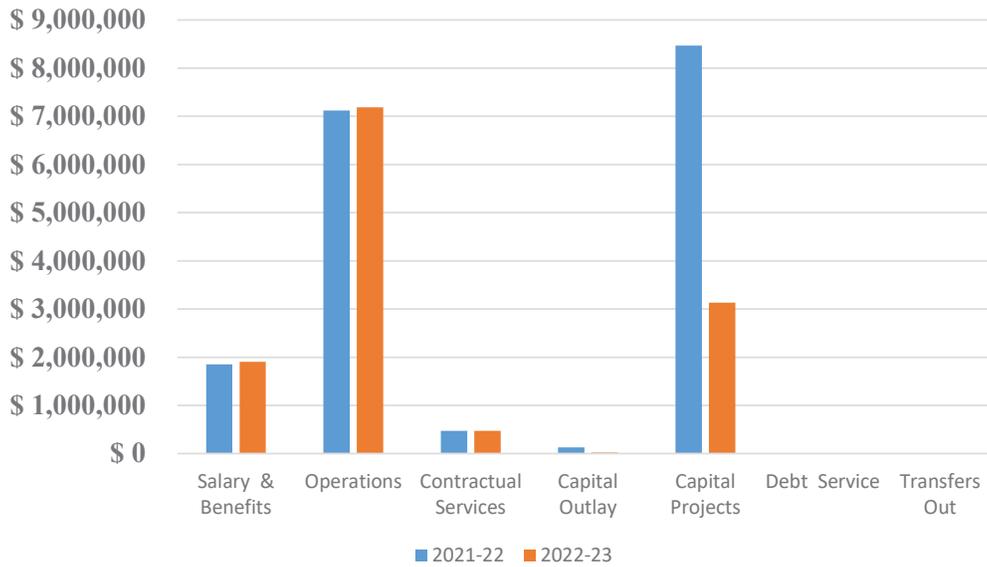
The Public Works Department participates and administers the following City Commissions:

- Environmental Commission
- Traffic and Transportation Commission

The Public Works Department staff is active with and contributes to the Planning Commission and the City Council.



**PUBLIC WORKS**  
**Department Expenses & Full-time Staffing**



	2021-22	2022-23
Salary & Benefits	\$ 1,849,144	\$ 1,904,618
Operations	\$ 7,123,529	\$ 7,190,270
Contractual Services	\$ 470,840	\$ 471,000
Capital Outlay	\$ 125,000	\$ 20,000
Capital Projects	\$ 8,470,600	\$ 3,129,600
Debt Service		
Transfers Out		
	\$ 18,039,113	\$ 12,715,488

<i>Full-Time Positions</i>	2021-22	2022-23
Public Works Director/City Engineer	1.00	1.00
Assistant Transportation Planner	1.00	1.00
Associate Civil Engineer	1.00	1.00
Deputy Public Works Director	1.00	1.00
Environmental Services Supervisor	1.00	1.00
Executive Assistant II	1.00	1.00
Landscape District Maintenance Manager	1.00	1.00
Landscape Maintenance Inspector	1.00	1.00
Public Works Maintenance Technician	2.00	2.00
Senior Civil Engineer	1.00	1.00
Senior Public Works Inspector	1.00	1.00
Full-Time Budgeted Positions	12.00	12.00

**CITY of CALABASAS**  
**BUDGETED FULL-TIME POSITIONS ~ 5 YEARS**

	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22
<b>ADMINISTRATIVE SERVICES</b>					
Administrative Services Manager	1.00	1.00	1.00	1.00	1.00
Facility Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Facility Maintenance Technician II	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>CITY CLERK</b>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Assistant to the City Clerk	1.00	1.00	1.00	1.00	1.00
Executive Assistant I	1.00	1.00	-	-	-
Office Assistant	1.00	1.00	1.00	-	-
	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>
<b>CITY COUNCIL</b>					
<b>COUNCIL MEMBER</b>	5.00	5.00	5.00	5.00	5.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>CITY MANAGEMENT</b>					
<b>CITY MANAGER</b>	1.00	1.00	1.00	1.00	1.00
Executive Assistant I	-	-	1.00	1.00	1.00
Management Analyst	-	-	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>COMMUNICATIONS</b>					
<b>COMMUNICATIONS DIRECTOR</b>	-	-	-	1.00	1.00
Media and Information Services Director	-	-	1.00	-	-
Media, Information and Library Services Director	1.00	1.00	-	-	-
Executive Assistant I	1.00	1.00	1.00	1.00	1.00
Information Systems Assistant	2.00	2.00	2.00	2.00	2.00
Information Systems Manager	1.00	1.00	1.00	1.00	1.00
Media Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Media Specialist	2.00	2.00	2.00	2.00	2.00
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>COMMUNITY DEVELOPMENT:</b>					
<b>COMMUNITY DEVELOPMENT DIRECTOR</b>	1.00	1.00	1.00	1.00	1.00
Assistant Planner	-	-	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00	2.00
Building Inspector	2.00	2.00	2.00	2.00	2.00
Building Official	1.00	1.00	1.00	1.00	1.00
City Planner	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	1.00	1.00	1.00	1.00
Executive Assistant I	1.00	1.00	1.00	-	-
Executive Assistant II	1.00	1.00	1.00	1.00	1.00
Permit Center Supervisor	1.00	1.00	1.00	1.00	1.00
Planner	2.00	1.00	-	-	-
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00	2.00
	<u>17.00</u>	<u>15.00</u>	<u>15.00</u>	<u>14.00</u>	<u>14.00</u>

**CITY of CALABASAS**  
**BUDGETED FULL-TIME POSITIONS ~ 5 YEARS**

	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22
<b>COMMUNITY SERVICES</b>					
<b>COMMUNITY SERVICES DIRECTOR</b>	1.00	1.00	1.00	1.00	1.00
Deputy Community Services Director	1.00	1.00	1.00	1.00	1.00
Executive Assistant I	3.00	2.00	2.00	2.00	2.00
Facility Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Facility Supervisor	2.00	2.00	2.00	2.00	2.00
Maintenance Assistant	1.00	1.00	1.00	1.00	1.00
Preschool Principal	1.00	-	-	-	-
Preschool Supervisor	1.00	1.00	1.00	1.00	-
Preschool Teacher	10.00	7.00	5.00	4.00	-
Recreation Coordinator	2.00	3.00	3.00	3.00	3.00
Recreation Manager	1.00	1.00	1.00	-	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00
	<u>25.00</u>	<u>21.00</u>	<u>19.00</u>	<u>17.00</u>	<u>13.00</u>
<b>FINANCE</b>					
<b>CHIEF FINANCIAL OFFICER</b>	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	3.00	3.00	3.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Executive Assistant I	1.00	1.00	1.00	1.00	1.00
Grant/Contract Administrator	1.00	1.00	1.00	1.00	1.00
Senior Accounting Specialist	1.00	1.00	1.00	1.00	1.00
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>LIBRARY</b>					
City Librarian	1.00	1.00	1.00	1.00	1.00
Executive Assistant I	1.00	1.00	1.00	1.00	1.00
Librarian	1.00	1.00	1.00	-	-
Library Circulation Supervisor	1.00	1.00	1.00	1.00	1.00
Library Technical Services Coordinator	1.00	1.00	1.00	1.00	1.00
Library Technician	1.00	1.00	1.00	1.00	1.00
Senior Librarian	-	-	-	1.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b>PUBLIC SAFETY</b>					
Public Safety Coordinator	1.00	1.00	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>PUBLIC WORKS</b>					
<b>PUBLIC WORKS DIRECTOR / CITY ENGINEER</b>	1.00	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	-	-	-	-
Assistant Transportation Planner	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00
Executive Assistant I	2.00	2.00	-	-	-
Executive Assistant II	1.00	1.00	1.00	1.00	1.00
Landscape District Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Landscape Maintenance Inspector	-	-	1.00	1.00	1.00
Public Works Inspector	1.00	-	-	-	-
Public Works Maintenance Technician	1.00	1.00	2.00	2.00	2.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Public Works Inspector	1.00	1.00	1.00	1.00	1.00
	<u>14.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
<b>TOTAL POSITIONS</b>	<u><u>93.00</u></u>	<u><u>85.00</u></u>	<u><u>84.00</u></u>	<u><u>80.00</u></u>	<u><u>76.00</u></u>



**FULL - TIME EMPLOYEE ALLOCATION COSTS by FUND**

FY 2021 - 22

NAME	POSITION	General Fund	AB 939	Gas Tax HUTA	Prop A	LMD 22 Ad Valorem	LMD 22	LMD 24	Prop C	LMD 27	Library	LMD 32	Measure R	Measure M	Tennis & Swim	RMRA SB1	TOTAL
		10	14	15	20	21	22	24	25	27	28	32	34	47	50	63	
Robinson, Jasen	Information Services Assistant	40 %									60 %						100 %
Russo, Michael	Communications Director	100 %															100 %
Yin, Tong	Information Systems Manager	100 %															100 %
<b>Community Development</b>																	
Bartlett, Thomas	City Planner	100 %															100 %
Cohen, Sparky	Building Official	100 %															100 %
Endreola, Gabriel	Building Inspector	100 %															100 %
Flores, Ruben	Senior Building Inspector	100 %															100 %
Gilli, Judie	Associate Planner	100 %															100 %
Klein, Michael	Senior Planner	100 %															100 %
Magana, Brenda	Associate Planner	100 %															100 %
Michitsch, Glenn	Senior Planner	100 %															100 %
Parker, Elizabeth	Executive Assistant II	100 %															100 %
Rackerby, Jaclyn	Assistant Planner	100 %															100 %
Saavedra, Armando	Code Enforcement Officer	100 %															100 %
Savala, Alexander	Building Inspector	100 %															100 %
Shinder, Monica	Permit Center Supervisor	100 %															100 %
Tamuri, Maureen	Community Development Director	100 %															100 %
<b>Community Services</b>																	
Agee, Johnny Ray	Facility Maintenance Technician	100 %															100 %
Anaya, Felipe	Maintenance Assistant	100 %															100 %
Eastman Haber, Amanda	Facility Supervisor	100 %															100 %
Filice, Lana	Recreation Coordinator	100 %															100 %
Hall, Marty	Deputy Community Services Director	70 %													30 %		100 %

**FULL - TIME EMPLOYEE ALLOCATION COSTS by FUND**

FY 2021 - 22

NAME	POSITION	General Fund	AB 939	Gas Tax HUTA	Prop A	LMD 22 Ad Valorem	LMD 22	LMD 24	Prop C	LMD 27	Library	LMD 32	Measure R	Measure M	Tennis & Swim	RMRA SB1	TOTAL
		10	14	15	20	21	22	24	25	27	28	32	34	47	50	63	
Hernandez, Jennifer	Executive Assistant I	100 %															100 %
Kishimoto, Lorraine	Recreation Supervisor														100 %		100 %
Milbrand, Kathleen	Recreation Coordinator														100 %		100 %
Post, Kimberly	Facility Supervisor	100 %															100 %
Shaheen, Patricia	Executive Assistant I	100 %															100 %
VACANT	Community Services Director	75 %													25 %		100 %
VACANT ~ Senior Center	Recreation Coordinator	100 %															100 %
VACANT ~ Tennis Swim	Recreation Manager														100 %		100 %
Finance																	
Ahlers, Ron	Chief Financial Officer	100 %															100 %
Barancik, Luisa	Senior Accounting Specialist	100 %															100 %
Estrada, Jaafar	Accounting Specialist	100 %															100 %
Henry, Cedric	Grant/Contract Administrator	100 %															100 %
Lysik, Carson	Accounting Specialist	100 %															100 %
Smith, Sandy	Accounting Specialist	100 %															100 %
Vacant	Accounting Supervisor	100 %															100 %
Zimmerman, Guadalupe Yadira	Executive Assistant I	100 %															100 %
Library																	
Abdali, Shabnam	Executive Assistant I										100 %						100 %
Ghosh, Suchandra	Library Circulation Supervisor										100 %						100 %
Lockwood, Barbara	City Librarian										100 %						100 %
Nevins, Jill	Library Technician										100 %						100 %
Steward, Karilyn	Librarian										100 %						100 %
Williams, Yasmine	Library Technical Services Coordinator										100 %						100 %

**FULL - TIME EMPLOYEE ALLOCATION COSTS by FUND**

FY 2021 - 22

NAME	POSITION	General Fund 10	AB 939 14	Gas Tax HUTA 15	Prop A 20	LMD 22 Ad Valorem 21	LMD 22 22	LMD 24 24	Prop C 25	LMD 27 27	Library 28	LMD 32 32	Measure R 34	Measure M 47	Tennis & Swim 50	RMRA SB1 63	TOTAL
Public Safety																	
Larson, Debra	Public Safety Coordinator	100 %															100 %
Public Works																	
Aziz Goktapeh, Hali	Assistant Transportation Planner				50 %				50 %								100 %
Chan, Benjamin	Deputy Public Works Director	78 %		3 %		6 %								7 %		6 %	100 %
Estrada, Kevin	Public Works Maintenance Technician	100 %															100 %
Farassati, Ali	Environmental Services Supervisor	50 %	50 %														100 %
Ford, Anna Marie	Executive Assistant II	96 %				2 %							1 %	1 %			100 %
Hernandez, Edgar	Landscape Maintenance Inspector					30 %	50 %	15 %		5 %							100 %
Hernandez, Jose Luis	Senior Public Works Inspector	81 %		2 %		2 %							5 %	5 %		5 %	100 %
Holden, Tatiana	Senior Civil Engineer	76 %		2 %		2 %							4 %	15 %		1 %	100 %
Lemus, Alba	Associate Civil Engineer	69 %		15 %										1 %		15 %	100 %
Melton, Heather	Landscape District Maintenance Manager					30 %	50 %	15 %		5 %							100 %
Saucedo Barbosa, Francisco	Public Works Maintenance Technician	98 %		1 %												1 %	100 %
Yalda, Robert	Public Works Director/City Engineer	82 %	2 %	1 %	2 %	5 %	1 %	1 %				1 %	5 %				100 %
<b>TOTAL</b>		6,004 %	52 %	24 %	52 %	77 %	101 %	31 %	50 %	10 %	771 %	1 %	15 %	29 %	355 %	28 %	7,600 %

## FUND DESCRIPTIONS

Fund Number	Fund Title	Definition of Types of Monies Included	Restricted	Authorized Uses
10	GENERAL FUND	Property tax, sales tax, utility users tax, franchise fees, fines & forfeitures, investment interest, funds from other agencies, fees for service.	No	Primary City fund for operational expenditures.
11	Recoverable Projects Fund	Project deposits collected by the Community Development department.	Yes	Provide funding for Planning staff time, legal fees, and other related project expenses. Any excess funds in a deposit account are returned to the depositor.
12	South Coast Air Quality Management District Fund	City's share of additional motor vehicle registration fees imposed by SCAQMD	Yes	Implementation of mobile source emission reduction programs under the provision of California Clean Air Act.
13	Park & Recreation Improvement Fund	Grant revenues for parks and recreation	Yes	Parks and recreation improvement projects.
14	AB939 Fund	Funded by AB 939 fees collected from users by the waste haulers within the City	Yes	Funds are used on programs that promotes resource reduction, recycling and compositing as required by AB 939, passed in 1989
15	Gas Tax Fund	City's share of the motor vehicle gas tax imposed under the provisions of the Street and Highway Code of the State of California under Sections 2103, 2105, 2106, 2107 and 2107.5	Yes	Restricted for the acquisition, construction, improvement and maintenance of public streets.
16	Traffic Mitigation Fund	Fees to fund mitigation measures for increased traffic flows generated by developments within the City.	Yes	Funds to be used for projects that will improve traffic flow
17	<i>Landscape Maintenance District Fund</i>	<i>Not in use currently</i>	<i>Yes</i>	
18	Affordable Housing Fund	Fees in lieu of constructing affordable housing units on new developments to provide housing to very low, low and moderate income households.	Yes	Funds are used to account for expenditures associated with the retention and development of affordable housing units.
19	Las Virgenes / Lost Hills B & T Fund	Construction fee assessments	Yes	Funds are used to account for expenditures associated with the retention and development of affordable housing units.
20	Prop A Fund	Los Angeles County Sales Tax additional 1/2 cent. Passed by voters in 1980, tax has no end date. Metro returns 25% of the Proposition A tax to the cities in the County for transportation purposes.	Yes	Transit & Transportation projects within the City. Bus service, dial-a-ride services
21	LMD 21 - Ad Valorem Fund ( <i>Landscape Maintenance District</i> )	Citywide property tax (1% base) upon each property within district boundaries and collected by Los Angeles County Tax Collector.	Yes	Provides funding for public street lighting and parkway/median landscape maintenance and improvement on designated landscape districts.
22	LLAD 22 - HOA Fund ( <i>Lighting/Landscape Maintenance District</i> )	Special benefit assessment levied upon each property within district boundaries and collected by Los Angeles County Tax Collector. Landscaping and Lighting Act of 1972 (Streets & Highways 22500)	Yes	Provides funding for public street lighting and parkway/median landscape maintenance and improvement on designated landscape districts.

CITY of CALABASAS  
FUND DESCRIPTIONS

Fund Number	Fund Title	Definition of Types of Monies Included	Restricted	Authorized Uses
24	LLAD 24 Fund <i>(Lighting/Landscape Maintenance District)</i>	Special benefit assessment levied upon each property within district boundaries and collected by Los Angeles County Tax Collector. Landscaping and Lighting Act of 1972 (Streets & Highways 22500)	Yes	Provides funding for public street lighting and parkway/median landscape maintenance and improvement on designated landscape districts.
25	Prop C Fund	Los Angeles County Sales Tax additional 1/2 cent. Passed by voters in 1990, tax has no end date. Metro returns 20% of the Proposition C tax to the cities in the County for transportation purposes.	Yes	Transit & Transportation projects within the City. Bus service, dial-a-ride services
26	TDA - Transportation Development Act Fund (Articles 3)	Local transportation fund derived from 1/4 cent of general sales tax collected by State	Yes	Bicycle transportation and street/road maintenance related expenses.
27	LLAD 27 Fund <i>(Lighting/Landscape Maintenance District)</i>	Special benefit assessment levied upon each property within district boundaries and collected by Los Angeles County Tax Collector. Landscaping and Lighting Act of 1972 (Streets & Highways 22500)	Yes	Provides funding for public street lighting and parkway/median landscape maintenance and improvement on designated landscape districts.
28	Library Fund	Property taxes, City of Hidden Hills contribution, library fines, Federal/State grant funds, gifts, donations and fees for service	Yes	Use of this fund is limited to library purposes only including operating and maintenance expenditures.
29	Transit Fund	Money is transferred from other funds: Prop A, Prop C, Measure R and Measure M	Yes	Fund collects all the expenditures for transit services: bus, trolley, dial-a-rid and others.
30	Storm Damage Fund	Not in use currently		
31	Earthquake Damage Fund	Not in use currently		
32	LLAD 32 Fund <i>(Lighting/Landscape Maintenance District)</i>	Special benefit assessment levied upon each property within district boundaries and collected by Los Angeles County Tax Collector. Landscaping and Lighting Act of 1972 (Streets & Highways 22500)	Yes	Provides funding for public street lighting and parkway/median landscape maintenance and improvement on designated landscape districts.
33	Used Oil Grant Fund	State provided funds for recycling used oil	Yes	Expenditures related to used oil recycling
34	Measure R - MTA Local Return Fund	Los Angeles County Sales Tax additional 1/2 cent. Passed by voters in 2008; tax has 30 year life. Measure M passed in 2016 made this tax increase permanent. Metro returns 15% Measure R funds for local city sponsored improvements	Yes	Transit & Transportation projects within the City. Bus service, dial-a-ride services
35	CDBG Fund	Funds are allocated to the City by the Federal Housing and Urban Development Department through the County of Los Angeles	Yes	Funds are used to benefit low to moderate income persons or areas, eliminate slums or blighted areas.
36	Grants Fund	Funds are allocated to the City by Federal, State, County or MTA for a variety of purposes	Yes	Various grant expenditures are accounted for in the fund
37	Local Law Enforcement Block Grant Fund	Not in use currently		
38	COPS - AB 3229 Grant Fund	Citizens Option for Public Safety (COPS) adopted by AB 3229 (Brulte) in 1996. City receives \$100k annually	Yes	Funds are used to support police services

CITY of CALABASAS  
FUND DESCRIPTIONS

Fund Number	Fund Title	Definition of Types of Monies Included	Restricted	Authorized Uses
39	Measure R - MTA Transportation Projects Fund	Los Angeles County Sales Tax additional 1/2 cent. Passed by voters in 2008; tax has 30 year life. Metro funds certain capital projects within the City	Yes	Large transportation capital projects
40	Capital Improvement Fund	Transfers from other funds: General Fund, Gas Tax, LMDs, Prop A, Prop C, Measure R, Measure M, Grants, RMRA	Yes	Centralizing expenditures for large capital improvement projects within the City
41	Civic Center Construction Fund	Not in use currently		
42	City Hall Capital Fund	Original funding from General Fund transfers. Currently earning interest only.	No	Capital improvement projects related to extending the life of City Hall
46	Disaster Recovery Fund	Proceeds from SCE Woolsey Fire Settlement \$4 million	No	Can be used for any purpose. \$500,000 spent on Small Business Grants in FY 2020-21
47	Measure M - MTA Local Return Fund	Los Angeles County Sales Tax additional 1/2 cent. Passed by voters in 2016; tax has no end date. Metro returns 17% of Measure R funds for local city sponsored improvements	Yes	Transit & Transportation projects within the City. Bus service, dial-a-ride services
48	Library Capital Replacement Fund	Original funding from Library Fund transfers	No	Capital improvement projects related to extending the life of Library Building
49	Measure M - Traffic Improvement Fund	Los Angeles County Sales Tax additional 1/2 cent. Passed by voters in 2016; tax has no end date. Metro funds certain capital projects within the City	Yes	Large transportation capital projects
50	Tennis & Swim Center Fund	Tennis and Swim membership fees, tennis lesson fees	Yes	Operating and maintaining the Tennis & Swim Center including paying Top Seed Tennis Academy for their services
60	Management Reserve Fund	General Fund year-end surplus is transferred to this account. \$1.3 million land sale proceeds	No	Operating and maintaining the Tennis & Swim Center including paying Top Seed Tennis Academy for their services
61	Calabasas Park Improvements Fund	Not in use currently		
62	Measure W - Safe Clean Water Fund	Los Angeles County Flood Control District ~ Parcel Tax 2.5 cents per square foot. Passed by voters in 2018; tax has no end date. 40% of revenue generated within the City limits allocated back to city	Yes	Local stormwater and urban runoff and improve water quality
63	Road Maintenance & Rehabilitation Fund	City's share of the Senate Bill 1 (SB 1) signed into law April 2017. Fuel tax increase began 11-1-2017. Value-based transportation improvement fee began 1-1-2018. Price-based excise tax reset 7-1-2019. Zero emissions vehicle fee began 7-1-2020.	Yes	Can be used for any purpose
64	Quimby Act Fund	Quimby Act fees from developers in lieu of dedicating park land.	Yes	For use of construction of park facilities as a result of increased demand for parks resulting from new development.
65	Oak Tree Mitigation Fund	Fees to provide landscaping and trees in public areas resulting from the increase in demand from additional development.	Yes	To fund projects providing landscaping and trees in public areas.

CITY of CALABASAS  
FUND DESCRIPTIONS

Fund Number	Fund Title	Definition of Types of Monies Included	Restricted	Authorized Uses
67	Emergency COVID 19 Fund	Federal / State aid to cities for the COVID 19 declared emergency	Yes	Goods purchased to provide a safer more sanitary environment during the COVID 19 emergency: Plexiglas barriers, masks, alcohol wipes and other cleaning supplies
80	CFD 2018 Fund Commercial	Property Tax Assessments (Mello-Roos) from CFD 2001-1 on Commercial property located near City Hall	Yes	Funds are used for principal and interest payments on the refunding bonds issued in 2018
81	1999 COP Fund Creekside, Civic Center	Not in use currently		
82	CFD 2001-1 Fund The Oaks	Not in use currently		
83	2005 COP Fund Refunding 1999 COP	Not in use currently		
84	CFD 2017 Fund The Oaks	Property Tax Assessments (Mello-Roos) from CFD 1999-1 on residential property located in "The Oaks" development	Yes	Funds are used for principal and interest payments on the refunding bonds issued in 2017
85	2006 COP Fund Civic Center Financing	Not in use currently		
86	Los Virgenes Parking Administration Fund	Parking tickets generated within the JPA five cities: Agoura Hills, Calabasas, Hidden Hills, Malibu & Westlake Village	Yes	Operating costs of parking enforcement
87	2015 COP Fund Civic Center Project	Transfers in from the General Fund and Library Fund	Yes	Funds are used for principal and interest payments on the refunding bonds issued in 2015
88	Calabasas Education Fund	Not in use currently		
89	LVUSD Fund	Not in use currently		
90	General Fixed Assets Account Group	Not applicable	No	Self-balancing set of accounts to account for the general fixed assets of a governmental unit. The account group is not a fund. It provides double-entry control in memorandum fashion of fixed assets that are not accounted for specifically in a fund (e.g., proprietary fund).
95	General Long Term Debt Account Group	Not applicable	No	Grouping is used to account for the outstanding principal on all long-term debt except that payable from a special assessment, proprietary, or trust fund. At maturity, the funds are transferred to the debt service fund.



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 14, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR  
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE  
MANAGER**

**SUBJECT: PUBLIC HEARING REGARDING LANDSCAPE LIGHTING ACT DISTRICT  
NOS. 22, 24, 27, & 32 LEVY OF ASSESSMENTS, ADOPTION OF  
RESOLUTION 2021-1733, APPROVING A FINAL ENGINEER'S REPORT  
IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICT NOS. 22,  
24, 27, & 32, AND CONFIRMING DIAGRAMS AND ASSESSMENTS FOR  
SUCH DISTRICTS FOR FISCAL YEAR 2021-2022**

**MEETING**

**DATE: JUNE 23, 2021**

---

**SUMMARY RECOMMENDATION:**

That the City Council hold a public hearing with respect to the increased assessments and levy of assessments in connection with Landscape Lighting Act District Nos. 22, 24, 27 & 32. Once City Council has considered all oral and written testimony and protests with respect to the proposed assessments for Fiscal Year 2021-22, it can close the public hearing.

Adopt Resolution 2021-1733, approving a Final Engineer's Report in connection with the Landscape Lighting Act District Nos. 22, 24, 27, & 32 and confirming diagrams and assessment for such districts for the Fiscal Year 2021-2022.

**BACKGROUND:**

The Landscape and Lighting Act of 1972 regulates the annual administration of special assessment districts. The City of Calabasas administers four Landscape Lighting Act Districts, as follows:

- Landscape Lighting Act District No. 22 – Calabasas Park Area (LLAD 22)
- Landscape Lighting Act District No. 24 – Lost Hills Road & The Saratogas (LLAD 24)
- Landscape Lighting Act District No. 27 – Las Virgenes Road (LLAD 27)
- Landscape Lighting Act District No. 32 – Agoura Road/Lost Hills Road Commercial District (LLAD 32)

On April 28<sup>th</sup>, 2021 the City Council approved resolutions initiating the annual proceedings in connection with these districts and declaring the council’s intention to impose assessments for Fiscal Year 2021-2022.

**DISCUSSION/ANALYSIS:**

The purpose of this agenda item is to hold a public hearing on the annual landscape districts assessments and to adopt Resolution No. 2021-1733, approving the Final Engineer’s Report in connection with the Landscape Lighting Act District Nos. 22, 24, 27, & 32 and Confirming Diagrams and Assessments for such districts.

In addition, this year the City will implement a 4.74% inflation adjustment to Landscape Lighting Act District No. 22. The City will also implement a 4.73% inflation adjustment to Landscape Lighting Act District Nos. 24 and 27. Last, the City will implement a 1.63% inflation adjustment to Landscape Lighting Act District No. 32.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The Landscape Lighting Act District Program is funded through dedicated special assessment funds.

Funding sources:

- Division: 322 – LLAD 22
- Division: 323 – LLAD 24
- Division: 324 – LLAD 27
- Division: 325 – LLAD 32

**REQUESTED ACTION:**

Hold a public hearing with respect to the levy of assessments. Following the public hearing, that the City Council adopt Resolution No. 2021-1733, approving a Final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, and 32 and Confirming Diagrams and Assessments for such districts.

**ATTACHMENTS:**

1. Resolution 2021-1733
2. Final Engineer's Report

**ITEM 17 ATTACHMENT 1  
RESOLUTION NO. 2021-1733**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A FINAL ENGINEER'S REPORT IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICTS NOS. 22, 24, 27 & 32 AND CONFIRMING DIAGRAMS AND ASSESSMENTS FOR SUCH DISTRICTS.**

**WHEREAS**, by its Resolution No. 2021-1733, the City Council declared its intention to levy and collect assessments for Fiscal Year 2021-22 in connection with Landscape Lighting Act District No. 22, Landscape Lighting Act District No. 24, Landscape Lighting Act District No. 27, and Landscape Lighting Act District No. 32 (collectively the "Districts" and each a "District") pursuant to the Landscape and Lighting Act of 1972 (California Streets & Highways Code Section 22500 et seq.) (the "Assessment Law"); and

**WHEREAS**, on June 23, 2021, the City Council held a full and fair public hearing at which all interested persons could give oral and written testimony with respect to the Fiscal Year 2021-22 assessment, which is at the same rate as in effect in Fiscal Year 2020-2021 plus 4.74% CPI inflation adjustment for Landscape Lighting Act District No. 22, plus 4.73% CPI inflation adjustment for Landscape Lighting Act District Nos. 24 and 27, plus 1.63% CPI inflation adjustment for Landscape Lighting Act District No 32; and

**WHEREAS**, the City Council has considered all oral and written testimony and protests with respect to the proposed assessment for Fiscal Year 2021-22; and

**WHEREAS**, the City Council desires to cause the levy and collection of assessments for Fiscal Year 2021-22 in the Districts;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

SECTION 1. The forgoing recitals are each true and correct.

SECTION 2. The City Council hereby approves the Final Report of Willdan Financial Services, as Assessment Engineers, entitled Final Engineer's Report for the Landscape Lighting Act Districts, and dated June 23, 2021, which is on file in the Office of the City Clerk and available for public inspection. Any protests against the proposed assessments for Fiscal Year 2021-22 are hereby overruled.

SECTION 3. The Diagram and Assessment contained within such Report is hereby approved pursuant to Section 22631 of the Assessment Law.

SECTION 4. The adoption of this Resolution constitutes the levy of the assessment within each of the Districts for Fiscal Year 2021-22.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of June 2021.

\_\_\_\_\_  
James R. Bozajian, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

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



*CITY of CALABASAS*

# City of Calabasas

## Landscaping Lighting Act District Nos. 22, 24, 27 & 32 (1972 Act Districts)

**FISCAL YEAR 2021-22**  
**PRELIMINARY ENGINEER'S REPORT**

**Intent Meeting: April 28, 2021**  
**Public Hearing: June 23, 2021**

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500 | 800.755.6864  
F 951.587.3510

[www.willdan.com](http://www.willdan.com)



**ENGINEER'S REPORT AFFIDAVIT**

***Landscaping Lighting Act District Nos. 22, 24, 27 & 32  
(1972 Act Districts)***

City of Calabasas  
Los Angeles County, State of California

This Report describes the Landscaping Lighting Act District Nos. 22, 24, 27 & 32 therein including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2021-22, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 10th day of June, 2021.

Willdan Financial Services  
Assessment Engineer  
On Behalf of the City of Calabasas

By: *Stacey Reynolds*  
Stacey Reynolds, Senior Project Manager  
District Administration Services

By: *Tyrone Peter*  
Tyrone Peter  
PE # C 81888



## TABLE OF CONTENTS

I. INTRODUCTION	1
HISTORICAL INFORMATION	1
ANNUAL CONSUMER PRICE INDEX ADJUSTMENT	3
REPORT CONTENT AND ANNUAL PROCEEDINGS	3
II. PLANS AND SPECIFICATIONS	5
IMPROVEMENT AUTHORIZED BY THE 1972 ACT	5
DESCRIPTION OF IMPROVEMENTS	6
IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS	6
III. METHOD OF APPORTIONMENT	8
DEFINITIONS	8
ASSESSMENT METHODOLOGY	9
ASSESSMENT RANGE FORMULA	9
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 22	10
GENERAL BENEFIT	10
SPECIAL BENEFIT	10
PARCEL CLASSIFICATION	11
FORMULA OF ASSESSMENT	12
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 24	12
GENERAL BENEFIT	12
SPECIAL BENEFIT	12
PARCEL CLASSIFICATION	13
FORMULA OF ASSESSMENT	13
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 27	14
GENERAL/SPECIAL BENEFIT	14
PARCEL CLASSIFICATION	14
FORMULA OF ASSESSMENT	14
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 32	15
GENERAL/SPECIAL BENEFIT	15
PARCEL CLASSIFICATION	15
FORMULA OF ASSESSMENT	16
IV. DISTRICT BUDGET	17
ESTIMATE OF COSTS	17
<b>V. DISTRICT BOUNDARY MAPS</b>	<b>19</b>
<b>EXHIBIT A- 2021-22 ASSESSMENT ROLL</b>	<b>24</b>
<b>EXHIBIT B- MAINTENANCE COSTS AND ASSESSMENT BY ZONE</b>	<b>25</b>
<b>EXHIBIT C- ASSESSMENT RATES HISTORY</b>	<b>28</b>

## I. Introduction

---

The City of Calabasas (the "City") under the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 Act"), and the provisions of the California Constitution Article XIII D (the "Constitution"), annually levies and collects special assessments for the City's maintenance assessment districts designated as:

### Landscaping Lighting Act District Nos. 22, 24, 27 & 32 (1972 Act Districts)

The County of Los Angeles formed the Landscaping Lighting Act Districts (the "Districts") pursuant to the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500et seq.), prior to the incorporation of the City of Calabasas. In July 1995, the County of Los Angeles transferred the following four Districts to the City of Calabasas:

***Landscaping Lighting Act District No. 22 (Calabasas Park Area) (Formed in 1979)***

***Landscaping Lighting Act District No. 24 (Lost Hills Road and The Saratogas) (Formed in 1984)***

***Landscaping Lighting Act District No. 27 (Las Virgenes Road) (Formed in 1984)***

***Landscaping Lighting Act District No. 32 (Agoura Road/Lost Hills Road Commercial District) (Formed in 1989)***

This report presents the engineering analysis for the annual administration of the four Districts. Through the levy and collection of benefit assessments, the four Districts fund maintenance and operation of landscape improvements. For Fiscal Year 2021-22, Landscape Lighting Act District Nos. 22, 24, 27 and 32 assessments will be levied based on the previously approved methodology, at the rates indicated on page 25 through 29 of this report as recommended by the City of Calabasas' Chief Financial Officer. The assessments are levied on the basis of benefit, they are not considered a tax, and, therefore, are not governed by Article XIII A of the Constitution of the State of California. The assessments are governed by Articles XIII D of the Constitution.

In accordance with the 1972 Act, the Districts utilize benefit zones ("Zones") to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the Districts. Within the boundaries of the Districts, parcels are assigned to various Zones each of which is associated with a set of improvements and/or type of improvements that provide special benefit to properties within that Zone.

These 1972 Act Districts fund landscape maintenance services and are funded by annual benefit assessments levied against each parcel in each District. The word "lighting" was apparently included in their names as a reference to the Landscaping and Lighting Act of 1972.

### HISTORICAL INFORMATION

In Fiscal Year 1997-98, assessment ballot proceedings were conducted pursuant to Proposition 218 (Articles XIII C and XIII D of the California Constitution) for each of the four Districts. There was not a majority protest against any of the assessments, and the assessment methodology was approved by the City Council. The approved methodology reserved to the City Council the right each year to implement an inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the Consumer Price Index (CPI), does not constitute an assessment increase for purposes of Proposition 218, because landowners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

Landscape Lighting Act District No. 22

In Fiscal Year 2002-03, fifteen (15) parcels located in the City of Calabasas were annexed into the Commercial Area, Calabasas Road. The Assessor Parcel Numbers are as follows:

Annexed Assessor Parcel Numbers		
2068-002-023	2069-009-021	2069-009-900
2068-002-035	2069-009-027	2069-032-025
2069-009-008	2069-009-029	2069-032-027
2069-009-012	2069-009-030	2069-032-900
2069-009-020	2069-009-031	2069-032-901

In Fiscal Year 2009-10, Zone 15, Park Sorrento Condominium HOA was detached from LLAD 22.

In Fiscal Year 2011-12, Zone 18, Calabasas Ridge HOA was detached from LLAD 22.

In Fiscal Year 2018-19, the District attempted to increase the assessment rate for Classic Calabasas Park. In compliance with Proposition 218, the proposed rate was submitted to the property owners via mailed ballots. The ballots were tabulated on June 18, 2018, where majority protest denied the increase in assessment.

In Fiscal Year 2019-20, the District proposed a rate increase for Classic Calabasas Park. In compliance with Proposition 218, the proposed rate increase was submitted to the property owners via mailed ballots. The ballots were tabulated on June 17, 2019 and 54% of the ballots returned were in favor of the rate increase.

Landscape Lighting Act District No. 24

In Fiscal Year 2000-01, Mira Monte (Tract No. 52150) (Assessor's Parcel No. 2064-004-91 and its successor parcels) was annexed into LLAD 24, and Calabasas View HOA, was detached from LLAD 24.

In Fiscal Year 2002-03, two hundred seventy (270) parcels in Saratoga Ranch and Saratoga Hills HOAs were annexed into LLAD 24.

Landscape Lighting Act District No. 27

In Fiscal Year 2016-17, the City of Calabasas, at the request of Mont Calabasas member homeowner association (HOA) Board of Directors, proposed annexing Mont Calabasas HOA Zone into Landscaping Lighting District No. 27 (LLAD27). In compliance with Proposition 218, the proposed annexation into the District and assessment was submitted to the property owners via mailed ballots. The ballots were tabulated at the June 22, 2016 Council Meeting and 77.78% of the ballots returned were in favor of annexation. By Resolution No. 2016-1504, the Council adopted Mont Calabasas annexation into District No. 27

In Fiscal Year 2019-20, the District proposed a rate increase for Mont Calabasas. In compliance with Proposition 218, the proposed rate increase was submitted to the property owners via mailed ballots. The ballots were tabulated on June 17, 2019 and 62.50% of the ballots returned were in favor of the rate increase. The Fiscal Year 2018-19 rate increased by 41.23% for Fiscal Year 2019-20, 2020-21 and 2021-22. In Fiscal Year 2022-23 the rate will revert back to the previously approved maximum rate including any inflationary adjustments.

Landscape Lighting Act District No. 32

In Fiscal Year 2000-01 Mira Monte (Tract No. 52150) (Assessor's Parcel No. 2064-004-91 and its successor parcels) was detached from LLAD 32 and annexed into LLAD 24.

## ANNUAL CONSUMER PRICE INDEX ADJUSTMENT

The maximum assessment rate may increase each fiscal year based on the annual change in the Consumer Price Index (CPI), during the preceding year, for All Urban Consumers, for the Los Angeles-Long Beach-Anaheim areas, published by the United States Department of Labor, Bureau of Labor Statistics (or a reasonably equivalent index should the stated index be discontinued).

Assessments for the Districts are subject to an increase each year equal to the 12-month average percent change in the annual Consumer Price Index, All Urban Consumers, for the Los Angeles-Long Beach-Anaheim areas ("CPI"), from January 1st through December 31st of the fiscal year prior to the subject fiscal year. Future annual budgets within this limit may be approved by the City Council without additional property owner ratification. A CPI increase may be exceeded only by a majority parcel owner approval. For fiscal year 2021-22, Landscape Lighting Act District Nos. 22, 24, 27, and 32 maximum assessment rates will be increased by 1.625% annual CPI inflation adjustment per the City of Calabasas' Chief Financial Officer.

For fiscal year 2021-22, the maximum assessment rates will continue to increase by the stated CPI above. Districts 22, 24, 27 and 32 will be charged at the maximum assessment rate.

## REPORT CONTENT AND ANNUAL PROCEEDINGS

This Engineer's Annual Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and presented to the City Council for their consideration and approval of the proposed improvements and services to be provided within the District and the levy and collection of annual assessments related thereto for fiscal year 2021-22. If any section, subsection, sentence, clause, phrase, portion, or Zone, of this Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Report and each section, subsection, subdivision, sentence, clause, phrase, portion, or zone, thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions, or zones, might subsequently be declared invalid or unconstitutional.

This Report outlines the Districts Zone structures, the improvements, and the proposed assessments to be levied in connection with the benefits the properties will receive from the maintenance and servicing of the District improvements for fiscal year 2021-22. The annual assessments to be levied on properties within the Districts provide a funding source for the continued operation and maintenance of landscaping improvements within various zones of benefit ("Zones") that provide special benefits to the properties within the Districts and each respective Zone. Each fiscal year, the City establishes the assessments for the Districts based on an estimate of the costs to maintain, operate and service the improvements and based upon available revenues including fund balances, general benefit contributions and additional City contributions and assessment limits. The costs of the improvements and the proposed annual assessments budgeted and assessed against properties within the Districts may include, but are not limited to the estimated expenditures for regular annual maintenance and repairs; incidental expenditures related to the operation and administration of the District; deficits or surpluses from prior years; revenues from other sources; and the collection of funds for operational reserves or for periodic maintenance and improvement rehabilitation projects as authorized by the 1972 Act. Each parcel is assessed proportionately for only those improvements, services and expenses for which the parcel will receive special benefit.

Each District outlined in this Report is a reflection of the various improvements and the types of improvements and services to be provided by the Districts for the properties that are directly associated with and benefit from those improvements. The net annual cost to provide the improvements for each District are allocated to the benefiting properties within that District using a weighted method of apportionment (refer to Assessment Methodology, Method of Apportionment) that calculates the proportional special benefit and assessment for each parcel as compared to other properties that benefit from the improvements in the Districts and services.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Los Angeles County Assessor's Office. The Los Angeles County Auditor/Controller uses

Assessor's Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the District assessments.

At a noticed annual Public Hearing, the City Council will accept all public comments and written protests regarding the District and the annual levy of assessments. Based on those public comments and written protests, the City Council may order amendments to the Report or confirm the Report as submitted. Following final approval of the Report and confirmation of the assessments the Council will, by Resolution, order the improvements to be made and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel.

As required by the 1972 Act, this Engineer's Report describes the improvements to be provided, maintained and serviced by the District, an estimated budget for the District improvements, and the proposed assessments to be levied upon each assessable lot or parcel within the District for fiscal year 2021-22.

While the budgets outlined in this Report reflect the estimated costs necessary to fully and adequately provide for the maintenance and operation of the improvements within the District, many of these estimated costs and associated services cannot be funded by the current special benefit assessment revenues and the City contribution for those improvements or portions thereof determined to be general benefits. Therefore, in addition to the City's contribution for general benefit costs, in some Districts, at the discretion of the City Council, the City may also provide additional funding to support the improvements and/or implement service reductions. To fully fund the improvements that are considered special benefits, it may be necessary in the future to increase assessment revenues which would require the support of the property owners for new or increased assessments through a ballot proceeding conducted under the provisions of the California Constitution Article XIII D.

## II. Plans and Specifications

---

The lines and dimensions of each lot or parcel within the Districts are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the year when this Report is prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

Plans and specifications showing each District's exterior boundaries; and indicating the general nature, location and extent of improvements.

Several items related to the Districts are on file and available for review at the City of Calabasas Public Works Department, Landscape Maintenance Division office.

For Landscape Lighting Act District No. 22, each member HOA has an individual maintenance contract. The member HOAs have been designated as "Zones"; each Zone has been given a number. The City has on file for each Zone a maintenance contract listing the work contracted and a diagram(s) detailing maintenance service work areas.

### IMPROVEMENT AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to the Districts, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing, or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.

- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

#### DESCRIPTION OF IMPROVEMENTS

As authorized by the 1972 Act, the improvements provided by the Districts and associated with each Zone incorporate various improvements that are maintained and serviced for the benefit of real property within the Districts. The maintenance of the improvements may also include various appurtenances that may include but is not limited to entry monuments; various types of fencing; retaining walls; ornamental lighting or other ornamental fixtures; signage; and irrigation, drainage, and electrical equipment. The work to be performed within each respective Zone may include but is not limited to (as applicable), the personnel, materials, equipment, electricity, water, contract services, repair and rehabilitation of the improvements and incidental expenses required to operate the District and provide the improvements and services for each Zone. The improvements provided within the District and for which parcels receive special benefits are generally described in the following

*Note: The four Districts do not necessarily provide every service authorized under the 1972 Act. For example, while these Districts provide electrical current to power irrigation systems, fountains, landscape lighting, Calabasas Lake aeration systems, and Association Park lake sidewalk lighting, they do not fund LLAD residential or commercial district street lighting.*

#### IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS

The purpose of the District is to fund the maintenance and servicing of parkway landscape improvements installed in connection with development of properties within the District. The landscape improvements maintained by each District are generally described as follows:

##### Landscape Lighting Act District No. 22

LLAD 22 provides for the maintenance of landscape of the common areas and open space areas located within member homeowner associations (HOA) referred to as "Zones". The HOA common areas are either owned in common or privately owned, with easements granted to the District for landscape maintenance purposes. The maintenance of landscape also includes greenbelt and slope areas as well as annual weed abatement/brush clearance for fuel reduction/fire safety.

##### Landscape Lighting Act District No. 24

LLAD 24 provides maintenance of landscape within street right-of-way and open space areas. The open space areas include slopes and creek banks. Maintenance of landscape on streets within right-of-way includes parkways, center medians, adjacent turf areas, trees, and annual weed abatement/brush clearance for fuel reduction/fire safety.

Roadways with landscape in the public right-of-way includes landscaped center medians, trees, and adjacent turf areas that are conditions of development and are maintained by the District to soften and mitigate the impacts of traffic on the residential tracts within the District. The landscape improvements are located on the residential roadway serving the Malibu Lost Hills community, including Lost Hills Road south of Malibu Hills Road to Las Virgenes Road, Calabasas Hills Road, Meadow Creek Lane, portions of Las Virgenes Road, and designated slope areas along Las Virgenes Creek.

##### Landscape Lighting Act District No. 27

LLAD 27 provides maintenance of landscape within street right-of-way. Maintenance of landscape on streets within right-of-way includes parkways, center medians, and street trees.

The area of landscape improvements generally referred to as Las Virgenes Road are: On Las Virgenes Road, the east sidewalk and center medians beginning at 3560 Las Virgenes Road and continuing north to Thousand Oaks Blvd.; on Las Virgenes Road north of Thousand Oaks Blvd., the east sidewalk area north to the end of Las Virgenes Rd.; at the northwest corner of Thousand Oaks Blvd. and Ruthwood Drive the public right-of-way area located immediately behind the sidewalk; on the south side of Thousand Oaks Blvd., the sidewalk area from Las Virgenes Road to the flood control channel; and the sidewalk area on the north side of Thousand Oaks Blvd. from Las Virgenes Road to Ruthwood Drive.

For the Mont Calabasas HOA Zone, the improvements include the maintenance of Las Virgenes Road as described above and in addition, provides for the maintenance of landscape of common areas and open space areas located within the Zone. The HOA common areas are either owned in common or privately owned, with easements granted to the District for landscape maintenance purposes. The maintenance of landscape may also include greenbelt and slope areas, as well as annual weed abatement/brush clearance for fuel reduction/fire safety.

#### Landscape Lighting Act District No. 32

LLAD 32 provides maintenance of landscape within street right-of-way. Maintenance of landscape on streets within right-of-way includes center medians and street trees.

The landscape improvements maintained by the District are located on the major streets serving the Lost Hills Commercial Area, including Agoura Road from the west side of Malibu Hills Road to the eastern boundary of 26750 Agoura Road, Malibu Hills Road, Shadow Hills Road, and the portion of Lost Hills Road from Interstate 101 to the south side of Malibu Hills Road.

### III. METHOD OF APPORTIONMENT

---

Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The City must separate the general benefits from the special benefits conferred on a parcel; a special benefit being a particular and distinct benefit over, and above general benefits conferred on the public at large, including real property within the district.

In Fiscal Year 1997-98, the four Districts conducted an assessment ballot proceeding pursuant to Proposition 218; the assessment methodology was approved by a majority of District parcel owners and the City Council. The City reserves the right to implement the previously approved inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the annual Consumer Price Index (CPI), does not constitute an assessment increase for purposes of Proposition 218, because parcel owners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

Each District will be discussed in terms of background, special benefit, general benefit, and assessment formula. Certain terms used throughout the Method of Assessment are defined below.

#### DEFINITIONS

**Special Benefit:** Articles XIII C and XIII D of the California Constitution define special benefit as "a particular and distinct benefit over and above the general benefits conferred on real property located in the District or to the public at large. General enhancement of property value does not constitute 'special benefit.'" The following Method of Apportionment of Assessment for each District analyzes the special benefit each parcel receives from the improvements funded in each District. The cost of landscape maintenance is distributed to parcels in each District based on the special benefit each parcel receives by an assessment formula. Within the Districts, zones of benefit may be designated based on spreading the cost of the improvements associated with each Zone over the parcels within that Zone.

Each assessed parcel within each District receives a particular and distinct Special Benefit from the improvements. The operation and maintenance of the landscape improvements provides a Special Benefit to the parcels within each District even though there may not be landscaping immediately adjacent to a particular parcel. Special Benefits associated with landscaped improvements are:

- The proper maintenance of landscape along streets provides noise abatement and visual barriers to reduce the negative impact of the streets upon nearby parcels within the District.
- Landscape improvements provide environmental enhancement to nearby parcels through erosion control, dust and debris control, and weed abatement for fire safety.
- The aesthetic desirability of parcels within the District is specifically enhanced by the presence of well-maintained open space, greenbelts, street medians, and frontage landscape.
- Having properly maintained landscape readily accessible to properties within the District means the owners of the assessed parcels may enjoy the benefits of having such improvements available for use while avoiding the effort and expense of individually installing and maintaining similar improvements.
- Where the District is providing maintenance along easements on privately held property, it is providing landscape services that otherwise would be direct expenses of the owners of such property.
- State and City laws generally hold property owners individually responsible for the safe and proper maintenance of their frontages.

**Zones:** Landscape Lighting Act District No. 22 (1972 Act District) Calabasas Park Area has been divided into “Zones” of benefit by individual communities or neighborhoods that receive distinct Special Benefit. In most cases, Zones are defined by the boundaries of a homeowners’ association. In a few cases, the Zone is based on master plan boundaries (Old Town Master Plan) or street boundaries. The landscape maintenance activities that provide a Special Benefit are separately identified by the City for each Zone. Based on an assessment formula, the cost of these landscape maintenance activities is then spread to the parcels within that Zone.

**Assessment Units:** The assessment units assigned to each parcel are used in the assessment formula to compute the assessment amount. If the zone has one single land use, then each parcel is assigned one assessment unit. Where more than one land use exists within a zone, traffic generation factors are used as a means to define the benefit a single-family residence receives as compared to an apartment or a commercial property. The following traffic generation factors for the City of Calabasas and resulting Assessment Units are incorporated in this Report. Per Parcel

Land Use	Traffic Generator Factor	Assessment Unit
Single Family Residential (Houses and Condominiums)	10 trips per day	1.0 (10 trips/10 trips) per parcel
Multi-Family Residential (Apartments)	6 trips per day	0.6 (6 trips/10 trips) per unit
Commercial Parcel	40 trips per day	4.00 (40 trips/10 trips) per acre

Note: Traffic Generation Factor is based on information provided by the City of Calabasas in 1997-98. Due to minor changes in development in the area since this time, these results continue to be representative of the traffic generated in the assessment district.

#### ASSESSMENT METHODOLOGY

Proposition 218 requires the City to ballot property owners to obtain consent for the increased assessment exceeding the anticipated maximum permissible increase per assessment formula, for example CPI (Consumer Price Index) increase.

#### ASSESSMENT RANGE FORMULA

Section 22573 of the 1972 Act states that “The net amount to be assessed upon lands within an assessment district may be proportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements.”

Section 22547 of the 1972 Act permits the designation of benefit zones within any individual assessment district if “... by reasons or variations in the nature, location, and extent of improvements, the various areas will receive different degrees of benefit from the improvements.” Thus, the 1972 Act requires the levy of true “assessment” rather than a “special tax”.

Within each District, it is determined that each parcel benefits equally from the services provided. Therefore, costs of providing services (as well as a proportional share of incidental expenses) are spread evenly across each parcel in that District but not exceeding the maximum permissible assessment rates as approved by the property owners.

Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The City must separate the general benefits from the special benefits conferred on a parcel; a special benefit being a particular and distinct benefit over, and above general benefits conferred on the public at large, including real property within the district.

In Fiscal Year 1997-98, the four Districts conducted an assessment ballot proceeding pursuant to Proposition 218; the assessment methodology was approved by a majority of District parcel owners and the City Council. The City reserves the right to implement the previously approved inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the annual Consumer Price Index (CPI), does not constitute an assessment

increase for purposes of Proposition 218, because parcel owners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

The Method of Assessment for each District is provided in the following pages below.

## METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 22

The following methodology described pertains to Landscape Lighting Act District No. 22 (1972 Act). The landscape services provided to all properties within the district boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

### GENERAL BENEFIT

Articles XIII C and XIII D of the California Constitution require that the benefit to the public at large be identified for any improvements being funded through an assessment district. This so-called "general" benefit may not be assessed to the parcels through an assessment district. The following Method of Apportionment of Assessment for the District analyzes the benefit to the public at large from the landscape improvements provided by the City for the District.

In LLAD 22, certain portions of improvements are identified as providing general benefit. The costs associated with these improvements are not included in the LLAD 22 budget assessed to parcels in the District. Instead, these costs are funded through Landscape Maintenance District No. 22 (LMD 22), via an existing ad valorem tax levy. Proposition 218 does not govern the ad valorem levy, and the proceeds of this ad valorem levy may be used toward any landscape improvements providing general benefit within the LMD 22/LLAD 22 boundary.

The following landscape improvements provide general benefit and are funded solely by LMD 22, via the existing ad valorem tax levy and are not funded by LLAD 22. Maintenance of landscape on major thoroughfare roadways, including portions of Calabasas Road, Civic Center Way, Park Capri, Park Entrada, Park Granada, median islands on Park Helena and Park Sienna, Park Ora, certain parkway areas on Park Sorrento, Parkway Calabasas, Association Park, Calabasas Lake, and natural areas such as McCoy Creek, and open space areas within the district boundary.

The roadways are thoroughfares for the community, providing access to schools, shops, freeways, and recreational facilities, and therefore, confer a General Benefit to the community. The landscape along these streets includes parkway landscape that serves to improve the stabilization of slopes adjacent to these roadway sections within the District.

### SPECIAL BENEFIT

With the exception of the major public thoroughfare roadways located within the boundaries of District LLAD 22 as described above in General Benefit, all of the areas maintained by LLAD 22 are either owned in common or are privately owned and are solely accessible to (or primarily accessible to) owners of the assessed properties, their tenants, and/or guests. These areas have easements granted to LLAD 22 for landscape maintenance purposes.

The local landscape improvements associated within member homeowner associations, provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within member homeowner associations are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit.

In order for the methodology to be in compliance with Articles XIII C and XIII D of the California Constitution, a thorough study of the landscape funded by the District was performed in 1997-98. The District was divided by tracts into member homeowner associations and a commercial district that are called "Zones". These Zones receive distinct special benefit. In a few cases, the Zone is based on master plan boundaries (Old Town Master Plan) or street boundaries. Each Zone's specific usage and landscape maintenance activities were identified to determine the level of special benefit each property receives within that Zone.

The landscape maintenance activities that provide a Special Benefit have been determined for each Zone. The LLAD 22 Zones are as follows:

LLAD 22 Zones			
Bellagio	Calabasas Country Estates	Calabasas Hills	Calabasas Park Estates
Calabasas Rd. Commercial*	Clairidge	Classic Calabasas Park	Las Villas
Oak Creek	Oak Park	The Oaks of Calabasas **	Palatino
Westridge	Vista Pointe		

\* Calabasas Rd. Commercial includes Old Town

\*\*The Oaks of Calabasas Zone is comprised of The Oaks of Calabasas and The Estates of The Oaks of Calabasas HOAs.

A complete landscape maintenance service level was developed for each Zone to determine the Zone's aggregate LLAD 22 assessment levy and detail the Special Benefit each Zone receives from the District.

The aggregate LLAD 22 assessment levy for each Zone includes costs associated with maintaining improvements that specially benefit the given Zone. Many of the costs are for local landscape improvements that can be accessed only by member homeowner association parcel owners, their tenants, or guests. In virtually all cases, the improvements were part of a condition of development and the assessed properties are responsible for the ongoing landscape maintenance.

#### PARCEL CLASSIFICATION

These costs are apportioned to each parcel within each Zone based on the Special Benefit associated with the type of land use. The benefit relationship between land uses is based on the assignment of vehicle trip generation factors. Trip rates are used as a measure of benefit because they are a representative land use comparison factor for the type of improvements being funded, namely street landscape, slopes, common areas, parks, and open space. From the traffic generation factors Assessment Units are calculated. The Assessment Unit for each land use is computed based on its traffic generation compared to the traffic generated by a single-family residence.

*Single Family Residence* parcels in the City of Calabasas generate an average of 10 trips per day. A parcel is classified as a Single-Family Residential use upon recordation of a subdivision map for houses or condominiums. The Single-Family Residences are assigned the base Assessment Unit of 1 and are used as the basis of comparison for all other land uses in the District.

*Multiple Family Residential* parcels the City of Calabasas generate an average of 6 trips per day, or 0.6 Assessment Unit per unit. Therefore, the Assessment Units assigned to a multiple family parcel would be the product of the number of dwelling units on a parcel and 0.6 Assessment Units per unit. For instance, a 20-unit apartment house would be assigned  $20 \times 0.6 = 12$  Assessment Units.

*Residential Vacant* (un-subdivided but buildable) property receives a Special Benefit from the improvements as a result of the increased desirability of a parcel that is located in an area with landscape and park amenities. In addition, vacant parcels specially benefit from the availability of a landscape program and access to the City's landscape manager.

*Commercial* property within the City of Calabasas generates on average 40 trips per day. Therefore, the Assessment Units assigned to a commercial property is 4.0 Assessment Units per acre. At this time, all commercial properties in the District are within the Calabasas Road/ Old Town Commercial Zone, which also encompasses the Old Town Master Plan area. The commercial properties in the Calabasas Road/ Old Town Commercial Zone receive benefit from Calabasas Road maintenance. The cost for these specific improvements will be distributed to the properties within the Zone based on each parcel's land area (acreage).

*Public Agency* parcels within the District that have people working on the premises and have parkway landscape maintained by the District, benefit from the landscape improvements to their parkway maintenance, as do other similar parcels. The only Public Agency parcels subject to the assessment are the Civic Center and the Tennis and Swim Center. For purposes of the assessment, these parcels are considered part of the Calabasas Road Commercial/Old Town Master Plan Zone. Therefore, the Civic Center and the Tennis and Swim center will receive the same per acre charge as the Commercial properties in the Calabasas Road Commercial/Old Town Master Plan Zone.

*Homeowner's Association and Common Area* parcels within the District are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' properties do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the property owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area property is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the properties that benefit from the Zone's improvements and maintenance.

#### FORMULA OF ASSESSMENT

The District budget requirements for the special benefit improvement costs have been assembled in order to determine the aggregate levy of assessment for Landscape Lighting Act District No. 22 (1972 Act) by Zone. The total aggregate levy for each LLAD 22 Zone is divided by the number of assessment units to determine the assessment amount per unit. The assessment amount per unit is multiplied by the number of assessment units assigned to the parcel to determine each parcel's assessment. See Exhibit B for the Landscape Lighting Act District No. 22 (1972 Act) Assessments by Zone.

For example, a Zone that only has single-family residence parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

#### METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 24

The following methodology described pertains to the Landscape Lighting Act District No. 24 (1972 Act) herein referred to in this section as LLAD 24. The landscape services provided to all properties within the district boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

#### GENERAL BENEFIT

Articles XIII C and XIII D of the California Constitution require that the benefit to the public at large be identified for any improvements being funded through an assessment district. This so-called "general" benefit may not be assessed to the parcels through an assessment district. The following Method of Apportionment of Assessment for the District analyzes the benefit to the public at large from the landscape improvements provided by the City for the District.

Other residential areas of the City that are not included in an assessment district receive a minimal standard of City-funded landscape maintenance. The standard City landscaping for streets includes minimal median and parkway landscape. The City policy, therefore, is to have homeowner associations or landscaping and lighting districts fund certain landscaping maintenance, enhancements, and servicing. As a result, there is no general benefit from the funded improvements.

#### SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The

maintenance of landscape improvements within street right-of-way and open space located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit, and the special benefits associated with the landscaped improvements include:

- The aesthetic desirability of parcels within the District is specifically enhanced by the presence of well-maintained open space, greenbelts, street medians, and frontage landscaping.
- Public rights-of-way with landscaped center medians, trees, and adjacent turf areas maintained by the District provide noise abatement and visual barrier to mitigate the negative impact of streets upon nearby parcels within the District.
- The special benefits derived from the maintenance of these landscape improvements provide environmental enhancement to nearby parcels through erosion control, dust and debris control, and weed abatement for safety.
- Additional special benefits of landscape maintenance are described earlier in this Report.

### PARCEL CLASSIFICATION

*Residential Parcels* within the District all receive direct and special benefit. All of the parcels in this District are residential and each parcel is assigned 1 Assessment Unit per parcel.

*Public Agency* parcels within the District that have people working on the premises and have parkway landscape maintained by the District that benefit from the landscape improvements to their parkway maintenance, similar to other parcels. However, at this time, there are no Public Agency parcels in LLAD 24.

*Homeowner's Association and Common Area* parcels within the District are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' parcels do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the parcel owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area property is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the properties that benefit from the Zone's improvements and maintenance.

### FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to each Zone within the District was performed. Specific usage and services were identified by zones of benefit to determine the level of benefit received by each Zone within the District. The District was divided into naturally bounded communities, usually by tracts, but sometimes by street boundaries, and within each community, there is a single residential land use.

The Zones located within the District are as follows:

LLAD 24 Zones			
Avalon Bay	Deer Springs	El Encanto	Lone Oak
Mira Monte	Saratoga Hills	Saratoga Ranch	Steeplechase

The assessment per assessment unit is determined by dividing the total aggregate levy by Zone by the number of assessment units in the Zone. The assessment per parcel is determined by multiplying the assessment per assessment unit by the number of units assigned to the parcel. See Exhibit B for the Landscape Lighting Act District No. 24 (1972 Act) Assessments by Zone.

For example, a Zone that only has residential parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

## METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 27

The following methodology described pertains to Landscape Lighting Act District No. 27 (1972 Act) herein referred to in this section as LLAD 27.

### GENERAL/SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements within the street right-of-way located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The special benefits of landscape maintenance are described earlier in this Report.

Other residential areas of the City that are not included in an assessment district receive a minimal standard of City-funded landscape maintenance. The standard City performed landscape for arterial streets in the City includes minimal median and parkway landscape maintenance. The City policy, therefore, is to have fronting property in the District fund the enhanced landscape maintenance, operation, and servicing of arterial streets. The parcels in the District are funding only the cost of their frontage landscape maintenance. As a result, there is no General Benefit from the funded improvements.

### SPECIAL BENEFIT - MONT CALABASAS HOA ZONE

The Mont Calabasas HOA Zone special benefit includes the maintenance of landscape within Las Virgenes Road street right-of-way. In addition, the special benefit also includes areas to be maintained by LLAD 27 which are either owned in common or are privately owned and are solely accessible to (or primarily accessible to) owners of the assessed properties, their tenants, and/or guests. These areas have easements granted to LLAD 27 for landscape maintenance purposes.

The local landscape improvements associated within the Mont Calabasas HOA Zone, provide special benefits to the properties within the Mont Calabasas HOA, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within the member homeowner association are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The specific usage and landscape maintenance activities were identified to determine the level of special benefit each property receives within the Mont Calabasas HOA Zone.

### PARCEL CLASSIFICATION

*Public Agency* parcels within the District that have people working on the premises and have parkway landscape maintained by the District that benefit from the landscape improvements to their parkway maintenance, similar to other parcels. There are no Public Agency parcels in LLAD 27 at this time.

*Homeowner's Association and Common Area* parcels within the District that are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' parcels do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the parcel owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area parcel is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the parcels that benefit from the Zone's improvements and maintenance.

### FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to zones of benefit within the District was performed. Specific usage and services were identified for each Zone to determine the level of benefit received by each Zone within LLAD 27. The

District was divided into naturally bounded neighborhoods, usually by tracts, but sometimes by street boundaries, and each parcel is assigned 1 assessment unit. The Zones are as follows:

LLAD 27 Zones			
Casden Malibu Canyon LP	Las Virgenes Park	Las Virgenes Village	Mont Calabasas

#### Assessment Formula (Las Virgenes Road)

The following Zones receive special benefit: Casden Malibu Canyon LP, Las Virgenes Park, Las Virgenes Village and Mont Calabasas. The assessment per assessment unit (parcel) is determined by dividing the total aggregate levy by the total number of assessment units (parcels) in the Zones.

#### Assessment Formula (Mont Calabasas Zone)

Costs of services for maintaining Mont Calabasas landscape of common areas and open space areas located and specific to Mont Calabasas HOA Zone are spread only across the parcels in that Zone. Each developed residential parcel within the Zone is allocated an equal share of costs applicable to that zone. The assessment per assessment unit (parcel) is determined by dividing the total aggregate levy by the total number of assessment units (parcels) in the Zone.

For example, a Zone that only has residential parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

Zone Total Assessment Units (Parcels)

### METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 32

The following methodology described pertains to the Landscape Lighting Act District No. 32 (1972 Act) herein referred to in this section as LLAD 32.

#### GENERAL/SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within member homeowner associations are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The special benefits of landscape maintenance are described earlier in this Report.

#### PARCEL CLASSIFICATION

Because there is basically a single land use in the District, commercial, each parcel is assigned 1 assessment unit. The assessment levy is spread equally to each parcel. The only nonconforming land use in the District is related to the Community Center, which is owned by the City of Calabasas and the City of Agoura Hills. The Community Center parcel's frontage landscape will be funded by the District, similar to the commercial properties in the District. Therefore, the Community Center benefits from the assessment and will be assessed as a parcel.

*Common Area or Easement* parcels within the District include primarily open space parcels that cannot be developed and parking lots that are considered 'unbuildable'. These parcels do not receive special benefit and will not be assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. Furthermore, these parcels are incidental to the primary parcels. Therefore, the assessment will go directly to the source and assess the parcels that benefit from the Districts improvements and maintenance.

## FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to the District was performed. Specific usage and services were identified to determine the level of benefit each parcel within the District receives. These costs are apportioned to each parcel based on the Special Benefit associated with the type of land use. Two land uses exist in LLAD 32: Commercial and Public Agency (a sheriff station and a community center).

The assessment per assessment unit is determined by dividing the total aggregate levy by parcel by the number of assessment units in the District. The assessment per parcel is determined by multiplying the assessment per assessment unit by the number of units assigned to the parcel. See Exhibit D for the Landscape Lighting Act District No. 32 (1972 Act) Assessments by parcel.

For example, a District that only has commercial land use parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{District Total Levy Amount}}{\text{District Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

## IV. DISTRICT BUDGET

---

### ESTIMATE OF COSTS

Section 22569 of the 1972 Act requires the Engineer's Report to contain an estimate of the costs of the Improvements including:

- total costs of improvements including incidental expenses,
- the amount of the surplus to be carried over from a previous fiscal year,
- the amount of any contributions to be made from sources other than the assessment,
- the amount, if any, to be collected in annual installments for the estimated cost of improvements,
- the net amount to be assessed within the Assessment District.

Estimates of these amounts are as follows:

#### **Cost of Improvements:**

As mentioned earlier, some zones are assessed at fixed annual rate without the CPI adjustment. In such areas, the level of service (i.e., gardening and watering) is reduced so that the costs of providing services does not exceed assessment revenues. For the areas where the CPI adjustments have been approved, an attempt is made to provide the same levels of service from year to year.

The Community Services Department oversees the operation of the landscape maintenance while outside contractors as well as in-house staff are used to maintain these areas. The expenditures are listed in the fiscal year 2021-22 budget listed below. Contract maintenance expenses are based on actual contractual costs. Water and electricity utility bills and routine supplies are estimated based on current expenditures.

#### **Incidental Expenses:**

Incidental expenses to be paid with assessment amounts of the Assessment District for FY 2021-22 ("Incidental Expenses") are included in the definition of "incidental expenses" as defined in Section 22526 of the 1972 Act.

Four types of incidental expenses are included in the costs associated with the Maintenance District: (i) compensation for special counsel providing advice in connection with the establishment of the Maintenance District, (ii) costs of the preparation of this Report, including preparation of plans, specifications, estimates, diagram, and assessment ("Assessment Engineering"), (iii) costs associated with printing, advertising, and the giving of published, posted, and mailed notices, including the balloting required by Article XIID of the California Constitution, and (iv) compensation payable to the County of Los Angeles for the collection of assessments. The budget shows the total amounts for incidental expenses for Fiscal Year 2021-22.

#### **Contribution from Other Sources**

This is included to subsidize any shortfalls for Zones in the District.

#### **Annual Installments**

The entire amount of the net assessment that will be assessed in FY 2021-22.

The estimated budget for fiscal year 2021-22 for each District is shown in the table below. The beginning fund balance estimated for July 1, 2021, is projected from the 2020-21 budget year. These fund balances are used to finance all work from July 1, 2021 until June 30, 2022. The first deposit from the County Assessor's Office to the District's accounts is December 2021. The projected carryover from FY 2020-21 will be the beginning fund balance for Fiscal Year 2021-22 and so forth.

<b>City of Calabasas Landscape Act District Nos. 22, 24, 27, &amp; 32</b>				
<b>Sources and Uses for FY 2021-22</b>				
<b><u>Sources</u></b>	<b><u>LLAD 22</u></b>	<b><u>LLAD 24</u></b>	<b><u>LLAD 27</u></b>	<b><u>LLAD 32</u></b>
Beginning Balance (Est.)	\$1,000,000.00	\$1,000.00	(\$5,000.00)	(\$28,000.00)
Benefit Assessment	3,260,928.19	217,666.20	375,717.04	36,028.92
Other City Funds*	0.00	0.00	0.00	0.00
Interest	10,000.00	0.00	0.00	0.00
General Contribution	0.00		0.00	40,499.16
<b>Total Sources</b>	<b>\$4,270,928.19</b>	<b>\$218,666.20</b>	<b>\$370,717.04</b>	<b>\$48,528.08</b>
<b><u>Uses</u></b>				
City Administration Costs (Salaries, Consultants, Incidental Costs, Etc.)	\$135,000.00	\$42,000.00	\$13,000.00	\$3,200.00
Utilities (Irrigation Water & Electrical to Power Irrigation Controllers)	850,000.00	45,000.00	10,100.00	5,000.00
Maintenance Contracts/Pest Control	1,119,752.48	90,346.21	211,293.50	40,328.08
Fire Break/Brush Clearance	550,000.00	7,000.00	37,000.00	0.00
General Benefit Landscape Improvements	400,000.00	32,900.00	75,000.00	0.00
<b>Total Uses</b>	<b>\$3,054,752.48</b>	<b>\$217,246.21</b>	<b>\$346,393.50</b>	<b>\$48,528.08</b>
<b>Ending Balance Carryover</b>	<b>\$1,216,175.71</b>	<b>\$1,419.99</b>	<b>\$24,323.54</b>	<b>\$0.00</b>

\*Other City Funds – funds the maintenance of general benefit landscape improvements. See LLAD No. 22 General Benefit. The City of Calabasas' Chief Financial Officer provided the FY 2021-22 Budget Sources and Uses, and Consumer Price Index increase is 1.625%. The detailed records for the costs, utilities, maintenance contracts and other uses are on file at the City of Calabasas.

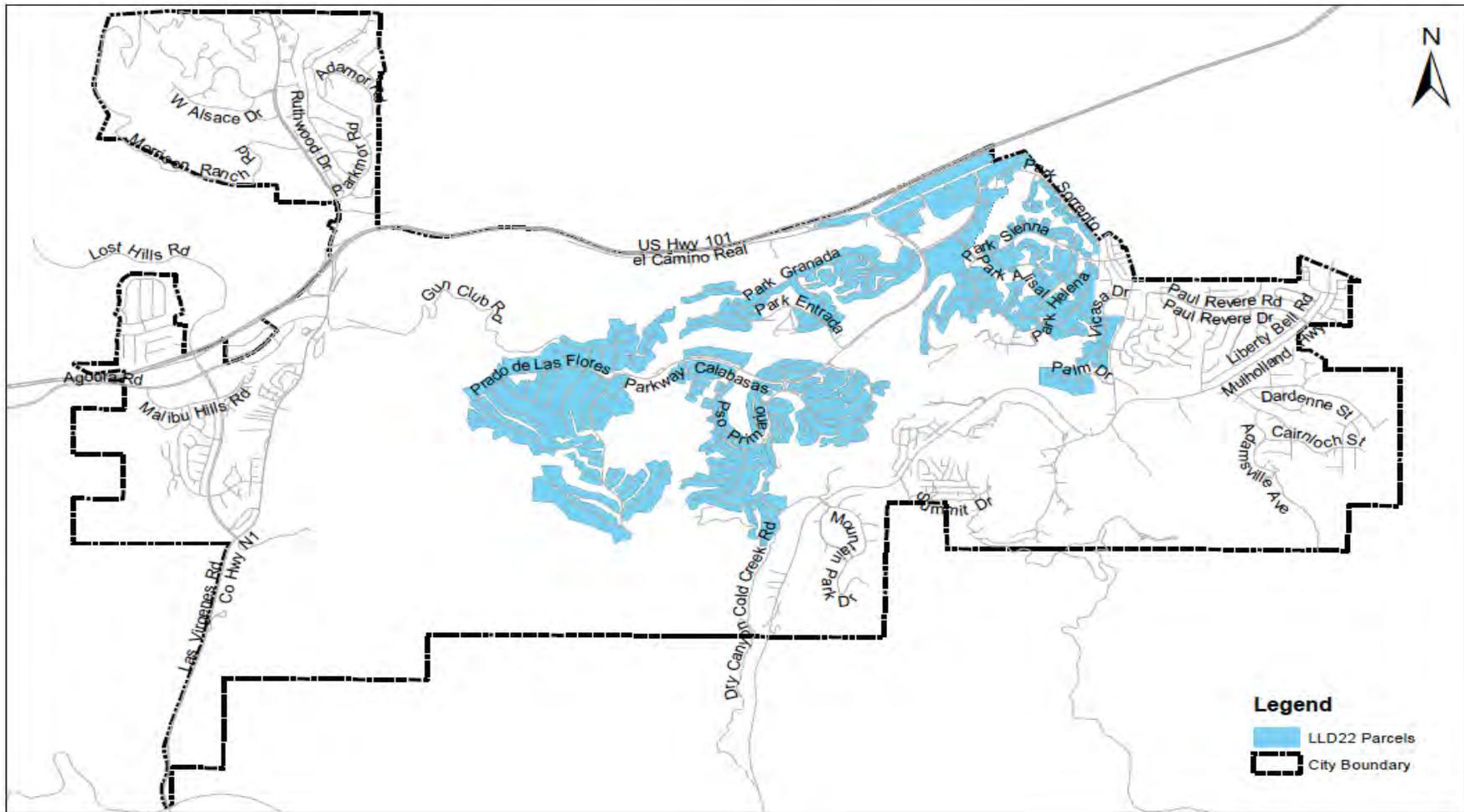
Note: Any deficits are covered by the City of Calabasas through the general fund.

## V. DISTRICT BOUNDARY MAPS

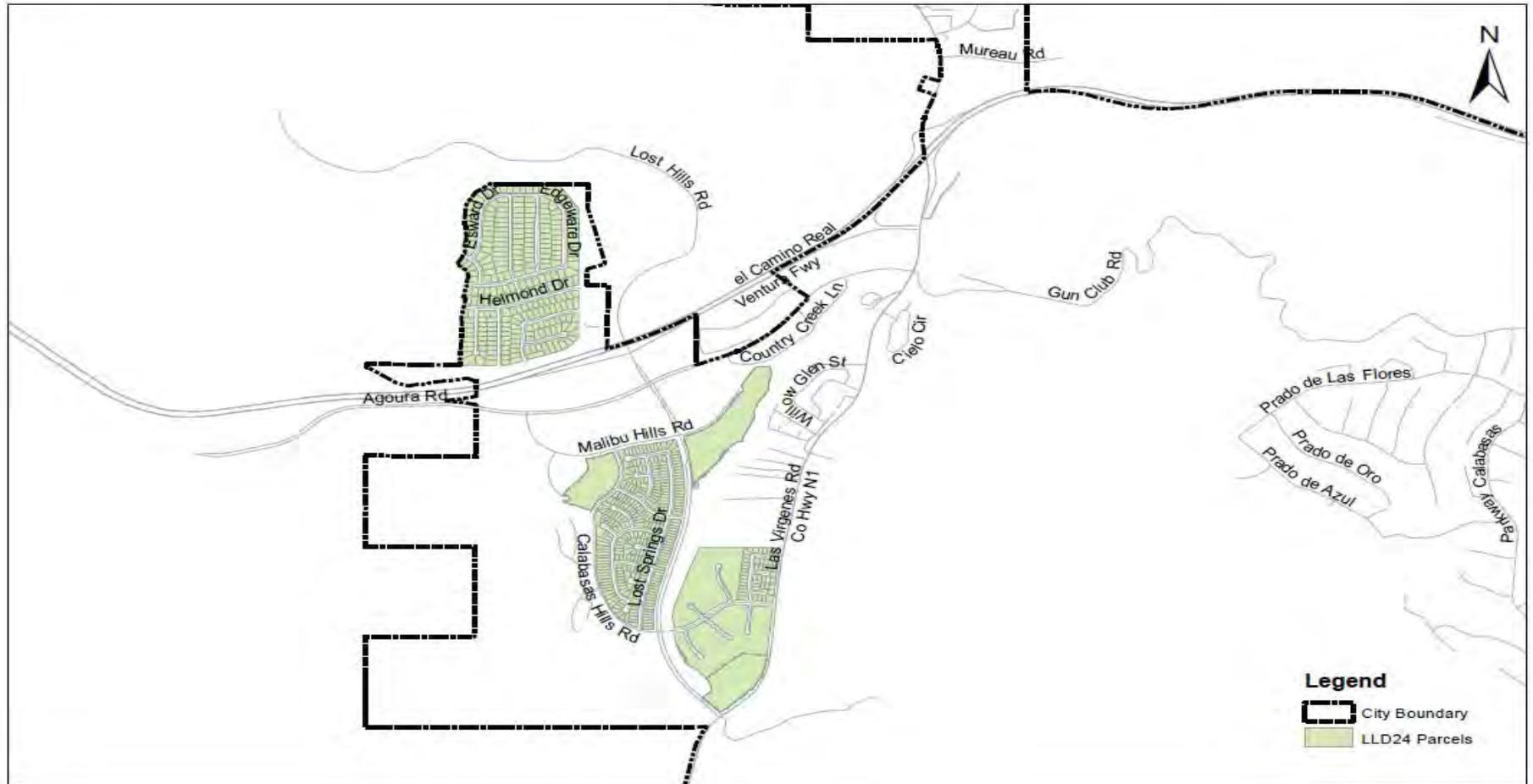
---

Reference is hereby made to the Assessor's Maps of the County of Los Angeles for an exact description of the lines and dimensions of each parcel within the Assessment District.

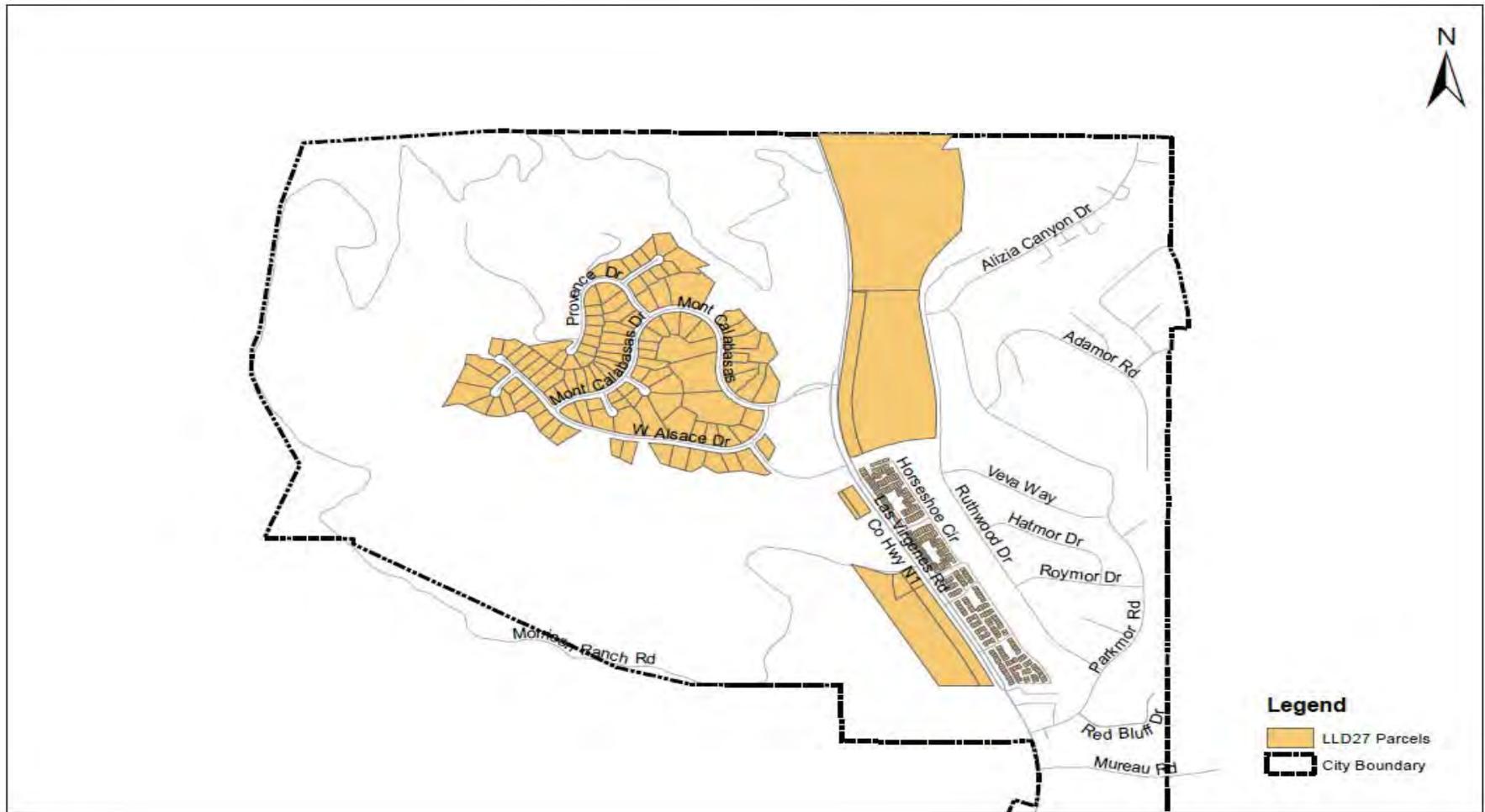
## City of Calabasas Landscaping and Lighting District No. 22 Boundary Map



## City of Calabasas Landscaping and Lighting District No. 24 Boundary Map



## City of Calabasas Landscaping and Lighting District No. 27 Boundary Map



# City of Calabasas Landscaping and Lighting District No. 32 Boundary Map



## **Exhibit A- 2021-22 ASSESSMENT ROLL**

---

Parcel identification, for each lot or parcel within the District, shall be the parcel as shown on the Los Angeles County Assessor's map for the year in which this Report is prepared.

The land use classification for each parcel has been based on the Los Angeles County Assessor's Roll. A listing of parcels assessed within this District, along with the proposed assessment amounts, has been submitted to the City Clerk, under a separate cover, and by reference is made part of this Report.

Annexation of territory to an existing assessment district is provided by the 1972 Act, commencing with Section 22605. The 1972 Act further provides that an assessment district may consist of contiguous or non-contiguous areas. Annexation proceedings are limited to the territory proposed to be annexed. The history of annexations and detachments are listed above under the historical information section page 2.

## Exhibit B- Maintenance Costs and Assessment by Zone

### Landscape Lighting Act District No. 22

ZONE	FY 2021-22 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	Assessment Units	No. of Acres	FY 2020-21 Assessment Rate (No CPI Increase)	FY 2021-22 Assessment Rate (4.738% CPI Increase)	FY 2021-22 Maximum Assessment Rate (1.625% CPI Increase)	Per Parcel/Acre
Bellagio	\$169,936.00	SFR	160	160		\$1,014.05	\$1,062.10	\$1,062.10	Parcel
Calabasas Country Estates	69,949.61	SFR	37	37		\$1,804.98	\$1,890.53	\$1,890.53	Parcel
Calabasas Hills	418,616.80	SFR	490	490		\$815.67	\$854.32	\$854.32	Parcel
Classic Calabasas Park	455,467.26	SFR	458	458		\$949.48	\$994.47	\$994.47	Parcel
Calabasas Park Estates	489,659.50	SFR	425	425		\$1,100.02	\$1,152.14	\$1,152.14	Parcel
Calabasas Rd Comm / Old Town	35,179.10	Commercial/ Vacant	70	390	97.38	\$344.91	\$361.26	\$361.26	Acre
Calabasas Rd Comm / Old Town	4,063.50	MFR	1	45		\$86.22	\$90.30	\$90.30	Parcel
Calabasas Rd Comm / Old Town	6,501.60	SFR	72	72		\$86.22	\$90.30	\$90.30	Parcel
Clairidge	145,682.46	SFR	33	33		\$4,214.87	\$4,414.62	\$4,414.62	Parcel
Las Villas	131,324.84	SFR	89	89		\$1,408.80	\$1,475.56	\$1,475.56	Parcel
Oak Creek	8,860.91	Condo	17	17		\$497.65	\$521.23	\$521.23	Parcel
Oak Park	201,005.36	Condo	268	268		\$716.09	\$750.02	\$750.02	Parcel
Palatino	102,518.40	SFR	120	120		\$815.67	\$854.32	\$854.32	Parcel
The Oaks of Calabasas	476,710.56	SFR	558	558		\$815.67	\$854.32	\$854.32	Parcel
Vista Pointe	341,509.77	SFR	189	189		\$1,725.17	\$1,806.93	\$1,806.93	Parcel
Westridge	203,942.52	SFR	111	111		\$1,754.19	\$1,837.32	\$1,837.32	Parcel
<b>TOTAL</b>	<b>\$3,260,928.19</b>		<b>3,098</b>	<b>3,462</b>	<b>97.38</b>				

Variance from budget due to rounding.

NOTE: The maximum assessment rate is increased by the Consumer Price Index annually. District 22 is being charged at the maximum rate for FY 2021/22.

Landscape Lighting Act District No. 24

ZONE	FY 2020-21 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	Assessment Units	FY 2020-21 Assessment Rate (No CPI Increase)	FY 2021-22 Assessment Rate 4.729% CPI Increase)	FY 2021-22 Maximum Assessment Rate (1.625% CPI Increase)
Deer Springs	\$48,165.00	Residential	300	300	\$153.30	\$160.55	\$160.55
Steeplechase	38,692.55	Residential	240	241	\$153.30	\$160.55	\$160.55
El Encanto	6,903.65	Residential	43	43	\$153.30	\$160.55	\$160.55
Avalon Bay	96,330.00	Residential	2	600	\$153.30	\$160.55	\$160.55
Lone Oak	7,706.40	Residential	48	48	\$153.30	\$160.55	\$160.55
Mira Monte (Tract 52150)	5,458.70	Residential	34	34	\$153.30	\$160.55	\$160.55
<b>District 24 Subtotal</b>	<b>\$203,256.30</b>		<b>667</b>	<b>1,266</b>			
Saratoga Ranch	\$2,294.91	Residential	43	43	\$50.96	\$53.37	\$53.37
Saratoga Hills	12,114.99	Residential	227	227	\$50.96	\$53.37	\$53.37
<b>Saratogas Subtotal</b>	<b>\$14,409.90</b>		<b>270</b>	<b>270</b>			
<b>District Total</b>	<b>\$217,666.20</b>		<b>937</b>	<b>1,536</b>			

Variance from budget due to rounding.

NOTE: The maximum assessment rate is increased by the Consumer Price Index annually. District 24 is being charged at the maximum rate for FY 2021/22.

Landscape Lighting Act District No. 27

ZONE	FY 2021-22 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 2020-21 Assessment Rate (No CPI Increase)	FY 2021-22 Assessment Rate (4.728% CPI Increase)	FY 2021-22 Maximum Assessment Rate (1.625% CPI Increase)
Casden Malibu Canyon	\$360.18	3	\$114.64	\$120.06	\$120.06
Las Virgenes Park	17,288.64	144	\$114.64	\$120.06	\$120.06
Las Virgenes Village	19,449.72	162	\$114.64	\$120.06	\$120.06
Mont Calabasas	13,206.60	110	\$114.64	\$120.06	\$120.06
<b>Total</b>	<b>\$50,305.14</b>	<b>419</b>			
ZONE	FY 2021-22 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 2020-21 Assessment Rate	FY 2021-22 Assessment Rate	FY 2021-22 Maximum Assessment Rate
Mont Calabasas HOA*	\$325,411.90	110	\$2,958.29	\$2,958.29	\$2,958.29
<b>Total Mont Calabasas</b>	<b>\$325,411.90</b>	<b>110</b>			
<b>LLAD Total</b>	<b>\$375,717.04</b>	<b>419</b>			

Variance from budget due to rounding.

\* Mont Calabasas HOA will remain as \$2,958.29, until Fiscal Year 2022/2023 and then revert back to previously approved maximum assessment in Fiscal Year 2018/2019 rate with an increase in CPI over four years.

Note: The maximum assessment rate is increased by the Consumer Price Index annually. District 27 is being assessed at the maximum for Fiscal Year 2021/22.

Landscape Lighting Act District No. 32

<b>ZONE</b>	<b>FY 2020-21 Maintenance Cost &amp; Benefit Assessment</b>	<b>Land Use</b>	<b>No. of Parcels</b>	<b>FY 2020-21 Assessment Rate (3.065% CPI Increase)</b>	<b>FY 2021-22 Applied Assessment Rate (1.625% CPI Increase)</b>	<b>FY 2021-22 Maximum Assessment Rate (1.625% CPI Increase)</b>
Single Parcels	\$32,025.76	Commercial	16	\$1,969.62	\$2,001.61	\$2,001.61
Parcel Splits	4,003.16	Commercial	4	\$984.80	\$1,000.79	\$1,000.79
<b>TOTAL</b>	<b>\$36,028.92</b>		<b>20</b>			

Variance from budget due to rounding.

Note: The maximum assessment rate is increased by the Consumer Price Index annually. District 32 is being assessed at the maximum for Fiscal Year 2021/22.

## Exhibit C- Assessment Rate History

### Landscape Lighting Act District No. 22

Fiscal Year	Prop 218 Assessment Increases & Annual CPI Increase per Parcel	Bellagio	Calabasas County Estates	Calabasas Hills	Classic Calabasas Park	Calabasas Park Estates	Calabasas Ridge (Detached from District 11-12)	Cal Road Commercial/ Old Town Master Plan Area (Formed 1997-98)	Clairidge (Formed 1996-97)	Creekside (Detached from District 1997-98)
1995-1996		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43		N/A	\$621.43
1996-1997		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43		\$621.43	\$621.43
1997-1998		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
1998-1999		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
1999-2000		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
2000-2001		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
2001-2002	Prop 18-Majority Vote	Yes	Yes				Yes	No	Yes	
2001-2002	Final Assessments	\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	Not Assessed	\$3,211.15	NAP
2002-2003	Prop 18-Majority Vote							Yes		
2002-2003	Final Assessments	\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2003-2004		\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2004-2005		\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2005-2006		\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2006-2007	Prop 18-Majority Vote									
2006-2007	Final Assessments	\$772.56	\$764.03	\$621.43	\$621.43	\$761.88	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2007-2008	Prop 18-Majority Vote			No	No					
2007-2008	Prop 18-Majority Vote			No	No					
2007-2008	Final Asmts & CPI Increase for all Zones	\$805.48	\$1,031.87	\$647.91	\$647.91	\$794.35	\$2,031.40	273.96 per acre	\$3,348.00	NAP
2008-2009	Prop 18-Majority Vote		Yes		Yes	No				
2008-2009	Final Asmts & CPI Increase for all Zones	\$831.90	\$1,364.87	\$669.16	\$700.69	\$820.40	\$2,098.03	282.95 per acre	\$3,457.81	NAP
2009-2010	Prop 18-Majority Vote		No							
2009-2010	Final Asmts & CPI Increase for all Zones	\$861.27	\$1,413.05	\$692.78	\$725.42	\$849.36	\$2,172.09	292.94 per acre	\$3,579.87	NAP
2010-2011	Prop 18-Majority Vote	No	Yes							
2010-2011	Final Asmts for all Zones (no CPI increase)	\$861.27	\$1,533.05	\$692.78	\$725.42	\$849.36	\$2,172.09	292.94 per acre	\$3,579.87	NAP
2011-2012	Asmts for all Zones (no CPI increase)	\$861.27	\$1,533.05	\$692.78	\$725.42	\$849.36	\$2,172.09	292.94 per acre	\$3,579.87	NAP
2011-2012	Survey Ballot Ridge voted to be Removed from LLAD 22						NAP			
2012-2013	Asmts for all Zones (2.67% CSI increase)	\$884.27	\$1,573.98	\$711.28	\$744.79	\$872.04	NAP	\$300.76	\$3,675.45	NAP
2013-2014	Asmts for all Zones (2.03% CSI increase)	\$902.22	\$1,605.93	\$725.72	\$759.91	\$978.71	NAP	\$306.87	\$3,750.06	NAP
2013-2014	Prop 18-Majority Vote					Yes				
2014-2015	Asmts for all Zones (1.08% CSI increase)	\$911.97	\$1,623.28	\$733.56	\$795.00	\$989.29	NAP	\$310.19	\$3,790.57	NAP
2014-2015	Prop 18-Majority Vote				Yes					
2015-2016	Asmts for all Zones (1.35% CSI increase)	\$924.29	\$1,645.20	\$743.47	\$805.74	\$1,002.65	NAP	\$314.38	\$3,841.75	NAP
2016-2017	Asmts for all Zones (0.91% CPI increase)	\$932.70	\$1,660.17	\$750.24	\$813.07	\$1,011.77	NAP	\$317.24	\$3,876.71	NAP
2017-2018	Asmts for all Zones (1.89% CPI increase)	\$950.33	\$1,691.55	\$764.42	\$828.44	\$1,030.89	NAP	\$323.24	\$3,949.98	NAP
2018-2019	Asmts for all Zones (2.79% CPI increase)	\$976.84	\$1,738.74	\$785.75	\$851.55	\$1,059.65	NAP	\$332.25	\$4,060.18	NAP
2018-2019	Prop 18-Majority Vote				No					
2019-2020	Asmts for all Zones (3.81% CPI increase)	\$1,014.05	\$1,804.98	\$815.67	\$949.48	\$1,100.02	NAP	\$344.91	\$4,214.87	NAP
2019-2020	Prop 18-Majority Vote				Yes					
2020-2021	Asmts for all Zones (the applied assessment rates were not increased by CPI)	\$1,014.05	\$1,804.98	\$815.67	\$949.48	\$1,100.02	NAP	\$344.91	\$4,214.87	NAP
2021-2022	Asmts for all Zones (the applied assessment rates were not increased by CPI)	\$1,062.10	\$1,890.53	\$854.32	\$994.47	\$1,152.14	NAP	\$361.26	\$4,414.62	NAP

Variance from budget due to rounding.

Landscape Lighting Act District No. 22

Fiscal Year	Prop 218 Assessment Increases & Annual CPI Increase per Parcel	Las Villas	Oak Creek	Oak Park	Palatino	Park Sorrento (Detached from District 2009-10)	The Oaks of Calabasas	The Oaks II (Vacant Land Asmt per acre)	Vista Pointe	Westridge
1995-1996		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	N/A	\$621.43	\$621.43
1996-1997		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	N/A	\$621.43	\$621.43
1997-1998		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
1998-1999		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
1999-2000		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
2000-2001		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
2001-2002	Prop 18-Majority Vote								Yes	Yes
2001-2002	Final Assessments	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2002-2003	Prop 18-Majority Vote									
2002-2003	Final Assessments	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2003-2004		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2004-2005		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2005-2006		\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2006-2007	Prop 18-Majority Vote	Yes							No	
2006-2007	Final Assessments	\$1,073.31	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2007-2008	Prop 18-Majority Vote									
2007-2008	Prop 18-Majority Vote									
2007-2008	Final Asmts & CPI Increase for all Zones	\$1,118.05	\$395.80	\$588.79	\$647.91	\$378.24	\$647.91	N/A All land developed-The Oaks	\$1,370.36	\$812.47
2008-2009	Prop 18-Majority Vote						No			Yes
2008-2009	Final Asmts & CPI Increase for all Zones	\$155.75	\$408.25	\$587.45	\$669.18	\$390.65	\$669.16		\$1,415.31	\$1,439.12
2009-2010	Prop 18-Majority Vote									
2009-2010	Final Asmts & CPI Increase for all Zones	\$1,196.55	\$422.66	\$608.19	\$692.78	NAP	\$692.78		\$1,465.27	\$1,439.12
2010-2011	Prop 18-Majority Vote									
2010-2011	Final Asmts for all Zones (no CPI increase)	\$1,196.55	\$422.66	\$608.19	\$692.78	NAP	\$692.78		\$1,465.27	\$1,439.12
2011-2012	Asmts for all Zones (no CPI increase)	\$1,196.55	\$422.66	\$608.19	\$692.78	NAP	\$692.78		\$1,465.27	\$1,439.12
2011-2012	Survey Ballot Ridge voted to be Removed from LLAD 22									
2012-2013	Asmts for all Zones (2.67% CSI increase)	\$1,228.50	\$433.95	\$624.43	\$711.28	NAP	\$711.28		\$1,504.39	\$1,529.70
2013-2014	Asmts for all Zones (2.03% CSI increase)	\$1,253.44	\$442.76	\$637.11	\$725.72	NAP	\$725.72		\$1,534.93	\$1,560.75
2013-2014	Prop 18-Majority Vote									
2014-2015	Asmts for all Zones (1.08% CSI increase)	\$1,266.98	\$447.55	\$644.00	\$733.56	NAP	\$733.56		\$1,551.51	\$1,577.61
2014-2015	Prop 18-Majority Vote									
2015-2016	Asmts for all Zones (1.35% CSI increase)	\$1,284.09	\$453.60	\$652.70	\$743.47	NAP	\$743.70		\$1,572.46	\$1,598.91
2016-2017	Asmts for all Zones (0.91% CPI increase)	\$1,295.78	\$457.73	\$658.64	\$750.24	NAP	\$750.24		\$1,586.77	\$1,613.46
2017-2018	Asmts for all Zones (1.89% CPI increase)	\$1,320.27	\$466.38	\$671.09	\$764.42	NAP	\$764.42		\$1,616.76	\$1,643.95
2018-2019	Asmts for all Zones (2.79% CPI increase)	\$1,357.11	\$479.39	\$689.81	\$785.75	NAP	\$785.75		\$1,661.87	\$1,689.82
2018-2019	Prop 18-Majority Vote									
2019-2020	Asmts for all Zones (3.81% CPI increase)	\$1,408.80	\$497.65	\$716.09	\$815.67	NAP	\$815.67		\$1,725.17	\$1,754.19
2019-2020	Prop 18-Majority Vote									
2020-2021	Asmts for all Zones (the applied assessment rates were not increased by CPI)	\$1,408.80	\$497.65	\$716.09	\$815.67	NAP	\$815.67		\$1,725.17	\$1,754.19
2021-2022	Asmts for all Zones (the applied assessment rates were not increased by CPI)	\$1,475.56	\$521.23	\$750.02	\$854.32	NAP	\$854.32		\$1,806.93	\$1,837.32

Variance from budget due rounding.



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 2 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110934	6/2/2021	CHABAD OF CALABASAS	DONATION- COMMUNITY PROGRAM	118.00	City Council
110847	5/19/2021	RUBEL/AIDAN//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110847	5/19/2021	RUBEL/AIDAN//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110847	5/19/2021	RUBEL/AIDAN//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110847	5/19/2021	RUBEL/AIDAN//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110842	5/19/2021	MURRAY/NOAH//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110842	5/19/2021	MURRAY/NOAH//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110842	5/19/2021	MURRAY/NOAH//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110842	5/19/2021	MURRAY/NOAH//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110857	5/19/2021	WHITE/JEREMY//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110857	5/19/2021	WHITE/JEREMY//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110857	5/19/2021	WHITE/JEREMY//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110857	5/19/2021	WHITE/JEREMY//	CITY OF CALABASAS SCHOLARSHIP	100.00	City Council
110817	5/13/2021	US BANK	VISA- L.A. TIMES	18.00	City Council
<b>Total Amount for 20 Line Item(s) from City Council</b>				<b>\$3,242.06</b>	
<b>City Management</b>					
110817	5/13/2021	US BANK	VISA- SPRINKLES	70.00	City Management
<b>Total Amount for 1 Line Item(s) from City Management</b>				<b>\$70.00</b>	
<b>Civic Center O&amp;M</b>					
110938	6/2/2021	DNA ELECTRIC	ELECTRICAL REPAIRS	9,670.00	Civic Center O&M
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	5,182.39	Civic Center O&M
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,190.02	Civic Center O&M
110909	5/26/2021	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,905.76	Civic Center O&M
110909	5/26/2021	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,905.76	Civic Center O&M
110817	5/13/2021	US BANK	VISA- DISCOUNT PRINTING	1,156.32	Civic Center O&M
110884	5/26/2021	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	808.97	Civic Center O&M
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	631.27	Civic Center O&M
110852	5/19/2021	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	598.15	Civic Center O&M
110826	5/19/2021	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
110826	5/19/2021	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
110935	6/2/2021	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
110935	6/2/2021	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
110935	6/2/2021	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
110935	6/2/2021	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 3 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	510.39	Civic Center O&M
110975	6/9/2021	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
110852	5/19/2021	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	483.61	Civic Center O&M
110909	5/26/2021	SECURAL SECURITY CORP	SECURITY- SERVICE CALLS	387.48	Civic Center O&M
110849	5/19/2021	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	192.32	Civic Center O&M
110849	5/19/2021	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	192.31	Civic Center O&M
110817	5/13/2021	US BANK	VISA- BEZIGN	139.43	Civic Center O&M
110911	5/26/2021	SOUTH COAST A.Q.M.D	HOT SPOTS PROGRAM FEE	137.63	Civic Center O&M
110971	6/9/2021	CHEM PRO LABORATORY, INC.	HVAC SERVICE	134.50	Civic Center O&M
110971	6/9/2021	CHEM PRO LABORATORY, INC.	HVAC SERVICE	134.50	Civic Center O&M
110817	5/13/2021	US BANK	VISA- BEZIGN	107.25	Civic Center O&M
110979	6/9/2021	INNER-I ...SECURITY IN FOCUS	APR-JUN 2021 MONITORING- LBRY	90.00	Civic Center O&M
110817	5/13/2021	US BANK	VISA- VISTA PAINT/HOME DEPOT	74.69	Civic Center O&M
110817	5/13/2021	US BANK	VISA- VISTA PAINT/HOME DEPOT	24.65	Civic Center O&M
110817	5/13/2021	US BANK	VISA- RALPHS/AMAZON.COM	7.65	Civic Center O&M
<b>Total Amount for 30 Line Item(s) from Civic Center O&amp;M</b>				<b>\$32,648.05</b>	

## Community Development

110907	5/26/2021	RINCON CONSULTANTS INC	PLANNING SERVICES	50,795.81	Community Development
110840	5/19/2021	M6 CONSULTING, INC.	PLAN CHECK SERVICES	37,068.17	Community Development
110907	5/26/2021	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	22,674.99	Community Development
110840	5/19/2021	M6 CONSULTING, INC.	INSPECTION SERVICES	19,490.72	Community Development
110840	5/19/2021	M6 CONSULTING, INC.	PERMIT SERVICES	16,170.00	Community Development
110907	5/26/2021	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	5,076.96	Community Development
110877	5/26/2021	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	4,573.46	Community Development
110877	5/26/2021	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	3,438.50	Community Development
110945	6/2/2021	J THAYER COMPANY, INC.	OFFICE SUPPLIES	722.59	Community Development
110880	5/26/2021	DUDEK & ASSOCIATES INC	EIR CONSULTING	584.24	Community Development
110880	5/26/2021	DUDEK & ASSOCIATES INC	EIR CONSULTING	506.88	Community Development
110948	6/2/2021	LASERZONE INC	COPIER/PRINTER SUPPLIES	208.04	Community Development
110817	5/13/2021	US BANK	VISA- AMAZON.COM	150.96	Community Development
110835	5/19/2021	J THAYER COMPANY, INC.	OFFICE SUPPLIES	113.06	Community Development
110913	5/26/2021	VALLEY NEWS GROUP	LEGAL ADVERTISING	75.00	Community Development
110913	5/26/2021	VALLEY NEWS GROUP	LEGAL ADVERTISING	75.00	Community Development
110960	6/2/2021	VALLEY NEWS GROUP	LEGAL ADVERTISING	60.00	Community Development
110877	5/26/2021	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	40.00	Community Development
110817	5/13/2021	US BANK	VISA- PLANETIZEN	24.95	Community Development



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 4 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110817	5/13/2021	US BANK	VISA- CCAPA	20.00	Community Development
110877	5/26/2021	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	20.00	Community Development
110817	5/13/2021	US BANK	VISA- STAPLES	16.39	Community Development
110817	5/13/2021	US BANK	VISA- ZOOM	15.74	Community Development
110903	5/26/2021	PARKER/ELIZABETH//	REIMBURSE MILEAGE	12.39	Community Development
110892	5/26/2021	L.A. CO. ASSESSOR	MAPS AND POSTAGE	8.02	Community Development
<b>Total Amount for 25 Line Item(s) from Community Development</b>				<b>\$161,941.87</b>	

## Community Services

110929	6/2/2021	BIG BAD VOODOO DADDY, LLC	JULY 4TH ENTERTAINMENT	15,000.00	Community Services
110965	6/9/2021	BARRY KAY ENTERPRISES, INC.	BASKETBALL UNIFORMS	10,945.62	Community Services
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,279.01	Community Services
110870	5/26/2021	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	2,650.00	Community Services
110909	5/26/2021	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,905.76	Community Services
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,653.95	Community Services
110851	5/19/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,574.87	Community Services
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	1,228.02	Community Services
110870	5/26/2021	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	960.00	Community Services
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	869.68	Community Services
110870	5/26/2021	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	865.00	Community Services
110832	5/19/2021	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	857.87	Community Services
110832	5/19/2021	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	857.87	Community Services
110817	5/13/2021	US BANK	VISA- CALABASAS SELF STORAGE	748.00	Community Services
110988	6/9/2021	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	680.00	Community Services
110817	5/13/2021	US BANK	VISA- AIZEN FIRE PROTECTION	641.34	Community Services
110870	5/26/2021	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	600.00	Community Services
110965	6/9/2021	BARRY KAY ENTERPRISES, INC.	BASKETBALL UNIFORMS	574.88	Community Services
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	563.83	Community Services
110997	6/9/2021	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	523.99	Community Services
110817	5/13/2021	US BANK	VISA- DIY/HOME DEPOT	494.81	Community Services
110817	5/13/2021	US BANK	VISA- AMAZON.COM	455.90	Community Services
110848	5/19/2021	SCHRADER KOJELIS/ELEANOR//	RECREATION INSTRUCTOR	455.00	Community Services
110870	5/26/2021	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	450.00	Community Services
110819	5/19/2021	AT&T	TELEPHONE SERVICE	341.51	Community Services
110817	5/13/2021	US BANK	VISA- AMAZON.COM/OTC BRANDS	298.40	Community Services
110870	5/26/2021	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	280.00	Community Services
110817	5/13/2021	US BANK	VISA- 7 ELEVEN/SHELL OIL	270.68	Community Services



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 5 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110817	5/13/2021	US BANK	VISA- OTC/AMAZON.COM	263.82	Community Services
110951	6/2/2021	MILSTEIN/MARC//	RECREATION INSTRUCTOR	249.90	Community Services
110997	6/9/2021	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	211.02	Community Services
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	201.48	Community Services
110849	5/19/2021	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	192.32	Community Services
110852	5/19/2021	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	190.90	Community Services
110881	5/26/2021	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
110817	5/13/2021	US BANK	VISA- CPRS	150.00	Community Services
110972	6/9/2021	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services
110979	6/9/2021	INNER-I ...SECURITY IN FOCUS	APR-JUN 2021 MONITORING- DEANZ	135.00	Community Services
110861	5/26/2021	AT&T	TELEPHONE SERVICE	111.83	Community Services
110871	5/26/2021	CLARK PEST CONTROL	PEST CONTROL SERVICES	111.00	Community Services
110845	5/19/2021	PORT-A-STOR INC.	STORAGE - A E WRIGHT	109.00	Community Services
110817	5/13/2021	US BANK	VISA- SPARKLETTES	103.79	Community Services
110845	5/19/2021	PORT-A-STOR INC.	STORAGE - A E WRIGHT	103.24	Community Services
110979	6/9/2021	INNER-I ...SECURITY IN FOCUS	APR-JUN 2021 MONITORING- SRCTR	90.00	Community Services
110817	5/13/2021	US BANK	VISA- CEDAR PLUMBING	88.27	Community Services
110817	5/13/2021	US BANK	VISA- STAPLES/WALMART	78.42	Community Services
110979	6/9/2021	INNER-I ...SECURITY IN FOCUS	APR-JUN 2021 MONITORING- CRKSD	75.00	Community Services
110817	5/13/2021	US BANK	VISA- STAPLES/WALMART	67.80	Community Services
110817	5/13/2021	US BANK	VISA- CALABASAS CAR CARE	58.32	Community Services
110817	5/13/2021	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
110817	5/13/2021	US BANK	VISA- CANVA/ETSY	37.60	Community Services
110948	6/2/2021	LASERZONE INC	COPIER/PRINTER SUPPLIES	32.84	Community Services
110817	5/13/2021	US BANK	VISA- BIG 5 SPORTING	32.80	Community Services
110894	5/26/2021	LAUGHTER FOR THE HEALTH OF IT	RECREATION INSTRUCTOR	28.00	Community Services
110817	5/13/2021	US BANK	VISA- OTC/AMAZON.COM	27.36	Community Services
110891	5/26/2021	KRANTZ/A STEVEN//	RECREATION INSTRUCTOR	17.50	Community Services
110817	5/13/2021	US BANK	VISA- FACEBOOK	9.61	Community Services
110997	6/9/2021	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	-238.82	Community Services
<b>Total Amount for 58 Line Item(s) from Community Services</b>				<b>\$52,943.99</b>	

**Finance**

110822	5/19/2021	BRINK'S INCORPORATED	BANK SERVICE	206.36	Finance
110822	5/19/2021	BRINK'S INCORPORATED	BANK SERVICE	203.19	Finance
110948	6/2/2021	LASERZONE INC	COPIER/PRINTER SUPPLIES	142.34	Finance
110969	6/9/2021	BRINK'S INCORPORATED	BANK SERVICE	113.69	Finance



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 6 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110817	5/13/2021	US BANK	VISA- COSTCO/AMAZON.COM	106.96	Finance
<b>Total Amount for 5 Line Item(s) from Finance</b>				<b>\$772.54</b>	

**Library**

110932	6/2/2021	CALIFA GROUP	BROADBAND SUBSCRIPTION	4,227.96	Library
110864	5/26/2021	BIBLIOTHECA, LLC	E-BOOKS	3,509.28	Library
110821	5/19/2021	BIBLIOTHECA, LLC	ANNUAL SUBSCRIPTION	3,099.14	Library
110818	5/19/2021	ABC-CLIO, LLC	ONLINE DATABASE	2,220.00	Library
110860	5/26/2021	ARCHIVE DATA SOLUTIONS, LLC	COMPUTER SOFTWARE	1,722.60	Library
110964	6/9/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	1,303.80	Library
110926	6/2/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	1,237.75	Library
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	553.92	Library
110956	6/2/2021	SHI INTERNATIONAL CORP	COMPUTER SOFTWARE	501.20	Library
110943	6/2/2021	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	336.44	Library
110819	5/19/2021	AT&T	TELEPHONE SERVICE	222.90	Library
110865	5/26/2021	BLACKSTONE PUBLISHING	DVD'S-LIBRARY	185.62	Library
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	175.51	Library
110817	5/13/2021	US BANK	VISA- ELM USA/MICHAELS STORE	165.46	Library
110820	5/19/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	138.34	Library
110817	5/13/2021	US BANK	VISA- COSTCO	135.73	Library
110979	6/9/2021	INNER-I ...SECURITY IN FOCUS	SERVICE RESPONSE CALL	135.00	Library
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	129.27	Library
110964	6/9/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	122.53	Library
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	115.10	Library
110964	6/9/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	92.17	Library
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	84.63	Library
110817	5/13/2021	US BANK	VISA- ALA	80.00	Library
110867	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	62.83	Library
110867	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	56.70	Library
110867	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	53.43	Library
110867	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	48.91	Library
110898	5/26/2021	MIDWEST TAPE, LLC	DVD'S-LIBRARY	47.55	Library
110943	6/2/2021	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	45.27	Library
110967	6/9/2021	BLACKSTONE PUBLISHING	DVD'S-LIBRARY	44.60	Library
110964	6/9/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	37.77	Library
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	31.09	Library
110964	6/9/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	30.99	Library



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 7 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110898	5/26/2021	MIDWEST TAPE, LLC	DVD'S-LIBRARY	28.29	Library
110898	5/26/2021	MIDWEST TAPE, LLC	DVD'S-LIBRARY	28.29	Library
110867	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	27.49	Library
110950	6/2/2021	MIDWEST TAPE, LLC	DVD'S-LIBRARY	25.01	Library
110865	5/26/2021	BLACKSTONE PUBLISHING	DVD'S-LIBRARY	22.12	Library
110817	5/13/2021	US BANK	VISA- AMAZON.COM	9.40	Library
110820	5/19/2021	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	9.27	Library
<b>Total Amount for 40 Line Item(s) from Library</b>				<b>\$21,103.36</b>	

**LMD #22**

110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	24,759.00	LMD #22
110856	5/19/2021	WESTRIDGE CALABASAS HOA	LANDSCAPE SERVICES	23,700.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	21,984.00	LMD #22
110998	6/9/2021	WESTRIDGE CALABASAS HOA	LANDSCAPE SERVICES	14,513.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	13,130.18	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	13,130.18	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	13,130.18	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	13,095.97	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	12,968.85	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,457.25	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,457.25	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,457.25	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	11,104.00	LMD #22
110931	6/2/2021	CALABASAS PARK HOMEOWNERS ASSO	LANDSCAPE SERVICES	10,996.00	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	10,201.30	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,265.62	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,265.62	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,265.62	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,265.62	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,840.00	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,876.55	LMD #22
110998	6/9/2021	WESTRIDGE CALABASAS HOA	LANDSCAPE SERVICES	6,480.00	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,220.17	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,180.98	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,180.98	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,180.98	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	5,991.30	LMD #22



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 8 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,981.00	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,970.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,082.39	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,082.39	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,082.39	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,082.39	LMD #22
110953	6/2/2021	PACIFIC COAST FALCONRY INC.	BIRD CONTROL SERVICES	5,000.00	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,595.44	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,152.45	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,152.45	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,152.45	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,989.91	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,989.91	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,989.91	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,954.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,888.00	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,558.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,084.03	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,084.03	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,084.03	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,780.60	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,759.76	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,539.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,365.10	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,365.10	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,365.10	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,365.10	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,363.00	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,346.26	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,950.00	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,937.65	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,844.00	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,522.84	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,503.65	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,457.69	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,352.29	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,292.52	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,292.52	LMD #22



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 9 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,230.00	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,215.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,214.61	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,191.62	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,095.00	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,002.29	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	996.00	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	996.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	954.95	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	909.21	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	903.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	722.67	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	646.26	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	635.94	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	629.42	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	588.56	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	579.85	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	565.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	565.00	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	565.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	532.89	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	466.56	LMD #22
110939	6/2/2021	DUDEK & ASSOCIATES INC	EIR CONSULTING	442.40	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	437.48	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.16	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	356.56	LMD #22
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	345.56	LMD #22
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	325.36	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	318.00	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	276.35	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	245.38	LMD #22
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	245.16	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	225.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	221.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	221.00	LMD #22



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 10 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	221.00	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	193.20	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	145.40	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	141.00	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	141.00	LMD #22
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	138.00	LMD #22
110851	5/19/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	137.36	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	105.53	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.86	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.59	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.59	LMD #22
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.59	LMD #22
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	79.81	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	76.26	LMD #22
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	64.89	LMD #22
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	59.59	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	58.00	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	58.00	LMD #22
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	58.00	LMD #22
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	47.06	LMD #22
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	43.56	LMD #22
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	42.29	LMD #22
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	41.20	LMD #22
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	31.82	LMD #22
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	28.66	LMD #22
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	22.12	LMD #22
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	15.35	LMD #22
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	12.56	LMD #22
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	5.32	LMD #22
<b>Total Amount for 132 Line Item(s) from LMD #22</b>				<b>\$459,753.05</b>	

**LMD #24**

110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,563.91	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,563.91	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,145.38	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,145.38	LMD #24
110900	5/26/2021	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,145.00	LMD #24



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 11 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,022.64	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,022.64	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	970.05	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	970.05	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	818.25	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	818.25	LMD #24
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	520.92	LMD #24
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	429.49	LMD #24
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	317.98	LMD #24
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	225.23	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #24
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	187.92	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	146.09	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	146.09	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	133.00	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	125.00	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	125.00	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	125.00	LMD #24
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	125.00	LMD #24
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	117.00	LMD #24
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	20.30	LMD #24
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	9.95	LMD #24
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	6.83	LMD #24
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	4.80	LMD #24
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	3.95	LMD #24
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1.64	LMD #24

**Total Amount for 36 Line Item(s) from LMD #24**

**\$18,233.21**

**LMD #27**

110983	6/9/2021	MONT CALABASAS ASSOCIATION	LANDSCAPE SERVICES	44,295.00	LMD #27
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 12 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110862	5/26/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	250.00	LMD #27
110862	5/26/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	250.00	LMD #27
110862	5/26/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	250.00	LMD #27
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	250.00	LMD #27
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	15.04	LMD #27
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	6.37	LMD #27
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	3.13	LMD #27
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	2.18	LMD #27
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1.51	LMD #27
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	1.23	LMD #27
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	0.53	LMD #27
<b>Total Amount for 14 Line Item(s) from LMD #27</b>				<b>\$48,240.25</b>	
<b><u>LMD #32</u></b>					
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	3,377.14	LMD #32
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	3,377.14	LMD #32
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,510.00	LMD #32
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #32
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #32
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	14.87	LMD #32
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	13.25	LMD #32
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	1.19	LMD #32
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	0.57	LMD #32
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	0.28	LMD #32
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	0.28	LMD #32
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	0.26	LMD #32
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	0.07	LMD #32
<b>Total Amount for 13 Line Item(s) from LMD #32</b>				<b>\$8,695.05</b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
110866	5/26/2021	CALABASAS PARK HOMEOWNERS ASSO	ANNUAL SECURITY COSTS REIMB	60,000.00	LMD 22 - Common Benefit Area
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	15,092.00	LMD 22 - Common Benefit Area
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	14,481.12	LMD 22 - Common Benefit Area
110949	6/2/2021	MARINE BIOCHEMIST	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	10,046.05	LMD 22 - Common Benefit Area
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	7,381.00	LMD 22 - Common Benefit Area



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 13 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,347.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,273.00	LMD 22 - Common Benefit Area
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,128.24	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,958.33	LMD 22 - Common Benefit Area
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,958.33	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,958.33	LMD 22 - Common Benefit Area
110897	5/26/2021	MARINE BIOCHEMIST	LAKE MAINTENANCE	4,548.84	LMD 22 - Common Benefit Area
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,893.23	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,837.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,837.00	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,220.01	LMD 22 - Common Benefit Area
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,220.01	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,220.01	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,979.17	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,738.46	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,738.46	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,738.46	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,663.04	LMD 22 - Common Benefit Area
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,657.04	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,620.93	LMD 22 - Common Benefit Area
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,530.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,508.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,369.91	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,955.28	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,955.28	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,955.28	LMD 22 - Common Benefit Area
110897	5/26/2021	MARINE BIOCHEMIST	LAKE MAINTENANCE	1,679.17	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,639.26	LMD 22 - Common Benefit Area
110817	5/13/2021	US BANK	VISA- RAINMASTER	1,614.60	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,610.01	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,452.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,369.23	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,292.52	LMD 22 - Common Benefit Area
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,125.33	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	997.64	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	910.03	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	792.00	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	727.02	LMD 22 - Common Benefit Area



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 14 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	727.02	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	727.02	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	713.38	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	525.00	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.00	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	408.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	408.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	408.00	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	402.69	LMD 22 - Common Benefit Area
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	401.21	LMD 22 - Common Benefit Area
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	363.51	LMD 22 - Common Benefit Area
110817	5/13/2021	US BANK	VISA- RAINMASTER	299.00	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	227.36	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	119.03	LMD 22 - Common Benefit Area
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	118.89	LMD 22 - Common Benefit Area
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	109.05	LMD 22 - Common Benefit Area
110817	5/13/2021	US BANK	VISA- RAINMASTER	54.80	LMD 22 - Common Benefit Area
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	53.87	LMD 22 - Common Benefit Area
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	26.26	LMD 22 - Common Benefit Area
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	17.47	LMD 22 - Common Benefit Area
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	17.17	LMD 22 - Common Benefit Area
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	12.67	LMD 22 - Common Benefit Area
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	10.88	LMD 22 - Common Benefit Area
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	4.20	LMD 22 - Common Benefit Area
<b>Total Amount for 70 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$236,192.10</b>	

**Media Operations**

110920	5/26/2021	YIN/TONG//	REIMBURSE- TV IT & CHAMBERS	4,307.22	Media Operations
110995	6/9/2021	VERIZON WIRELESS	TELEPHONE SERVICE	3,730.67	Media Operations
110860	5/26/2021	ARCHIVE DATA SOLUTIONS, LLC	COMPUTER SOFTWARE	1,902.60	Media Operations
110990	6/9/2021	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,615.00	Media Operations
110923	6/2/2021	AT&T	TELEPHONE SERVICE	1,161.74	Media Operations
110817	5/13/2021	US BANK	VISA- AMAZON.COM	820.52	Media Operations
110941	6/2/2021	FUSION CLOUD COMPANY	DSL SERVICE	598.28	Media Operations
110817	5/13/2021	US BANK	VISA- ZOOM	587.90	Media Operations



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 15 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110959	6/2/2021	TIME WARNER CABLE	CABLE MODEM- CITY HALL	506.20	Media Operations
110843	5/19/2021	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	504.00	Media Operations
110817	5/13/2021	US BANK	VISA- INAOT	400.00	Media Operations
110959	6/2/2021	TIME WARNER CABLE	CABLE MODEM- CITY HALL	289.98	Media Operations
110817	5/13/2021	US BANK	VISA- NETWORK SOLUTIONS	194.94	Media Operations
110923	6/2/2021	AT&T	TELEPHONE SERVICE	166.16	Media Operations
110831	5/19/2021	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	109.04	Media Operations
110825	5/19/2021	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	100.31	Media Operations
110924	6/2/2021	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations
110817	5/13/2021	US BANK	VISA- MICROSOFT	25.00	Media Operations

**Total Amount for 18 Line Item(s) from Media Operations**

**\$17,067.80**

## Non-Departmental - Finance

110961	6/2/2021	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	4,895.00	Non-Departmental - Finance
110849	5/19/2021	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,739.49	Non-Departmental - Finance
110987	6/9/2021	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,739.49	Non-Departmental - Finance
110841	5/19/2021	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	2,040.00	Non-Departmental - Finance
110942	6/2/2021	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,626.00	Non-Departmental - Finance
110824	5/19/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	700.96	Non-Departmental - Finance
110884	5/26/2021	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	659.72	Non-Departmental - Finance
110828	5/19/2021	CORODATA RECORDS MANAGEMENT,	STORAGE SERVICES	524.85	Non-Departmental - Finance
110986	6/9/2021	QUADIEN LEASING USA, INC.	POSTAGE METER LEASE	500.00	Non-Departmental - Finance
110824	5/19/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	398.93	Non-Departmental - Finance
110954	6/2/2021	SECURAL SECURITY CORP	SECURITY- VACCINE CLINIC	387.48	Non-Departmental - Finance
110817	5/13/2021	US BANK	VISA- COSTCO/AMAZON.COM	373.74	Non-Departmental - Finance
110817	5/13/2021	US BANK	VISA- RALPHS/AMAZON.COM	360.90	Non-Departmental - Finance
110824	5/19/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	285.31	Non-Departmental - Finance
110824	5/19/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	281.90	Non-Departmental - Finance
110948	6/2/2021	LASERZONE INC	COPIER/PRINTER SUPPLIES	251.83	Non-Departmental - Finance
110817	5/13/2021	US BANK	VISA- COSTCO/AMAZON.COM	218.95	Non-Departmental - Finance
110817	5/13/2021	US BANK	VISA- AMAZON.COM	84.04	Non-Departmental - Finance
110817	5/13/2021	US BANK	VISA- COSTCO/AMAZON.COM	59.98	Non-Departmental - Finance
110817	5/13/2021	US BANK	VISA- SMART & FINAL	20.48	Non-Departmental - Finance

**Total Amount for 20 Line Item(s) from Non-Departmental - Finance**

**\$21,149.05**

## Payroll



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
Time: 12:57:06PM  
Page 16 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	5,098.42	Payroll
110885	5/26/2021	GAINES/FRED//	HEALTH INS REIMB (RETIREE)	2,099.82	Payroll
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1,536.73	Payroll
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	1,095.78	Payroll
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1,080.12	Payroll
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	741.42	Payroll
110868	5/26/2021	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110874	5/26/2021	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110886	5/26/2021	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110887	5/26/2021	HILL/BOB//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110895	5/26/2021	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110896	5/26/2021	LYSIK/GARY J//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110904	5/26/2021	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110908	5/26/2021	RUBIN/JEFF//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110917	5/26/2021	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110919	5/26/2021	WOLFSON/JONATHON//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110885	5/26/2021	GAINES/FRED//	HEALTH INS REIMB (RETIREE)	699.94	Payroll
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	259.78	Payroll
110844	5/19/2021	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- JUN 21	58.50	Payroll
<b>Total Amount for 19 Line Item(s) from Payroll</b>				<b>\$19,669.91</b>	

**Police / Fire / Safety**

110837	5/19/2021	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- APR 2021	404,953.06	Police / Fire / Safety
110837	5/19/2021	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- APR 2021	10,423.19	Police / Fire / Safety
110946	6/2/2021	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- APR 2021	5,847.81	Police / Fire / Safety
110837	5/19/2021	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- APR 2021	387.50	Police / Fire / Safety
110981	6/9/2021	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	81.13	Police / Fire / Safety
110981	6/9/2021	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	54.30	Police / Fire / Safety
110981	6/9/2021	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	50.67	Police / Fire / Safety
<b>Total Amount for 7 Line Item(s) from Police / Fire / Safety</b>				<b>\$421,797.66</b>	

**Public Safety & Emergency Preparedness**

110817	5/13/2021	US BANK	VISA- MACKAY COMMUNICATIONS	137.60	Public Safety & Emergency Preparedness
110817	5/13/2021	US BANK	VISA- STAPLES/COSTCO	65.43	Public Safety & Emergency Preparedness
110817	5/13/2021	US BANK	VISA- STAPLES/COSTCO	48.99	Public Safety & Emergency Preparedness



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 17 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 3 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$252.02</b>	
<b>Public Works</b>					
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	16,514.73	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	16,514.73	Public Works
110879	5/26/2021	DOWNSTREAM SVCS, INC.	CDS UNIT MAINTENANCE	9,303.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	9,131.00	Public Works
110827	5/19/2021	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	8,328.66	Public Works
110827	5/19/2021	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	8,328.66	Public Works
110889	5/26/2021	INTERWEST CONSULTING GROUP	TRAFFIC ENGINEERING SVCS	7,440.00	Public Works
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	5,450.00	Public Works
110921	6/2/2021	ABSOLUTE	BRUSH CLEARANCE SERVICES	5,200.00	Public Works
110875	5/26/2021	COUNTY OF LOS ANGELES	CONTRACT SERVICES	4,601.41	Public Works
110921	6/2/2021	ABSOLUTE	BRUSH CLEARANCE SERVICES	4,345.00	Public Works
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,856.63	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	3,370.73	Public Works
110855	5/19/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	3,301.14	Public Works
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,251.88	Public Works
110921	6/2/2021	ABSOLUTE	BRUSH CLEARANCE SERVICES	3,242.50	Public Works
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,842.67	Public Works
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,525.94	Public Works
110944	6/2/2021	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,400.00	Public Works
110834	5/19/2021	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,340.00	Public Works
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,270.00	Public Works
110925	6/2/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,270.00	Public Works
110963	6/9/2021	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,270.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	2,148.20	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,380.00	Public Works
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,210.88	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,137.59	Public Works
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SPCL	992.00	Public Works
110817	5/13/2021	US BANK	VISA- KBCO PET/APPLE.COM	925.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	864.00	Public Works
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	810.17	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	763.00	Public Works



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 18 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110889	5/26/2021	INTERWEST CONSULTING GROUP	PROFESSIONAL SERVICES	640.00	Public Works
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	491.70	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	473.08	Public Works
110817	5/13/2021	US BANK	VISA- HOME DEPOT/LOWES	471.19	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
110961	6/2/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	381.00	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	381.00	Public Works
110947	6/2/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	370.06	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	302.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	281.00	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	281.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	245.00	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	245.00	Public Works
110962	6/2/2021	WILLDAN ASSOCIATES INC.	CONTRACT SERVICES	190.00	Public Works
110829	5/19/2021	DEPARTMENT OF CONSUMER AFFAIRS	ENGINEER LICENSE RENEWAL	180.00	Public Works
110817	5/13/2021	US BANK	VISA- SMITH PIPE & SUPPLY	179.39	Public Works
110853	5/19/2021	VALLEY NEWS GROUP	LEGAL ADVERTISING	150.00	Public Works
110853	5/19/2021	VALLEY NEWS GROUP	LEGAL ADVERTISING	150.00	Public Works
110960	6/2/2021	VALLEY NEWS GROUP	LEGAL ADVERTISING	150.00	Public Works
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	147.01	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	146.00	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	146.00	Public Works
110915	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	74.50	Public Works
110994	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	74.50	Public Works
110991	6/9/2021	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	72.70	Public Works
110976	6/9/2021	FARASSATI/ALEX//	REIMBURSE MILEAGE	69.44	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	61.98	Public Works
110817	5/13/2021	US BANK	VISA- DIY/HOME DEPOT	61.21	Public Works
110851	5/19/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	59.96	Public Works
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	58.43	Public Works
110817	5/13/2021	US BANK	VISA- WALMART	50.80	Public Works
110817	5/13/2021	US BANK	VISA- DIY/HOME DEPOT	42.03	Public Works
110995	6/9/2021	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 19 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110817	5/13/2021	US BANK	VISA- AMAZON/HARBOR FREIGHTS	37.38	Public Works
110817	5/13/2021	US BANK	VISA- DIY/HOME DEPOT	36.41	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	27.99	Public Works
110992	6/9/2021	UNDERGROUND SERVICE ALERT	STATE REGULATORY FEE	26.52	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	24.76	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	19.01	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	18.42	Public Works
110817	5/13/2021	US BANK	VISA- AMAZON.COM	14.22	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	13.90	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	13.26	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	10.66	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	10.19	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	9.17	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	8.75	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	7.38	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	7.37	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	6.28	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	6.04	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	5.95	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	5.44	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	5.14	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	5.11	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	4.38	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	4.22	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	3.70	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	3.56	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	3.34	Public Works
110817	5/13/2021	US BANK	VISA- KBCO PET/APPLE.COM	2.99	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	2.88	Public Works
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	2.51	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1.78	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1.45	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	1.23	Public Works
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	0.89	Public Works
<b>Total Amount for 106 Line Item(s) from Public Works</b>				<b>\$184,243.49</b>	

Recoverable / Refund / Liability



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 20 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110863	5/26/2021	BANNER BANK	RONDELL SMRT PK- RETENTION	42,460.10	Recoverable / Refund / Liability
110902	5/26/2021	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	1,041.70	Recoverable / Refund / Liability
110902	5/26/2021	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	214.67	Recoverable / Refund / Liability
110883	5/26/2021	FRANCHISE TAX BOARD	WAGE GARNISHMENT- 5/7/21	50.00	Recoverable / Refund / Liability
110883	5/26/2021	FRANCHISE TAX BOARD	WAGE GARNISHMENT- 5/21/21	50.00	Recoverable / Refund / Liability
110977	6/9/2021	FRANCHISE TAX BOARD	WAGE GARNISHMENT- 6/4/21	50.00	Recoverable / Refund / Liability
110916	5/26/2021	WAN/JULIE//	RECREATION REFUND	45.00	Recoverable / Refund / Liability
110817	5/13/2021	US BANK	VISA- AMAZON.COM	14.22	Recoverable / Refund / Liability
<b>Total Amount for 8 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$43,925.69</b>	

## Tennis & Swim Center

110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,642.13	Tennis & Swim Center
110839	5/19/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,641.10	Tennis & Swim Center
110893	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,342.34	Tennis & Swim Center
110973	6/9/2021	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	879.68	Tennis & Swim Center
110839	5/19/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	871.22	Tennis & Swim Center
110933	6/2/2021	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	825.75	Tennis & Swim Center
110973	6/9/2021	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	818.65	Tennis & Swim Center
110836	5/19/2021	JONAS FITNESS INC	SOFTWARE SERVICES	799.00	Tennis & Swim Center
110973	6/9/2021	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	786.95	Tennis & Swim Center
110933	6/2/2021	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	767.71	Tennis & Swim Center
110912	5/26/2021	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	708.22	Tennis & Swim Center
110933	6/2/2021	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	700.00	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- MCCALLA COMPANY	588.64	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- MCCALLA COMPANY	519.77	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- HOME DEPOT	498.64	Tennis & Swim Center
110819	5/19/2021	AT&T	TELEPHONE SERVICE	401.78	Tennis & Swim Center
110996	6/9/2021	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	380.26	Tennis & Swim Center
110918	5/26/2021	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	325.72	Tennis & Swim Center
110996	6/9/2021	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	286.63	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- HOME DEPOT	286.32	Tennis & Swim Center
110933	6/2/2021	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	271.18	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- SHERWIN WILLIAMS	266.53	Tennis & Swim Center
110918	5/26/2021	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	225.58	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- CONSTANT CONTACT	200.00	Tennis & Swim Center
110873	5/26/2021	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	185.00	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- ARC	144.00	Tennis & Swim Center



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
 Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021  
 Time: 12:57:06PM  
 Page 21 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110817	5/13/2021	US BANK	VISA- RALPHS	87.56	Tennis & Swim Center
110979	6/9/2021	INNER-I ...SECURITY IN FOCUS	APR-JUN 2021 MONITORING- T&S	75.00	Tennis & Swim Center
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	61.34	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- INDEED	51.61	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- AMAZON.COM	51.19	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- CHEVRON	48.16	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	45.12	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	33.71	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	21.75	Tennis & Swim Center
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	19.04	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	15.54	Tennis & Swim Center
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	14.65	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	11.59	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	8.11	Tennis & Swim Center
110982	6/9/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	7.49	Tennis & Swim Center
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	4.55	Tennis & Swim Center
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	2.79	Tennis & Swim Center
110817	5/13/2021	US BANK	VISA- FERGUSON ENTERPRISE	-116.42	Tennis & Swim Center
<b>Total Amount for 45 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$16,813.08</b>	

**Transportation**

110955	6/2/2021	SECURITY PAVING COMPANY INC	LOST HILLS INTERCHANGE PROJ	702,262.82	Transportation
110927	6/2/2021	BANK OF SACRAMENTO	LOST HILLS PROJ- RETENTION	36,961.21	Transportation
110905	5/26/2021	PCI	PAVEMENT STRIPING & MARKINGS	34,341.77	Transportation
110978	6/9/2021	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAY 2021	15,478.50	Transportation
110833	5/19/2021	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE APR 2021	15,041.00	Transportation
110940	6/2/2021	FUSCOE ENGINEERING, INC.	ENGINEERING SERVICES	9,597.00	Transportation
110901	5/26/2021	NV5 WEST, INC.	PROFESSIONAL SERVICES	4,831.60	Transportation
110958	6/2/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,666.60	Transportation
110859	5/26/2021	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	3,541.50	Transportation
110922	6/2/2021	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	3,541.50	Transportation
110890	5/26/2021	JOHN KULAR CONSULTING	ENGINEERING SERVICES	2,878.50	Transportation
110940	6/2/2021	FUSCOE ENGINEERING, INC.	ENGINEERING SERVICES	2,009.50	Transportation
110930	6/2/2021	C.A. RASMUSSEN, INC.	CONSTRUCTION SERVICES- SMRT PK	1,900.00	Transportation
110984	6/9/2021	MV TRANSPORTATION, INC.	SHUTTLE SERVICES- MAY 21	1,375.38	Transportation
110980	6/9/2021	JOHN KULAR CONSULTING	ENGINEERING SERVICES	945.75	Transportation



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:57:06PM

Page 22 of 22

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
110974	6/9/2021	DEPALMA DESIGN GROUP	INSPECTION SERVICES	720.00	Transportation
110858	5/19/2021	ZAP MANUFACTURING, INC.	TRAFFIC SIGNS	561.60	Transportation
110830	5/19/2021	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNALS/LIGHTING	512.24	Transportation
110817	5/13/2021	US BANK	VISA- AMAZON/HARBOR FREIGHTS	334.87	Transportation
110817	5/13/2021	US BANK	VISA- AMAZON.COM	319.28	Transportation
110850	5/19/2021	SIEMENS MOBILITY, INC	TRAFFIC SIGN MAINTENANCE	318.00	Transportation
110817	5/13/2021	US BANK	VISA- SINCLAIR/7 ELEVEN	214.74	Transportation
110989	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	177.53	Transportation
110889	5/26/2021	INTERWEST CONSULTING GROUP	PROFESSIONAL SERVICES	160.00	Transportation
110817	5/13/2021	US BANK	VISA- USA PETRO/7 ELEVEN	155.97	Transportation
110838	5/19/2021	LA DWP	TRAFFIC METER SERVICE	130.07	Transportation
110928	6/2/2021	BANNER BANK	RONDELL SMRT PK- RETENTION	100.00	Transportation
110817	5/13/2021	US BANK	VISA- SHELL OIL	97.85	Transportation
110817	5/13/2021	US BANK	VISA- AT&T	94.51	Transportation
110817	5/13/2021	US BANK	VISA- VIOC	79.46	Transportation
110851	5/19/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	76.28	Transportation
110817	5/13/2021	US BANK	VISA- 7 ELEVEN	40.00	Transportation
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	23.53	Transportation
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	21.15	Transportation
110817	5/13/2021	US BANK	VISA- SHELL OIL	15.00	Transportation
110957	6/2/2021	SOURCE GRAPHICS	PLOTTER REPLACEMENT PARTS	13.14	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	12.97	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	11.83	Transportation
110817	5/13/2021	US BANK	VISA- DIY/HOME DEPOT	11.49	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	9.40	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	8.85	Transportation
110936	6/2/2021	COUNTY OF LOS ANGELES	CONTRACT SERVICES	7.91	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	6.26	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	5.71	Transportation
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	5.56	Transportation
110846	5/19/2021	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 21	5.05	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	2.26	Transportation
110966	6/9/2021	BCC	LIFE & DISABILITY INS- JUN 21	2.13	Transportation

**Total Amount for 48 Line Item(s) from Transportation**

**\$843,627.27**

**GRAND TOTAL for 737 Line Items**

**\$2,670,440.68**



# Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 05/13/2021 to 06/9/2021

Date: 6/14/2021

Time: 12:56:24PM

Page 1 of 1

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Tennis &amp; Swim Center</b>					
14046	6/9/2021	BLUE SHIELD OF CA	INSURANCE EXPENSE	7,315.83	Tennis & Swim Center
14051	6/9/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,862.71	Tennis & Swim Center
14049	6/9/2021	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,989.79	Tennis & Swim Center
14044	6/9/2021	AMTRUST NORTH AMERICA	INSURANCE EXPENSE	2,448.00	Tennis & Swim Center
14039	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,641.10	Tennis & Swim Center
14039	5/26/2021	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,342.34	Tennis & Swim Center
14042	5/26/2021	WILSON SPORTING GOODS	FACILITY EXPENSE	1,174.12	Tennis & Swim Center
14042	5/26/2021	WILSON SPORTING GOODS	FACILITY EXPENSE	1,174.12	Tennis & Swim Center
14047	6/9/2021	PHILIDELPHIA INSURANCE	INSURANCE EXPENSE	979.00	Tennis & Swim Center
14048	6/9/2021	PITNEY BOWES	ADMINISTRATIVE EXPENSES	765.30	Tennis & Swim Center
14040	5/26/2021	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	696.85	Tennis & Swim Center
14042	5/26/2021	WILSON SPORTING GOODS	FACILITY EXPENSE	587.06	Tennis & Swim Center
14050	6/9/2021	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	462.83	Tennis & Swim Center
14050	6/9/2021	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	410.15	Tennis & Swim Center
14040	5/26/2021	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	398.16	Tennis & Swim Center
14045	6/9/2021	BLUE SHIELD OF CA	INSURANCE EXPENSE	330.30	Tennis & Swim Center
14036	5/26/2021	BARRY KAY ENTERPRISES, INC.	STAFF T-SHIRTS	256.23	Tennis & Swim Center
14037	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	181.81	Tennis & Swim Center
14037	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	175.24	Tennis & Swim Center
14041	5/26/2021	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	160.00	Tennis & Swim Center
14037	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	150.51	Tennis & Swim Center
14037	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	120.13	Tennis & Swim Center
14043	6/9/2021	ADP, INC	ADMINISTRATIVE EXPENSES	99.37	Tennis & Swim Center
14037	5/26/2021	CANON SOLUTIONS AMERICA, INC	COPIER SERVICE PROGRAM	73.72	Tennis & Swim Center
14038	5/26/2021	IMAGE SOURCE	ADMINISTRATIVE EXPENSES	2.20	Tennis & Swim Center
<b>Total Amount for 25 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$27,796.87</b>	
<b>GRAND TOTAL for 25 Line Items</b>				<b>\$27,796.87</b>	

Department	Agenda Headings	Agenda Title/Future Agenda
<b>11-Aug</b>		
1 CC	Presentation	By the California Redistricting Commission
2 CC	Presentation	Recognition of Jerry Peldon for his service on the AHCCC JPA Board
3 PW	Consent	Recommendation to approve a professional services agreement with _____ for Mulholland Highway Improvements Design in an amount not to exceed \$
4 CD	New Business	Amendment to the City's Story Pole Procedures
5 CM	Continued Business	Approval of program guidelines and appropriation amounts for one-time "Hero/Hazard Payment" to frontline grocery workers

**Future Items**

6 PS	New Business	Use of technology (satellite phones) during emergencies
7 CD	New Business	Climate Action Plan
8 CD	Continued Business	MOU for Village Mobile Home Estates
9 CD	Closed Session	Craftsman's Corner annexation
10 CD	New Business	Exemption to short term rental registration referred to the PC
11 CC	Special	Council priority setting session/workshop
12 CC	New Business	Council discussion on the use Woolsey Fire settlement funds
13 CD	New Business	Housing Element review/adoption
14 HR	New Business	HR Guidelines update
15 FIN	New Business	Cost Plan Allocation
16 PW	New Business	Recommendation from the Environmental Commission regarding drought preparedness, water conservation and use of anticoagulants at landscape districts
17 PW	New Business	Fiber optic master plan recommendation
18 PW	New Business	Environmental Commission recommendation regarding gas leaf blowers
19 CM	New Business	Discussion on how to be best engage/utilize Commissions
20 PW	New Business	PS and TTC recommendation regarding Automatic Plate Readers Report
21 CD/Finance	New Business	Annexation update
22 PW	New Business	MTA's review of fare-free transit services
23 CA	New Business	Closed session regarding State's mandate for affordable housing
24 CC	Presentation	Chuck Becerra and Sheriff's discussion on use of force
25 CC	New Business	Council Protocols regarding email policy and State of the City

**2021 Meeting Dates**

Aug 25	Oct 27
Sep 8 - Canceled-Rosh Hashanah	Nov 10
Sep 22 - Canceled-League of California Cities Annual Conference/Expo	Nov 24 - Canceled-Thanksgiving Eve
Oct 13	De 8 - Council Reorganization
	Dec 22 - Canceled