



CITY of CALABASAS

**CITY COUNCIL AGENDA
SPECIAL MEETING**

WEDNESDAY, MARCH 29, 2023, 7:00 P.M.

100 CIVIC CENTER WAY

CALABASAS, CA 91302

HYBRID/ZOOM TELECONFERENCE

www.cityofcalabasas.com

The meeting will be broadcast on CTV Channel 3 and the live stream of the meeting may be viewed online at www.cityofcalabasas.com/ctvlive.

Members of the public may join the meeting via Zoom teleconference using steps listed below:

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

<https://cityofcalabasas.zoom.us/j/88491826498?pwd=SGtpa0I5NXM0MnZYeDRPWGtldk90Zz09>

Passcode: 218580

Webinar ID: 884 9182 6498

Or iPhone one-tap:

US: +16694449171,88491826498# or +16699009128,88491826498#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +US: +1 669 444 9171 or +1 669 900 9128 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623or

International numbers available: <https://cityofcalabasas.zoom.us/j/88491826498>

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

The City Council reserves the right to alter the order of the agenda to allow for an effective meeting. Attendance at the entire meeting may be necessary to ensure interested parties hear a particular item. The public may speak on a closed session item prior to Council's discussion. To do so, a speaker card must be submitted to the City Clerk at least five minutes prior to the start of closed session. The City values and invites written comments from residents on matters set for Council consideration. **In order to provide councilmembers ample time to review all correspondence, any written communication must be submitted to the City Clerk's office before 5:00 p.m. on the Monday prior to the meeting. Note: Any written materials submitted to the City Council are public record under the Public Records Act.**

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.

OPENING MATTERS

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

PRESENTATIONS

- [Fire Department update/brush clearing discussion](#)

ANNOUNCEMENTS/INTRODUCTIONS

ORAL COMMUNICATION – PUBLIC COMMENT

CONSENT ITEMS

1. [Recommendation to approve a Professional Services Agreement with Pros Consulting, Inc. in an amount of \\$76,690 plus 15% contingency for a Program Needs Assessment for the Community Services Department](#)

CONTINUED BUSINESS

2. [Recommendation to approve equipment enhancements to Brandon's Villages/Gates Canyon Park Playground Project in an amount not to exceed \\$160,000](#)

NEW BUSINESS

3. [Annual progress report for 2022 regarding the City of Calabasas General Plan 2021-2029 Housing Element](#)
4. [General Fund Budget discussion for FY 2023-2024](#)

TASK FORCE REPORTS

CITY MANAGER'S REPORT

FUTURE INFORMATION/AGENDA ITEMS

ADJOURN

The City Council will adjourn to a regular meeting on Wednesday, April 12, 2023, at 7:00 p.m.

Brush Clearance Informational Meeting

Ron Durbin

Chief, Forestry Division

Los Angeles County

Fire Department



Mission – Life, Property & Environment

Objectives – Structural survival, firefighter safety



Frequently asked questions



Why did I receive the Annual Notice?



**Why is this the
first time I've
received the Notice?**



What are Fire Hazard Severity Zones (FHSZs) and who determines them?



**Where does the
Department get
authority to conduct
defensible space inspections?**



**When will my
property be
inspected and do I
need to be home?**



**Can I call someone
if I need clarity on
requirements?**



Will I receive an inspection report if my property is in compliance?



**What happens if
my property
needs corrections?**



**Do I need to
remove trees?**



Why is there an inspection fee?



**How will I be billed
for the inspection?**



**Have there been State
law changes impacting
the requirements of
defensible space?**



What is AB 3074?

Zone 0, 5' ember resistant zone



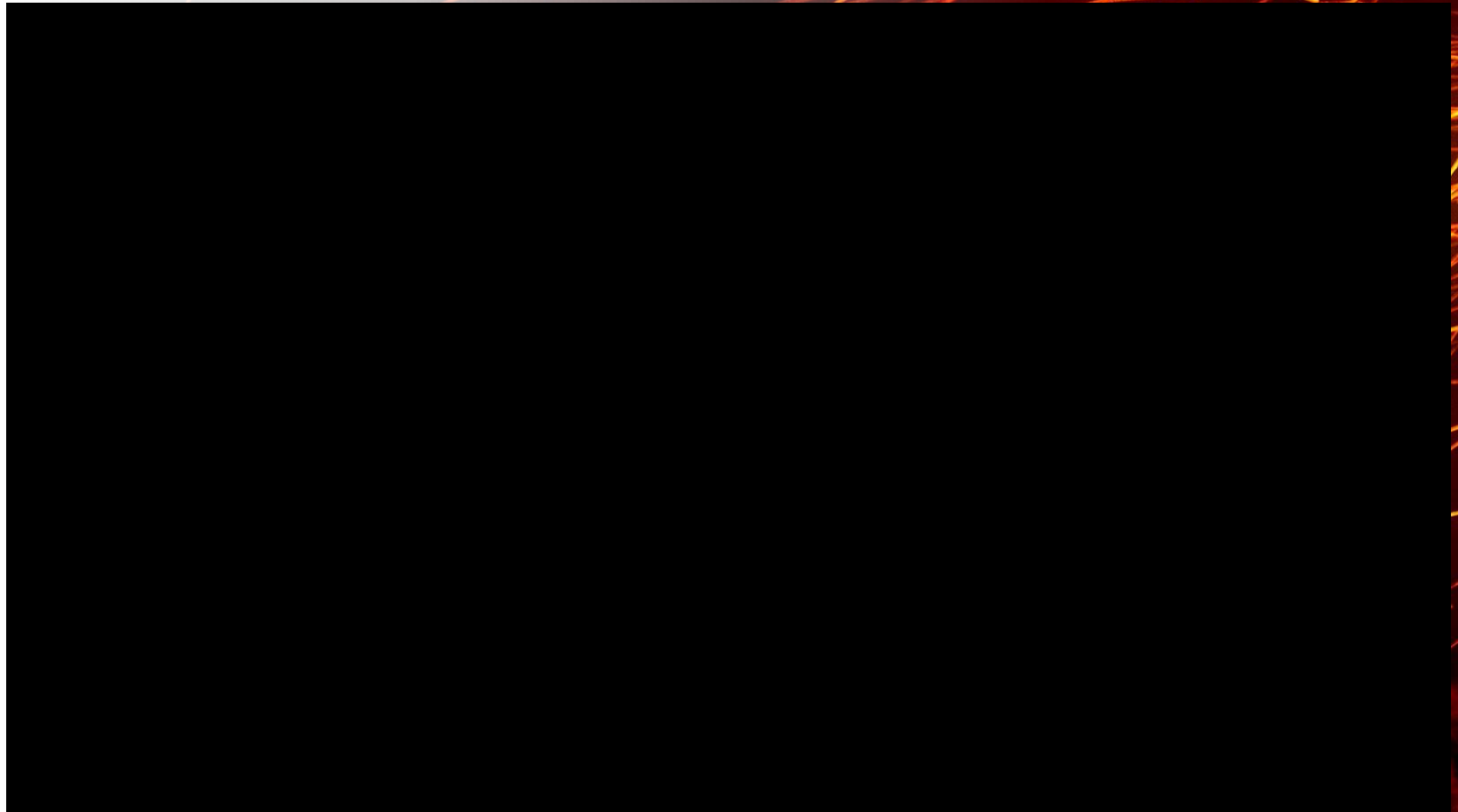
Why Zone 0: 0-5 Feet

Assembly Bill 3074

Passed into law in 2020, requires a new ember-resistant zone (Zone 0) for all homes in the VHFSZ by January 1, 2023.

Research shows the first five feet around the house has the greatest impact on reducing the risk of structure loss.

Leading cause of home loss is due to ember intrusion



Ember Resistant Zone: 0-5 Feet



Currently enforcing

- **Tree branches and other vegetation clear of roof and under eaves (Violation D)**
- **Gutters and roof clear of leaves, needles, other dead vegetation (Violation B)**

**Do I need to
remove plants
within the first 5'
of my structure?**



What is AB 38?

Real Estate Inspections



**Do these inspections
impact fire insurance?**



What to look for: 4 Zones

- **Work from the structure out**
- **Structure Assessment/
Home Hardening**
- **Zone 0** - first five feet against structure (Ember Resistant Zone)
- **Zone 1** - 5-30 ft (Lean, Clean and Green Zone)
- **Zone 2** - 30-100 ft (Reduce Fuel Zone)
- **Zone 3** - 100-200 ft (if necessary)





Zone 0 (0 – 5 Feet):
Examples



Zone 1 (5 - 30 Feet): Examples



Performing Inspection: Zone 2 (30-100)

- Existing native vegetation can be thinned and ornamental vegetations should be well maintained by removing dead material
- Grasses should be no higher than 3"
- Ensure that all combustible material is a minimum of 30' from structure



Performing Inspection: **Zone 3 (100-200')**

- Discretionary Zone, not all properties will require an inspection in zone 3
- Thin brush if necessary
- Same criteria as Zone 2

Door Hanger



COUNTY OF LOS ANGELES
FIRE DEPARTMENT
DEFENSIBLE SPACE NOTICE

DATE: _____
ADDRESS: _____

YOUR PROPERTY HAS BEEN INSPECTED AND FOUND TO BE IN COMPLIANCE WITH COUNTY FIRE CODES PERTAINING TO BRUSH CLEARANCE. THANK YOU FOR YOUR COOPERATION.

YOUR PROPERTY HAS BEEN INSPECTED AND FOUND TO BE NON-COMPLIANT WITH COUNTY FIRE CODES PERTAINING TO BRUSH CLEARANCE. PLEASE SEE THE ENCLOSED NOTICE OF DEFENSIBLE SPACE INSPECTION.

YOUR PROPERTY HAS BEEN REINSPECTED AND FOUND TO BE IN COMPLIANCE WITH COUNTY FIRE CODES PERTAINING TO BRUSH CLEARANCE. THANK YOU FOR YOUR COOPERATION.

YOUR PROPERTY HAS BEEN REINSPECTED AND FOUND TO BE NON-COMPLIANT WITH COUNTY FIRE CODES PERTAINING TO BRUSH CLEARANCE. AS A RESULT, IT HAS BEEN REFERRED TO THE FIRE DEPARTMENT'S BRUSH CLEARANCE UNIT. THE BRUSH CLEARANCE UNIT MAY BE REACHED AT (626) 969-2375.

FOR ADDITIONAL INFORMATION PLEASE CONTACT YOUR LOCAL FIRE STATION AT ()
STATION _____ SHIFT _____
INSPECTOR NAME _____

COUNTY OF LOS ANGELES
FIRE DEPARTMENT
1500 N. GUYTON AVE
LOS ANGELES, CA 90045
900

NOTICE OF DEFENSIBLE SPACE INSPECTION

Date: _____
Pasted Door Hanger

A fire department representative has inspected your property for fire hazards. You are hereby notified to correct the violation(s). A failure to correct these violations may result in a \$3000 Administrative Fine, \$694 Abatement Enforcement Cost and Possible Li

IMPORTANT: All fire code violations in sections A-Q, must be addressed/corrected by the owner/tenant with of the inspection date. A reinspection of the property will occur after the 30-day compliance timeframe

| | | | |
|-----------------------|---------------------|----------------|---------------------|
| OWNER/TENANT: | INSPECTION ADDRESS: | | |
| INSP. NAME/SIGNATURE: | CONTACT NUMBER: | INSPECTION No. | NO VIOLATI OBSERVED |
| | | 1 2 3 | |

Zone 0: Ember Resistant/Within 0 to 5 feet of All Structures or to the property line.

- A. Establish a 5 foot Ember Resistant Zone around all structures. Eliminate vegetation and materials that could be ignited by embers from
- B. Remove leaves, needles or other vegetation from roofs, gutters, decks and any other overhanging structures. (F.C. 325.2.1(2)(E))

Zone 1/Within 5-30 feet of All Structures or to the property line.

- C. Establish defensible space 30 feet around structures. This includes cutting annual vegetation to a maximum height of 4 inches, limb shrubs off the ground, and removing shrubs to reduce vegetation density leading to structure. (F.C. 325.2.1(2), 325.2.2)
- D. Remove all dead and dying trees, branches and shrubs, or plant material adjacent to or overhanging any building (F.C. 325.2.1(2)(5))

Zone 2/Within 30 to 100 feet of All Structures or to the property line.

- E. Establish defensible space 100 feet around structures. This includes cutting annual vegetation to a maximum height of 4 inches, limb shrubs off the ground, and removing shrubs to reduce vegetation density leading to structure. (F.C. 325.2.1(2), 325.2.2)
- F. Remove Combustible Materials: Place or store firewood, mulch, compost or other combustible materials a minimum of thirty (30) feet from structure (F.C. 325.2.1(3))

Zone 3/ Extra Hazard Area Up to 200 feet of All Structures or to the property line.

- G. Establish defensible space 200 feet around structures. This includes cutting annual vegetation to a maximum height of 4 inches, limb and shrubs off the ground, and removing shrubs to reduce vegetation density leading to structure. (F.C. 325.2.2)

Access Roads

- H. Remove and clear all flammable vegetation for a maximum of 10 feet on each side of every roadway whether public or private. (F.C. 32
- I. Remove all overhanging tree branches and shrubs to ensure vertical clearance, clear to the sky for fire department vehicle access. (F.C. 32
- J. Remove all vegetation to provide a minimum of 20 feet wide distance to allow fire department vehicle access. (F.C. 303.1.1 - 303.6)

Other Requirements

- K. LP Gas Storage Tanks: Remove weeds, grass, brush, trash and other combustible materials a minimum of 10 feet from LP-gas tanks or (F.C. 3807.3)
- L. Spark Arrestor Required: Place spark arrestor on any fireplace, barbecue, incinerator, or any heating appliance. Must be constructed of mesh or other noncombustible material with opening not to exceed one-half inch (F.C. 328.1.2.2)
- M. Add Address Identification: Structures need to have address numbers or building numbers, legible and visible from the street. Number minimum of 4 inches in height (F.C. 505.1)
- N. Remove Illegal Dumping: No person shall place, deposit, or dump any garbage, cans, bottles, papers, ashes, refuse, trash, rubbish, or waste material in or upon any hazardous fire area.
- O. Add Fire Department Key System: Where access to or within a structure or an area is restricted because of locked openings or where it is necessary for life-saving or firefighting purposes, the fire code official is authorized to require a key box to be installed in an approved (506.1)
- P. Remove combustible vegetation that could create a fire hazard around tents or membrane structure a minimum of 30 feet. (F.C. 312)
- Q. Remove that portion of any tree which extends within 10 feet of the sides of any chimney (F.C. 325.2.1(2)(4))

ADDITIONAL INSTRUCTIONS:

Form 4104 Rev. 4/20



Inspection Report

Brush Resources/ Tools

Items Needed to Conduct Inspections

Summary

- Inspections start April (desert), May (inland areas) and June (coast)
- Start work closest to the house
- Limb your trees up
- Remove dead or dying vegetation.
- Cut all grasses down to 3”
- All property owners get at least 30 days to comply with initial inspection report
- If you need additional clarity on your inspection report, call your inspector.





CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 21, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH PROS CONSULTING, INC. IN AN AMOUNT OF \$76,690 PLUS 15% CONTINGENCY FOR A PROGRAM NEEDS ASSESSMENT FOR THE COMMUNITY SERVICES DEPARTMENT

MEETING DATE: MARCH 29, 2023

SUMMARY RECOMMENDATION:

Staff recommends approving a Professional Services Agreement (PSA) with Pros Consulting, Inc. for \$76,690 plus a 15% contingency for a program needs assessment for the Community Services Department. The duration of the agreement is a one-year term.

BACKGROUND:

The City of Calabasas City Council has adopted Strategic Priorities to assist the City in accomplishing objectives on essential programs and projects. Two of those initiatives are within the Community Services Department, 1. Reopen the Agoura Hills Calabasas Community Center, and 2. Conduct a feasibility study for teen recreation programs and facilities. The proposed study will assist the Department in addressing both priorities by providing a tangible tool to help program and successfully operate City facilities, specifically the AHCCC, and offer essential city-wide programs and services for all ages, specifically teens.

Staff researched relevant consultants that included Park and Recreation programming experience nationwide and prepared a Request for Proposal (RFP) focusing on a program assessment of the Department’s facilities, focusing on the AHCCC. Seven consultants were identified, and the RFP was provided to these firms and published via the City's usual public notice avenues. The Request for Proposal was distributed on February 15, 2023, and after 30 days of publication, staff received four proposals. After extensive review by the Community Services team, all four bids were responsive.

| Firm | Proposal | Location |
|-------------------------------|------------------|-----------------|
| Pros Consulting, Inc. | \$76,690.00 | Indiana |
| CalState Sacramento | \$90,892.00 | California |
| Berry Dunn | \$96,091.00 | Arizona |
| City Gate Associates, LLC | \$99,161.00 | California |
| Matrix Consulting Group | No bid submitted | California |
| Municipal Resource Group, LLC | No bid submitted | California |
| Toole Recreation Planning | No bid submitted | Pennsylvania |
| Ballard-King & Associates | No bid submitted | Colorado |

DISCUSSION/ANALYSIS:

The Agoura Hills Calabasas Community Center facility was recently added to the Community Services Department facility inventory. The Department is now responsible for the operations and programming associated with the facility and the other department facilities. The addition of the Community Center and the need to program it appropriately and advantageously promoted the need for a department-wide program needs assessment. The assessment is vital to adequately provide successful services and programs for the community and generate revenue.

The data-driven assessment will provide the Department with a programming roadmap for successful programming and operations in its facilities, focusing on the AHCCC. Ensuring they are financially beneficial, meet the community's needs, and are sustainable and cost-effective.

Pros Consulting, Inc. was the most cost-effective responsive bidder. They will define the market of potential users, establish market rates, determine the capacity level, identify the amenities required to support users, and refine site requirements to enhance the user experience.

The Community Services Department and the Parks, Recreation, and Education Commission (PRE) will work closely with the consultant throughout the process to achieve the requested deliverables. The proposed assessment will be conducted

over six months, with over 15 meetings with stakeholders, community members, city staff, Council and Commission members, and other agency members.

If approved, Pros Consulting, Inc. will begin the assessment in April and return to City Council to present the final report in August. The consultant will begin its assessment with the Community Center, and findings from the initial discovery phase will be utilized to help guide the community center's staffing needs and program development in a timely fashion. Staff will collaborate with and present findings to the PRE throughout the process.

FISCAL IMPACT/SOURCE OF FUNDING:

\$100K was approved by City Council in the FY 22-23 Capital Improvement Projects budget for this project.

REQUESTED ACTION:

Staff recommends approving a Professional Services Agreement (PSA) with Pros Consulting, Inc. in the amount of \$76,690 plus a 15% contingency for a program needs assessment for the Community Services Department. The duration of the agreement is a one-year term.

ATTACHMENTS:

Professional Services Agreement with Pros Consulting, Inc.



PROFESSIONAL SERVICES AGREEMENT

CONTRACT SUMMARY

| | |
|---|---|
| Name of Contractor: | Pros Consulting, Inc. |
| City Department in charge of Contract: | Community Services |
| Contact Person for City Department: | Erica L. Green |
| Period of Performance for Contract: | 3/30/23-3/30/24 |
| Not to Exceed Amount of Contract: | \$88,193.50 (includes 15% contingency) |
| Scope of Work for Contract: | Provide programming and facility needs assessment for the Community Services Department including the AHCCC |

Insurance Requirements for Contract:

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

If yes, please provide coverage amounts: \$1,000,000.00

yes no - Is Auto insurance required in this contract?

If yes, please provide coverage amounts:

yes no - Is Professional insurance required in this contract?

If yes, please provide coverage amounts:

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

If yes, please provide coverage amounts: required by California state requirements

Other:

Proper documentation is required and must be attached.

PROFESSIONAL SERVICES AGREEMENT
Pros Consulting, Inc.

1. IDENTIFICATION

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

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Programming and facility needs assessment for the Community Services Department
- 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 as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: March 30, 2023
- 3.4 “Expiration Date”: March 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.

Initials: (City) _____ (Contractor) _____

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of Eighty Eight Thousand One Hundred and Ninety Three dollars, \$88,193 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. **Michael Svetz** 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

- 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:
Erica Green
Telephone: (818) 224-1600

If to Consultant:

Pros Consulting, Inc.
35 Whittington Dr. Suite 300
Brownsburg, Indiana 46112
Attn: Michael Svetz
Telephone: (623) 388-1787
www.prosconsulting.com

With courtesy copy to:

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

16. SURVIVING COVENANTS

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

17. TERMINATION

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

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

18. GENERAL PROVISIONS

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

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

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

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

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

“City”
City of Calabasas

“Consultant”
Pros Consulting, Inc.

By: _____
David Shapiro, City Mayor

By: _____
Leon Yonger, CEO

Date: _____

Date: _____

By: _____
Kindon Meik, City Manager

By: _____
Katherine Younger, CFO

Date: _____

Date: _____

By: _____
Erica Green, Director of Community Services

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC, CPMC
City Clerk

Date: _____

Approved as to form:

By: _____
Matthew T. Summers
Colantuono, Highsmith & Whatley, PC
City Attorney

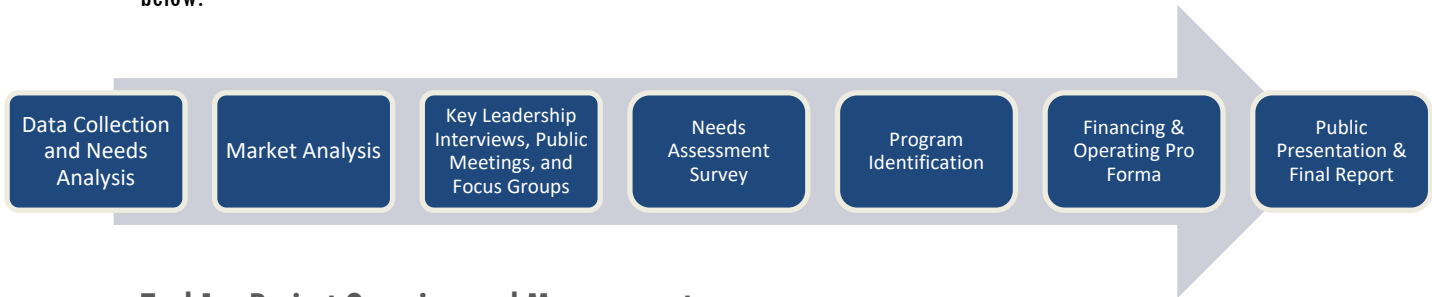
Date: _____

EXHIBIT A
SCOPE OF WORK

See attached proposal.

Scope of Services

The process of developing the feasibility study follows a logical planning path as described in the Scope of Work and illustrated below:



Task1 – Project Overview and Management

- A. Kick-off Meeting and Project Management** – The first task will establish the framework and outcome expectations associated with the needs assessment study for the AHCCC and other CSD recreation facilities. Included in this task will be a kick-off meeting; the kick-off meeting should be attended by the key City and CSD leadership and AHCCC staff members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the PROS Team. Also, the establishment of bi-weekly meetings will be completed until project completion with the Consulting Team and City staff.
- B. Review Existing Information and Reports** – The PROS Team will review and discuss with key project team management the current market, other services providers, customer base and key findings and themes in relevant reports (e.g. site specific planning documents, leased/rental space agreements, program registration numbers, etc.) that have been done over the past few years.
- C. Identify Constraints and Parameters** – As a part of the project overview process, the PROS team will also work with staff to identify project constraints and parameters including, but not limited to, identifying the project purpose and goals, vision for success, market economy and competition that may have an impact on the success of the AHCCC.

Task 2 – Market Analysis, Financial Review, and Space Utilization Analysis

- A. Demographic Analysis** – The PROS Team will complete a demographic trends analysis which is based on Census 2020 baseline data, 2023 reported data, and projected populations for next five and ten years. Demographic characteristics analyzed and reported on will include population, age and gender distribution, households, and income characteristics. Also, the effect of demographic changes for the AHCCC discussed will be researched. This analysis will provide an understanding of the demographic environment for the following reasons: to thoroughly understand the market areas which are potentially served by the community center, to anticipate changes to the service area, and assist in making proactive decisions to accommodate those shifts.
- B. Alternative Provider Market Analysis** – The PROS Team will analyze all major direct and indirect service providers. Direct and indirect service providers will be based on typical services/programs administered in like facilities. This data will be utilized to compare against the activities and programs identified in the Market Definition. An inventory of comparable facilities will be performed on a local basis to attempt to quantify market share. An analysis of competition will include: location, service offering, pricing, and attractions.
- C. Trend Analysis and Market Segment Determination** – The PROS Team will confirm the size of the market by age segment and race/ethnicity for the study area. Detailed demographic analysis will be compared to potential recreational activities to estimate potential participation per national and local trends, as documented in the Sports & Fitness Industry Association’s (SFIA) *2023 Study of Sports, Fitness and Leisure Participation* market research data, as well as ESRI Local Market Potential. This helps determine the size of the activity market by age segment and frequency rates to apply to the facility. These figures will serve as the basis for identifying future needs and determining the market segments to be targeted as a part of the feasibility study.

Request for Proposal
Calabasas Community Services Department Programming Needs Study

- D. Review of Existing Programs and Services & Space Utilization Analysis—** The Consulting Team will review existing programs and services being held at the AHCCC and other CSD facilities to identify their offerings and help ensure “best use” of the AHCCC is not duplicating services but fulfilling an existing need. This includes a leased/rental space analysis, as well as space utilization of existing program space.
- E. Financial Review —** The PROS Team will complete a 5-year review of the AHCCC’s and other CSD facilities financials, memberships, and program numbers. The review will:
- Determine existing cost-analysis for programming;
 - Identify factors to be included in determining programming and user costs; and
 - Identify and prioritize programming fee thresholds and increases/reductions.
- Fee structure and levels, including cost levels of current programs, will be assessed by the PROS Team, as well as evaluate the current pricing strategies used at the center.

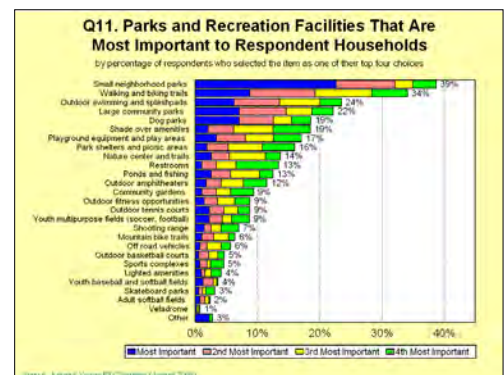
Task 3 – Community Input / Needs Assessment

The foundation of all projects should be built upon an inclusive input process. This project’s input process will be based on qualitative data gleaned from leadership and stakeholder meetings. The PROS Team will utilize contacts and relationships of the City to identify stakeholders and leaders to gather input in order to gain consensus on key development priorities and operational strategies and programs at the AHCCC. We will develop and conduct an outreach plan that combines in person and online mechanisms to obtain the most extensive input from a wide variety of community groups.

- A. Stakeholder Interviews, Focus Groups and Public Meetings —** The PROS Team will perform up to ten (10) stakeholder interviews and four (4) community-wide focus groups over the period of one (1) day to evaluate the vision for the AHCCC. The community values, strengths and challenges potentially facing the facility, trends, and existing level of services provided will also be evaluated during this time. It is important to have one-on-one interviews and small group focus groups with these stakeholders and staff to ascertain candid input. These interviews may include: elected officials, educational groups, advocacy groups, local businesses, public / private program providers, sports groups, youth, seniors, and other potential partners. Also, two (2) public meetings will be completed, virtually or a hybrid model of in-person/virtual.
- B. Online Survey —** The Consulting Team will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City’s website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for amenities, specific programs, facility components, usage, and pricing strategies.

- C. Statistically-Valid Needs Analysis Survey —** The Consulting Team will perform a random, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for changes at the AHCCC.

The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 350 completed surveys at a 95% level of confidence and a confidence interval of +/- 5%. Prior to the survey being administered, it will be reviewed by the Calabasas staff.

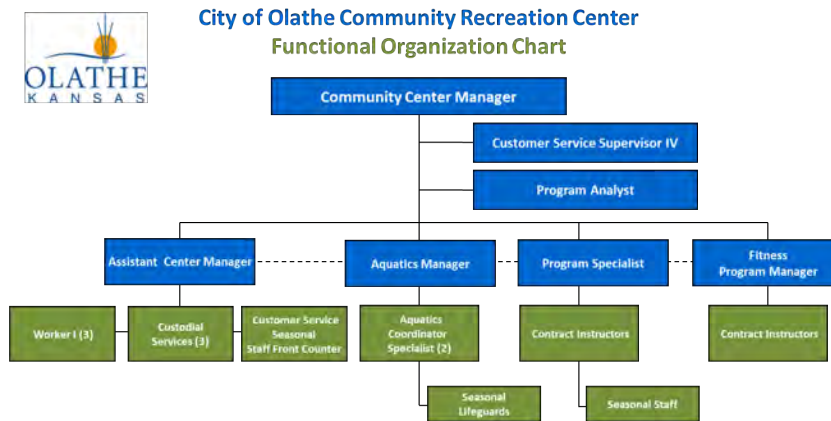


Task 4 – Program Identification

A. Visioning and Core Program – Based on the analysis and findings from Task 1-3, we will identify the recommended core programs for the AHCCC. This will include key activities and programs for participants, operating structure and guidelines including priorities for use, operating philosophy and the potential size of the core program and market positioning. This analysis will provide insight into “best practices” for the use of space while taking into account the community demographics, trends in the industry, opportunities and facility needs.

Task 5 – Operational Plan and Financial Pro Forma

A. Establish Operating Standards and Revised Organizational Chart – The Consulting Team will establish operational standards for the AHCCC. This will include hours of operation, maintenance standards, staffing levels needed, technology requirements and customer service requirements based on established and agreed upon outcomes. . The internal operational assessment will be centered on sustainability, efficiency, and organizational alignment. This will include analyzing current operational processes and service delivery, comparing unit cost of services and level of productivity as well as organizational culture and values. In addition, “best practice” recommendations will be identified for implementation. Also, a revised organizational chart will be completed for the AHCCC.



B. Financial Pro Forma – Based on the program and operations for the facility, the PROS Team will develop a detailed financial and funding plan illustrating the pricing strategy for each of the programs and services. Financial modeling will be completed in Microsoft Excel and a fully functional version of the electronic model will be provided to staff for future use as a budgeting and planning tool. This will include:

- Expenditure detail: Detailed staffing by space/program area; contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/license/dues, advertising and promotion; Commodity costs for program area and general facility requirements; Contract instructor costs
- Revenue and attendance / participation estimates: General admission by month of year, by participant category and price point (youth, adult, weekday, weekend, etc.); Program/class participation by session/meetings, by participant category; Rental by space/program area by price point; other partnership / sponsorship and earned income opportunities

| Revenues | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | 6th Year |
|----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Passes | \$1,399,855.46 | \$1,441,851.13 | \$1,485,106.66 | \$1,529,659.86 | \$1,575,549.66 | \$1,622,816.15 |
| Administration | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Building Maintenance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Building Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Recreation Programs | \$39,010.00 | \$40,180.90 | \$41,385.71 | \$42,627.28 | \$43,906.10 | \$45,223.28 |
| Fitness | \$460,450.00 | \$474,263.50 | \$488,491.41 | \$503,146.15 | \$518,240.53 | \$533,787.75 |
| Natatorium | \$651,750.00 | \$671,302.50 | \$691,441.58 | \$712,184.82 | \$733,550.37 | \$755,556.88 |
| Gymnasium | \$95,940.00 | \$98,818.20 | \$101,782.75 | \$104,836.23 | \$107,981.32 | \$111,220.75 |
| Parties | \$37,500.00 | \$38,625.00 | \$39,783.75 | \$40,977.26 | \$42,206.58 | \$43,472.78 |
| Rentals | \$101,100.00 | \$104,133.00 | \$107,256.99 | \$110,474.70 | \$113,788.94 | \$117,202.61 |
| Child Care | \$24,500.00 | \$25,235.00 | \$25,992.05 | \$26,771.81 | \$27,574.97 | \$28,402.21 |
| Vendateria | \$10,000.00 | \$10,300.00 | \$10,609.00 | \$10,927.27 | \$11,255.09 | \$11,592.74 |
| Senior Center | \$97,000.00 | \$99,910.00 | \$102,907.30 | \$105,994.52 | \$109,174.35 | \$112,449.59 |
| Total | \$2,917,105.46 | \$3,004,618.63 | \$3,094,757.19 | \$3,187,599.90 | \$3,283,227.90 | \$3,381,724.73 |
| Expenditures | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | 6th Year |
| Passes | \$167,511.80 | \$167,511.80 | \$167,511.80 | \$167,511.80 | \$167,511.80 | \$167,511.80 |
| Administration | \$929,768.37 | \$953,474.21 | \$978,122.73 | \$1,003,751.48 | \$1,030,399.49 | \$1,058,107.36 |
| Building Maintenance | \$209,245.37 | \$210,756.77 | \$212,322.48 | \$213,944.48 | \$215,624.83 | \$217,365.68 |
| Building Services | \$250,730.60 | \$252,137.60 | \$253,589.63 | \$255,088.15 | \$256,634.68 | \$258,230.78 |
| Recreation Programs | \$127,520.01 | \$128,605.01 | \$129,726.66 | \$130,886.22 | \$132,085.01 | \$133,324.37 |
| Fitness | \$478,972.74 | \$481,977.74 | \$485,101.29 | \$488,348.08 | \$491,723.00 | \$495,231.10 |
| Natatorium | \$692,151.45 | \$694,773.95 | \$697,490.93 | \$700,305.84 | \$703,222.29 | \$706,244.01 |
| Gymnasium | \$33,384.00 | \$33,654.00 | \$33,933.90 | \$34,224.07 | \$34,524.89 | \$34,836.76 |
| Parties | \$32,925.40 | \$33,949.40 | \$35,013.16 | \$36,118.24 | \$37,266.24 | \$38,458.85 |
| Rentals | \$27,185.00 | \$27,791.00 | \$28,419.74 | \$29,072.08 | \$29,748.93 | \$30,451.21 |
| Child Care | \$33,268.72 | \$33,298.72 | \$33,329.62 | \$33,361.45 | \$33,394.23 | \$33,427.99 |
| Vendateria | \$5,700.00 | \$5,878.00 | \$6,061.62 | \$6,251.04 | \$6,446.45 | \$6,648.03 |
| Senior Center | \$806,563.00 | \$811,753.25 | \$817,137.60 | \$822,723.41 | \$828,518.31 | \$834,530.25 |
| Total | \$3,794,926.45 | \$3,835,561.44 | \$3,877,761.15 | \$3,921,586.33 | \$3,967,100.15 | \$4,014,368.20 |
| Net Revenue | (\$877,820.99) | (\$830,942.82) | (\$783,003.96) | (\$733,986.43) | (\$683,872.25) | (\$632,643.46) |
| Total Cost Recovery | 76.9% | 78.3% | 79.8% | 81.3% | 82.8% | 84.2% |

*Request for Proposal
Calabasas Community Services Department Programming Needs Study*

Task 6 – Final Report

Based on the analysis and findings, the PROS Team will assemble a report document that clearly states the programmatic and operational elements required to achieve the outcome expectations for the Calabasas Community Services Programming Needs Study. All deliverables will be provided in both hard copy and electronic format.

- A. Draft Report Production** –The plan will be one that generates energy and advocacy while providing confidence in the business practices required for success. A draft plan will be developed and distributed to the City project team for feedback and input.
- B. Presentation of Findings and Recommendations** – The Consulting Team will present the draft findings and recommendations to the staff, as well as to the project team over a one (1) day period for comment and review.
- C. Final Report Production** – Following consensus on the draft analysis and recommendations, the Consulting Team will prepare the final report documenting all findings, analysis and recommendations to support implementation. The final report

Project Timeline

The project approach and scope of work detailed in this proposal can be completed by the PROS Team collaboratively with the City staff. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling to meet your expectations.

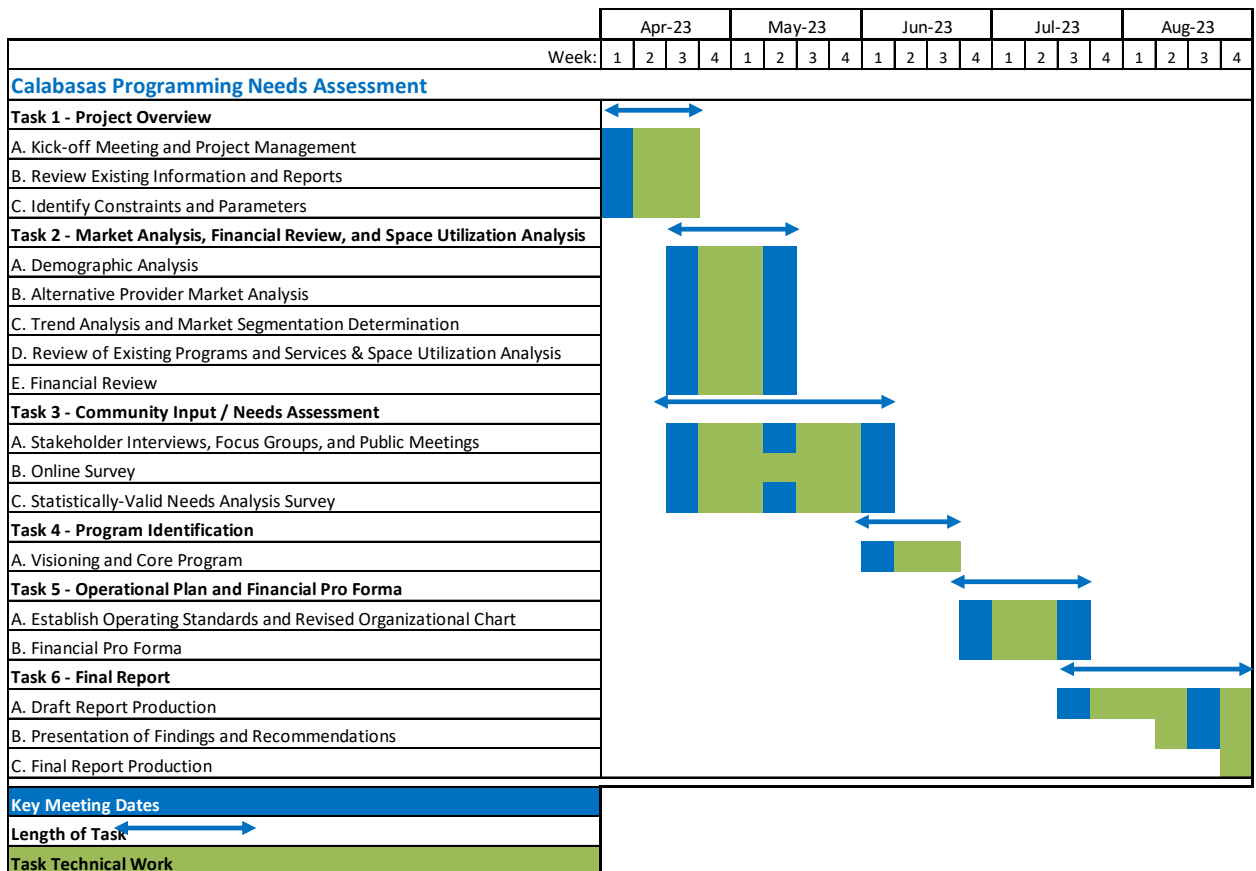


EXHIBIT B
APPROVED FEE SCHEDULE

See attached proposal.



Section Four – Pricing

The following fee breakdown is based on the project approach described in the Scope of Work for the Calabasas Community Services Programming Needs Study. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with the expectations of the City of Calabasas, as we are flexible in meeting these expectations. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses.

| | |
|---|------------------|
| Task 1 - Project Overview | |
| A. Kick-off Meeting and Project Management | \$ 5,880 |
| B. Review Existing Information and Reports | \$ 1,800 |
| C. Identify Constraints and Parameters | \$ 1,840 |
| Subtotal Dollars | \$ 9,520 |
| Task 2 - Market Analysis, Financial Review, and Space Utilization Analysis | |
| A. Demographic Analysis | \$ 2,160 |
| B. Alternative Provider Market Analysis | \$ 2,970 |
| C. Trend Analysis and Market Segmentation Determination | \$ 1,080 |
| D. Review of Existing Programs and Services & Space Utilization Analysis | \$ 4,600 |
| E. Financial Review | \$ 6,000 |
| Subtotal Dollars | \$ 16,810 |
| Task 3 - Community Input / Needs Assessment | |
| A. Stakeholder Interviews, Focus Groups, and Public Meetings | \$ 7,480 |
| B. Online Survey | \$ 1,890 |
| C. Statistically-Valid Needs Analysis Survey | \$ 14,250 |
| Subtotal Dollars | \$ 23,620 |
| Task 4 - Program Identification | |
| A. Visioning and Core Program | \$ 3,280 |
| Subtotal Dollars | \$ 3,280 |
| Task 5 - Operational Plan and Financial Pro Forma | |
| A. Establish Operating Standards and Revised Organizational Chart | \$ 2,140 |
| B. Financial Pro Forma | \$ 7,370 |
| Subtotal Dollars | \$ 9,510 |
| Task 6 - Final Report | |
| A. Draft Report Production | \$ 4,650 |
| B. Presentation of Findings and Recommendations | \$ 3,570 |
| C. Final Report Production | \$ 5,730 |
| Subtotal Dollars | \$ 13,950 |
| TOTAL DOLLARS | \$ 76,690 |



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 20, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: RECOMMENDATION TO APPROVE EQUIPMENT ENHANCEMENTS TO BRANDON'S VILLAGE/GATES CANYON PARK PLAYGROUND PROJECT IN THE AMOUNT NOT TO EXCEED \$160,000

MEETING DATE: MARCH 29, 2023

SUMMARY RECOMMENDATION:

Staff recommends City Council approve equipment enhancements to the Brandon's Village/Gates Canyon Park playground project in the amount not to exceed \$160,000.

BACKGROUND:

In September of 2022, the Community Services Department presented City Council with a recommendation to approve the Gates Canyon/Brandon's Village playground project and funding with PlayPower Little Tikes Farmington, Inc. and Unlimited Play, Inc. City Council approved the project for \$1,117,744 with a contract amount not-to-exceed \$1,500,000.

DISCUSSION/ANALYSIS:

In October – December 2022, the Community Services Department, Unlimited Play, Inc., PlayPower Little Tikes Farmington, Inc. (PlayPower), and the Kaplan's conducted a public outreach campaign to obtain feedback from the community to identify desired elements and amenities and preferable theme for Brandon's Village.

Two virtual workshops and an on-site workshop at Brandon's Village were conducted, and two city-wide surveys. As each workshop and survey was completed, PlayPower, Unlimited Play, and staff created the playground design to include the feedback received. Overall survey results indicated the community felt that imaginative play, challenge levels, active motion, and safety and access were most important in addition to being a fully-inclusive play space. The treehouse/nature theme was the community's preferred theme. The final design was unveiled at the on-site workshop in December. Staff situated large prints of the renderings so that participants could get an actual perspective of the new design, which was well received due to its theme, functionality, inclusiveness, and representation of Calabasas. In January of 2023, staff presented the design to the Parks, Recreation, and Education Commission and obtained approval to move forward.

In concurrence with the public engagement campaign, Unlimited Play, the Kaplan's, and the Calabasas Community Foundation administered a fundraising campaign. While the approved \$1.1M is a considerable amount, the major work required to replace the compromised substrate utilizes a majority of the funding, leaving nominal funds for the play structures. The fundraising campaign was established to help raise additional funding to assist with constructing a playground that continues to represent and provide the play experience that Brandon's Village does today, to return it to its original scope. The current western town theme represents a village of imaginative play and creativity. The community has been supportive, and over \$8,000 has been raised.

To allow additional time to fundraise and enhance the playground design, PlayPower graciously agreed to honor 2022 equipment pricing in 2023, a savings of about 7%. Overall, PlayPower has provided the City a 35% discount on standard equipment and free freight estimated at \$25,000 for a total savings of over \$200,000.

Brandon's Village is not only a playground but an experience and destination essential for differently abled youth to imagine and play. The proposed theme is being within the clouds, playing in the tree line, with a bird's eye view. The additional funding will increase the theme to a level that immerses children in a world of play which is essential and beneficial for their cognitive development, learning, positive behaviors, and socialization. The hawk climber will literally allow children to have a birds eye view of the playground and "world," no matter their ability. Not only are the equipment enhancements crucial to play and learning, the centerpiece – hawk climber – represents Calabasas and its unique land while providing a climber that is unlike anything in the region or even further.

FISCAL IMPACT/SOURCE OF FUNDING:

The original funding sources included \$192,744 Prop 68 Per Capita Grant, \$125,000 Gates Canyon/Brandon's Village maintenance allocation, and \$800,000 American Rescue Plan Act allocation for \$1,117,744. \$160,000 is available in the FY 2021/2022 general fund surplus.

| | |
|--|-----------------------|
| PROJECT COSTS | |
| SUBTOTAL (W/O ENHANCEMENTS) | \$1,231,141.09 |
| Little Tikes standard equipment discount and free freight | -\$200,341.65 |
| TOTAL WITH DISCOUNT (\$86,943.56 under budget) | \$1,030,799.44 |
| Enhancement equipment cost (includes standard & custom – discount, tax, and freight) | \$242,330.16 |
| Unlimited Play, Inc. fee | \$10,000 |
| TOTAL PROJECT COST (WITH ENHANCEMENTS) | \$1,283,129.14 |
| APPROVED BUDGET | \$1,117,743.00 |
| DONATIONS | \$8,600.08 |
| TOTAL BUDGET | \$1,126,343.08 |
| ADDITIONAL FUNDING REQUEST | \$156,786.52 |

REQUESTED ACTION:

Staff recommends City Council approve equipment enhancements to the Brandon's Village/Gates Canyon Park playground project in the amount not to exceed \$160,000.

ATTACHMENTS:

Brandon's Village Playground Presentation



CITY of CALABASAS

BRANDON'S VILLAGE @ GATES CANYON PARK

All-Inclusive Playground Project

IMPROVEMENTS

| *The Team*



Unlimited Play, Inc.

Natalie Mackay, Executive Director
Jim Vollmer, Project Manager



CITY *of* CALABASAS

City of Calabasas

Erica Green, Community Services Director
Aimee Haber, Facility Supervisor



Little Tikes Commercial

Greg Sippel, Little Tikes Regional
Sales Director
Guy Donahoe, Local Little Tikes
Representative

The Kaplan's

Michael and Dina Kaplan, Brandon's Parents

Brandon's Village *History & Need for Replacement*



- 2002 – Staff and the Kaplan's (Brandon's parents) identified need for all-inclusive play space
- 2005 – The Kaplan's conducted fundraising - \$1M raised
- 2006 – Playground constructed for \$875,000
- 2021 – Received Prop 68 Grant funding for replacement of pour in place rubberized surfacing
- 2022 – Elements of playground removed/closed for safety
 - Substrate issues
 - Playground equipment compromised
 - Consistent monitoring for safety
- 2022 – Playground replacement, fencing and signage included in Capital Improvement Project (CIP) list. CIP approved by City Council.

What has Happened



September 2022

City Council approved project for \$1.1M.

\$800K ARPA Funds

\$192,473 Prop 68 Grant Funds

\$125K Gates Canyon Maintenance Fund



Oct. 2022 - ongoing

Project sponsorship and donation campaign.

\$8,600 raised.



Oct. – Dec. 2022

Public engagement workshops and surveys conducted.

2 virtual workshops, 1 on-site workshop. 2 city-wide online surveys.



January 2023

Project presented to the Parks, Recreation and Education Commission. Approval to move forward with enhanced design.

| *Engagement Process – what we heard*



ENGAGEMENT WORKSHOPS & SURVEY 1 RESULTS

- IMAGINATIVE PLAY
- SAFETY & ACCESS
- CHALLENGE LEVELS
- ACTIVE MOTION
- SENSORY PLAY
- CREATIVE PLAY

SURVEY 2 RESULTS

- NATURE THEME
“Treehouse,
Above the clouds”

About the *Design*

- 14,000 square feet of play areas
- Higher access levels
- Fully inclusive playground – Unlimited Play, Inc. will certify Brandon’s Village as a fully inclusive playground meeting their Platinum standard.
- Sandbox movement
- Increased tot area
- Additional inclusive elements – spinner, merry go round, swing, quiet grove, play panels



Standard Design

Standard means prefabricated amenities, not custom designed.



Standard Design ***5-12 year old structure***



Standard Design *2-5 year old structure*



Standard Design



| *Importance of themed dramatic play*

Play is a powerful and critical tool that children use to learn and develop in many different areas including social-emotional intelligence, mental and physical health, and relationship building (Movahedazarhouligh, 2018). Play is even more essential for children with disabilities as they often struggle in these areas already. Dramatic play specifically is invaluable when it comes to helping children with disabilities develop social skills and confidence. Western Governors University says, "Dramatic play benefits are numerous. In addition to supporting creativity and self-expression, dramatic play can help children learn real-life skills and social skills that can serve them throughout their lives" ("Dramatic Play," 2021). All children need to be given the opportunity to develop these strengths through experiencing dramatic play without constraints.

Movahedazarhouligh, S. Teaching Play Skills to Children with Disabilities: Research-Based Interventions and Practices. *Early Childhood Educ J* **46**, 587–599 (2018). <https://doi.org/10.1007/s10643-018-0917-7>

Western Governors University. (2021, November 5). *Dramatic play: What it is and why it's important*. Western Governors University. Retrieved March 14, 2023, from <https://www.wgu.edu/blog/dramatic-play-what-is-why-important2111.html#close>

Importance of theme and enhancements

- Promotes learning development
- Encourages and sparks creativity
- Immerses youth in an imaginary world
- Sensory experience
- Develops social skills



Concept

- In the the Clouds
- Birds eye view
- Above the trees
- Representation of Calabasas
- Unique and one-of-a-kind, continuing its reputation as a destination park

Enhancements & Benefits

Accelerator Swing: Allows youth who don't have the strength to sit in the high back swing to still swing by laying down on the dish.

Elevated sand and water table: Allows youth with mobility devices to play in the sand without leaving their wheelchair or walker

Friendly Fence Activity Panel: Activities often used to help with OT development (Occupational therapy)

Hawk Climber w/ ADA access: Provides graduating complexity, a different level of challenge to make sure everyone is given the opportunity to develop new skills

Nu Edge Tree Climb: Provides graduating complexity, a different level of challenge and enhances creative/imaginative play

Nu-Edge Tree stumps: Allows youth to increase balance and enhances creative/imaginative play

NuEdge Treehouse Panels: Enhances creative/imaginative play

NuEdge window Panel: Enhances creative/imaginative play

Nutty the Squirrel Activity Panel: Activities often used to help with OT development (Occupational therapy)

Roller Slide: Allows kids with cochlear implants to go down without worrying about static electricity

Sensory Safety Rails: These bridge rails provide engaging play instead of just typical rails. Gives children in mobility devices who do not want to leave their device to go down a slide the opportunity to stay engaged and play.

Single pole 12' umbrella shade over sandbox: Often individuals with disabilities have a hard time regulating their body temperature. This shade is vitally important to allows individuals to stay out longer and play.

Tree Branch Rails: Enhances creative/imaginative play

Tree Toppers (leaf): Enhances creative/imaginative play

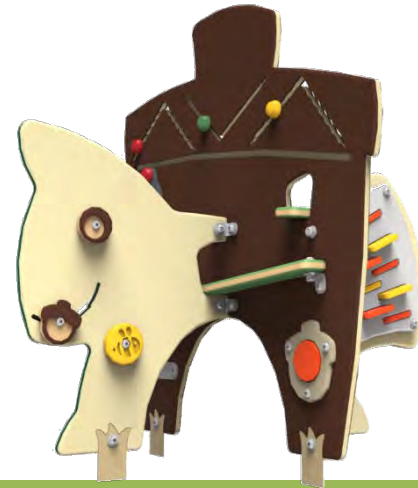
V-Rope Bridge: Creates a great parallel play opportunity and a different level of challenge

Wood Gabled Tree House: Enhances creative/imaginative play

Zoom twist w/Floor: Youth with autism often like to climb and spin. This piece allows the sensory feedback for individuals with autism along with a deck for individuals with a mobility device to sit or lie down and enjoy being part of the activity.

Enhancements

Accelerator Swing



Nutty the Squirrel
Activity Panel

Friendly Fence Activity Panel



Elevated sand table &
single pole shade



Sensory Safety Rails



Enhancements

Rollerslide



Tree Stumps



Treehouse Window Panel



Tree Climb & Treehouse Panel

Zoom Twist w/Floor



Enhancements

Tree Branch Safety Rails



Tree Toppers



V-Rope Bridge



Enhancements

Hawk Climber with ADA Access



Wood Gabled Tree House



WELCOME
5-12 YEARS

Enhanced Design

Enhanced design means additional standard and custom elements.



Enhanced Design

5-12 year old structure



is conceptual.

Enhanced Design

5-12 year old structure



Custom products are shown as conceptual.

Custom products are shown as conceptual.

Enhanced Design

2-5 year old structure



Enhanced Design

Sandbox area



Custom products are shown as conceptual.



Custom products are shown as conceptual.

Funding

| | |
|--|-----------------------|
| SUBTOTAL (W/O ENHANCEMENTS) | \$1,231,141.09 |
| Little Tikes standard equipment discount and free freight | -\$200,341.65 |
| TOTAL WITH DISCOUNT (\$86,943.56 under budget) | \$1,030,799.44 |
| Enhancement equipment cost (includes standard & custom – discount, tax, and freight) | \$242,330.16 |
| Unlimited Play, Inc. fee | \$10,000 |
| TOTAL PROJECT COST (WITH ENHANCEMENTS) | \$1,283,129.14 |
| APPROVED BUDGET | \$1,117,743.00 |
| DONATIONS | \$8,600.08 |
| TOTAL BUDGET | \$1,126,343.08 |
| ADDITIONAL FUNDING REQUEST | \$156,786.52 |



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 20, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL KLEIN, COMMUNITY DEVELOPMENT DIRECTOR, AICP
TOM BARTLETT, CITY PLANNER, AICP
JACLYN RACKERBY, ASSOCIATE PLANNER

SUBJECT: ANNUAL PROGRESS REPORT FOR 2022 REGARDING THE CITY OF CALABASAS GENERAL PLAN 2021-2029 HOUSING ELEMENT

MEETING DATE: MARCH 29, 2023

SUMMARY RECOMMENDATION:

Receive and file the attached annual progress report for 2022 regarding the City of Calabasas General Plan 2021-2029 Housing Element.

BACKGROUND:

California Government Code § 65400(b) requires filing of an annual progress report regarding the Housing Element of the General Plan for all cities and counties. The annual report must be delivered to the City Council, the State Office of Planning and Research, and the California Department of Housing and Community Development ("HCD"). This agenda item meets the statutory requirements.

The 2008-2014 Housing Element was adopted by City Council on December 10, 2008 as part of the City's 2030 General Plan update, and the Element was approved and certified as being compliant with State housing law by HCD on April 23, 2009. That Housing Element was updated and replaced by the 2014-2021 Housing Element on September 11, 2013, and on July 19, 2013 the updated Housing Element was approved and certified by HCD as being compliant with State housing law.

Subsequently, in accordance with State law and responsive to the 6th Regional Housing Needs Allocation (RHNA) cycle, the City’s Housing Element was updated again. The new 2021-2029 Housing Element was adopted by the City Council on September 28, 2021 (later amended and readopted on April 13, 2022), and the updated Housing Element was approved and certified by HCD as being compliant with State housing law on April 25, 2022.

The attached 2022 Annual Progress Report (Attachment A) was prepared based on the 2021-2029 Housing Element and the 6th Regional Housing Needs Allocation (RHNA) cycle.

DISCUSSION/ANALYSIS:

Summary of Production: The attached progress report summarizes residential building activity, 6th cycle RHNA progress, and progress of housing program implementation for the calendar year of 2022 and throughout the 6th Cycle planning period. The report was prepared on forms provided by HCD, using definitions adopted by HCD. In addition to tracking progress towards RHNA through the issuance of building permits, HCD collects data on the different types of housing projects submitted to local jurisdictions and which housing projects are either approved, approved with fewer units than permitted under the applicable zoning, or denied.

Table A of the progress report (replicated below) documents all proposed new residential housing development activity, based on projects that received entitlements from January 1 to December 31, 2022. Note that entitled projects do not count towards progress of meeting RHNA because RHNA performance is reported on the basis of building permits.

| 2022 Entitlement Activity (Table A) | |
|--|-----------------------------------|
| Income Category | New Units Entitled in 2022 |
| Very Low | 0 |
| Low | 0 |
| Moderate | 0 |
| Above Moderate | 12 |
| TOTALS: | 12 |

Table A2 of the progress report (which is replicated below) documents all residential building activity, based on building permits issued from January 1 to December 31 of 2022.

| 2022 Building Activity (Table A2) | |
|--|------------------|
| Income Category | New Units |
| Very Low | 0 |
| Low | 0 |
| Moderate | 4 |
| Above Moderate | 2 |
| TOTALS: | 6 |

Table B of the progress report (which is replicated below) documents the total number of residential units that were issued building permits during the City’s 6th cycle RHNA, since the reporting period began in 2021.

| 2021-2029 Cumulative Building Summary (Table B) | | | |
|--|----------------------|--------------------------------------|-----------------------|
| Income Category | Assigned RHNA | New Units Permitted 2021-2022 | Remaining RHNA |
| Very Low | 132 | 0 | 132 |
| Low | 71 | 0 | 71 |
| Moderate | 70 | 15 | 55 |
| Above Moderate | 81 | 4 | 77 |
| TOTALS: | 354 | 19 | 335 |

As indicated in the table above, a total of 19 new residential units in the City were issued construction permits since the reporting period began in 2021. Therefore, 335 units remain to be built (permitted) in the 2021 – 2029 (6th RHNA) housing cycle.

The units identified in the “Moderate” and “Above Moderate” income category are a combination of new single-family dwellings and Accessory Dwelling Units (ADUs). Per HCD criteria, an ADU may be counted as affordable only if there is a long-term covenant or the property owner has provided evidence that the ADU will be rented at an affordable rate or occupied without rent.

Housing Element Programs Implementation: Under CA Housing law, each jurisdiction is required to identify specific programs in its housing element that will allow it to implement the stated policies and achieve the stated goals and objectives. Programs must include specific action steps that the jurisdiction will take to implement its policies and achieve its goals and objectives. Programs also must include specific

timeframes for implementation, identify agencies responsible for implementation, and identify measurable outcomes (whenever possible). The City is required to include in the annual Housing Element progress report progress made towards achieving these programs.

Consistent with the above requirements, the City’s 2021 - 2029 Housing Element identifies strategies and programs that focus on: 1) conserving and improving existing housing; 2) providing adequate housing sites; 3) assisting in the provision of affordable housing; 4) removing governmental constraints to housing development; and 5) promoting fair and equal housing opportunities. The following table from the annual progress report identifies the City’s programs for these categories, and our progress towards implementation of each program.

| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
|--|--|--|---|
| Conserving the Existing Supply of Housing | | | |
| Single-family Rehabilitation Program | Assist 5 households annually, for 40 units over the planning period. | 2021-2029 | Due to continuing COVID shutdowns no rehabilitation projects were accomplished in 2022. Program implementation will resume in 2023. |
| Home Repair/ ADU Assistance Program | Coordinate with code enforcement to identify homes in need of substantial rehabilitation. Advertise funding availability for the creation of ADUs. | Advertise program annually in conjunction with monitoring under the Rental Registration Program. | Ongoing. No qualifying homes or ADUs have been identified in 2022. |
| Rental Assistance Program | Provide ongoing assistance to 50 households, contingent on funding. | 2021-2029 | Ongoing. The City continued to provide monthly subsidies to 50 residents through 2022. The subsidies increased from \$254/month to \$262/month in August 2022. |
| Rental Registration Program | Continue to maintain the rental database. | Update the database on an annual basis. | Ongoing. Annual rent information provided by apartment owners is entered into the City's rental database in July of every year, and was accomplished for 2022 as usual. Also, the data was reported to the City Council. |
| Mobile Home Park Preservation | Provide tenants information on MPROP funding as appropriate. | 2021-2029 | Ongoing. Staff continues to work with mobile home park management to keep tenants informed about the CDBG Residential Rehabilitation program. Regarding the State's MPROP funding availability - the tenants association has communicated to the City that they are not presently interested in acquiring the park. |

| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
|---|---|---|--|
| Preservation and Monitoring of Assisted Housing | Establish annual monitoring procedures for rent restricted units provided through City incentives and/or financial assistance. | Establish monitoring procedures by 2022 and coord. annual monitoring with Rental Registration Program | Annual monitoring of rent-restricted affordable housing units is accomplished via administration of the City's Rental Registration Program. The information gathered for the 2022 Rental Registration Program report confirmed that the affordable units at each location continue to be inhabited by qualifying tenants and with appropriate rent amounts. |
| Condominium Conversion Ordinance | Implement the City's current ordinance to provide tenant protections and relocation assistance in the advent of a condominium conversion. | 2021-2029 | No condominium conversion initiatives were proposed for any rental housing properties in the City during this annual reporting period. |
| Provide Adequate Residential Sites | | | |
| Residential Sites Inventory | Provide information on available sites and incentives to developers. Update the CMU, RM-16 and RM-20 Land Use and Zoning designations to allow densities of 20 – 24 units/acre. | Update Land Use and Zoning categories in conjunction with Housing Element adoption (October 2021) | The City released a Notice of Funding Availability (for \$4.5 million) to accomplish affordable housing development on a property in the City, and the identified future housing sites were specifically mentioned. Staff also fields inquiries on a regular basis from housing developers, and we advise them of the identified future housing sites. The CMU, RM-16, and RM-20 zoning districts were updated to reflect the increased density limits immediately following adoption of the 2021 - 2029 Housing Element -- in September 2021. |
| Facilitate Development on Large Sites | Target production of 52 lower-income units on large sites. | Initiate meetings beginning in 2022. Achieve affordable units by 2029. | Staff has been in contact with the owners of the largest identified housing sites (Site #s 8, 11, and 12), concerning future housing development on their respective properties. In fact, dialogue with two of the property owners has been particularly frequent and highly focused on potential housing proposal submittals within the next one to three years. Dialogue with the owners of Site #2 was active in the 2018 - 2021 timeframe, but did not resume in 2022. |
| Affordable Housing Overlay (AHO) | Provide Incentives for affordable housing on designated sites: - Increased densities - Increased height - Increased FAR - Reduced open space | Adopt AHO in conjunction with adoption of the Element in 2021. Create Affordable Housing page | The City Council adopted an Affordable Housing Overlay (AHO) zoning district in October 2021; and readopted the AHO (slightly amended) in April 2022. An Affordable Housing webpage was created and is accessible via the City's website. The webpage includes links to the Housing Element, the AHO and density bonus |

| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
|--|--|---|--|
| | | on City website in 2022 with links to the AHO and other ordinances. | provisions of the City's Land Use and Development Code, as well as the City's other affordable housing programs. provisions of the City's Land Use and Development Code, as well as the City's other affordable housing programs. |
| Promote Accessory Dwelling Units (ADUs) | Initiate an education and marketing program for homeowners on the benefits of ADUs and the availability of City funds for ADU development. Develop ADU Design Workbook and pre-approvable construction plans. Achieve production of an average of 12 ADUs annually. | ADU marketing program (2022). ADU Design Workbook and Construction Plans (2023). | Created and posted on the City's website an ADU webpage which provides information about ADUs. Initiated research regarding an ADU design workbook and an associated set of pre-designed and Code compliant (e.g., approvable) plans for new ADUs, with intent to prepare and issue a final set of pre-approved ADU plans in 2023. |
| Track and Monitor Accessory Dwelling Units | Establish an ADU tracking system to track use and affordability; conduct a mid-cycle review and report to HCD. If actual production and affordability is far from projected trends, rezone an additional site (as may be necessary) to offset any lower income RHNA shortfall; if actual production and affordability is near projected trends, conduct expanded marketing and outreach. | Tracking system (2022). Conduct midcycle review in 2025, and as necessary, expand marketing within 6 months, or rezone within one year. | Starting in 2022 ADU permit information was added to the City's electronic permit tracking system. |
| Annexation of Craftsman Corner | Complete annexation of Craftsman Corner by October 2024. Should the annexation not be completed by this date, rezone additional sites as necessary to address the City's RHNA. | Oct-24 | During this reporting period Planning staff reengaged LAFCO staff, and worked with counterparts in the City of Hidden Hills and the County of Los Angeles to complete a draft tax exchange agreement. The draft agreement, once finalized, will go to each entity's legislative body for approval, and following that the reorganization (annexation) will move on to LAFCO for consideration. We currently anticipate concluding annexation by the end of 2023. |
| Development of Affordable Housing | | | |

| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
|---|--|--|---|
| Inclusionary Housing Program | Provide developers with information on available options and incentives to fulfill inclusionary requirements. | 2021-2029 | The Inclusionary Housing ordinance is available to the public on the City's website via the link to our updated Municipal Code. |
| Commercial/Industrial Impact Fee Program | Generate funds to assist in providing affordable housing opportunities to Calabasas' workforce. | 2021-2029 | Ongoing. Staff continues to provide developers with information regarding the affordable housing mitigation fee requirements. The 2021-2029 Housing Element includes programs for expenditure of funds collected via this program and the associated ordinance. |
| Affordable Housing Development Assistance | Allocate \$1 million in Affordable Housing Funds towards construction of affordable senior housing, and issue a Request for Proposal (RFP) for development on one of the AHO sites. Pursue funding under the DR-MHP Program. | Issue RFP in 2022. Submit project application to DR-MHP program by December 2022. | The RFP (actually released as a Notice of Funding Availability or NOFA), was issued in October 2022 and subsequently re-issued in December. The City garnered a \$3.257 million grant from the DR-MHP program, to which the City added \$1.2 million for a total available amount of approximately \$4,457,000. The NOFA specifically identified the Housing Element future housing development sites as potential (preferred) project locations. |
| Green Building | In conjunction with adoption of the new State Building Energy Efficiency Standards (Energy Code) in 2022, prepare an updated Green Building Checklist and provide to building applicants upon inquiring about project development. | Adopt updated Green Building Code in 2022 and provide checklist to building applicants. | The City continues to implement the Green Building Ordinance. The checklist has not yet been updated, although we intend to accomplish the update in 2023. |
| Removing Governmental Constraints | | | |
| Density Bonus Program | Promote density bonus and other regulatory incentives in conjunction with discussions with development applicants. | Create Affordable Housing page on City website in 2022 with links to the Density Bonus Ordinance, AHO, IHO and ADU ordinances. | An "Affordable Housing" page on City website has been in place for some time now, and it is continually updated. Links to the Density Bonus Ordinance, as well as the AHO, IHO and ADU ordinances, are provided. |
| Zoning Text Amendments for | Modify zoning standards for transitional and supportive housing, and | Amend the Development | These Code updates were delayed and are set for completion in 2023. |

| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
|---|---|--|---|
| Special Needs Housing | emergency shelters consistent with current State law. | Code by 2022. | |
| Adaptive Reuse of Office Space | Research modified standards utilized in other jurisdictions to facilitate office conversions. Adopt modified standards as appropriate. | Adopt modified standards as appropriate by 2023. | Nothing to report for the 2022 reporting period. |
| Objective Design Standards and Streamlined Development Review | Adopt Objective Design and Development Standards for multifamily and mixed-use development projects. Eliminate the Community Forum requirement on Housing Element sites. | Amend the Municipal Code to eliminate Community Forums on Housing Element sites (2022) and incorporate objective standards (2023). | In April 2022 the City Council approved a Code update to eliminate Community Development Forums for designated housing sites in the 2021 - 2029 Housing Element. Initiated background research for preparation of objective design standards; the updated design standards are programed for completion and adoption in 2023. |
| Promoting Equal Housing Opportunities | | | |
| Fair Housing Program | Contract with the Housing Rights Center (HRC) to promote open and fair housing practices, and to facilitate communication between tenants and landlords. Assist in program outreach through referrals and distribution of educational info. | By 2022, provide multilingual Fair Housing brochures at City Hall, the Library and Community Center, and incorporate fair housing information on the City's website. | Fair housing inquiries continue to be referred to the Los Angeles County Housing Rights Center. The City provides links to the Housing Rights Center and LA County Department of Consumer & Business Affairs on its website. |
| Housing Opportunities for Persons Living with Disabilities | Work in cooperation with the NLACRC to publicize information on available resources for housing and services. Pursue State and Federal funds available for supportive housing and services in future affordable housing projects. | Pursue supportive housing funding at least once during planning period in conjunction with affordable projects. | No funding was pursued in 2022. |

| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
|------------------------------|---|---------------------------------------|---|
| Senior Housing Opportunities | Adopt incentives for development of senior housing in the AHO (2021), and commit Housing Trust Funds and issue an RFP for affordable senior housing on one of the AHO sites (2023). | Adopt AHO in 2021. Issue RFP by 2023. | The Affordable Housing Overlay (AHO) ordinance was adopted originally in October 2021, and subsequently readopted (with amendments) in April 2022. The AHO includes incentives for new senior housing development. The affordable housing development RFP (actually released as a Notice of Funding Availability or NOFA), was issued in October 2022 and subsequently re-issued in December, offering approximately \$4,457,000 in support of a new housing project, and senior housing development (to include affordable units) is specified as a qualifying housing type in the NOFA. |

Affordable Housing Update: The City Council received a report regarding the status of rental rates and affordable housing units in the City of Calabasas on February 22, 2023. While the City offers funds for Residential Rehabilitation, and Rental Assistance, these programs on their own do not satisfy the City’s obligation for producing new affordable housing units under RHNA, as implemented through HCD. The following tables identify currently available affordable housing in the City. (Note that only long-term government-restricted units qualify as affordable housing under RHNA.)

| Current Deed-restricted Affordable Housing Units in Calabasas | | | | |
|--|----------------------|-------------------|---------------------|------------------------|
| Name | Address | # of Units | Income Level | Expiration Date |
| Avanti | 23500 Park Sorrento | 8 | Very Low Income | 2046 |
| Canyon Creek | 4803 El Canon | 75 | Very Low Income | 2066 |
| Paxton | 4240 Las Virgenes Rd | 4 | Very Low Income | 2048 |
| | | | | Total: 87 units |

FISCAL IMPACT/SOURCE OF FUNDING:

None

REQUESTED ACTION:

That the City Council receive and file the attached 2022 annual progress report regarding the 2021-2029 Housing Element of the 2030 General Plan.

ATTACHMENTS:

- Attachment A: 2022 Annual Housing Element Progress Report to HCD
- Attachment B: Powerpoint

| | | |
|-----------------|-----------|-------------------------|
| Jurisdiction | Calabasas | |
| Reporting Year | 2022 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 10/15/2021 - 10/15/2029 |

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

| Project Identifier | | | | | Unit Types | | Date Application Submitted | Proposed Units - Affordability by Household Incomes | | | | | | | Total Approved Units by Project | Total Disapproved Units by Project | Streamlining | Density Bonus Law Applications | | Application Status | Notes | | |
|-------------------------------------|--------------|-----------------------|---------------------|---------------------------------|--|-------------------------|--|---|-------------------------------------|----------------------------|--------------------------------|---------------------------------|-------------------------------------|-----------------------|---------------------------------|------------------------------------|------------------------------------|---|---|--|--|--------|--|
| 1 | | | | | 2 | 3 | 4 | 5 | | | | | | | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | |
| Prior APN* | Current APN | Street Address | Project Name* | Local Jurisdiction Tracking ID* | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Date Application Submitted+ (see instructions) | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total PROPOSED Units by Project | Total APPROVED Units by project | Total DISAPPROVED Units by Project | Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining) | Did the housing development application seek incentives or concessions pursuant to Government Code section 65915? | Were incentives or concessions requested pursuant to Government Code section 65915 approved? | Please indicate the status of the application. | Notes* | |
| Summary Row: Start Data Entry Below | | | | | | | | 5 | 0 | 16 | 0 | 0 | 0 | 0 | 109 | 129 | 0 | 0 | | | | | |
| | 2052-019-074 | 5534 Parkmor Rd | N/A | ZCL-2022-009 | ADU | R | 1/10/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2069-088-025 | 4225 Prado de los Paj | N/A | ZCL-2022-053 | ADU | R | 3/30/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2069-042-031 | 24549 Via Esquina | N/A | ZCL-2022-128 | ADU | R | 4/21/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2079-003-011 | 22931 Humming BirdV | N/A | SPR-2022-004 | SFD | R | 4/27/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2052-019-003 | 5460 Parkmor Rd | N/A | ZCL-2022-169 | SFD | R | 6/1/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2069-091-024 | 25481 Prado de Amor | N/A | ZCL-2022-204 | ADU | R | 6/29/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2052-023-025 | 26096 Adamor Rd | N/A | ZCL-2022-213 | ADU | R | 7/7/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2072-007-018 | 3525 Poppy Dr | N/A | ZCL-2022-223 | ADU | R | 7/14/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2052-019-047 | 5421 Parkmor Rd | N/A | SPR-2022-007 | 2 to 4 | R | 7/26/2022 | | | | | | | 2 | 2 | | | No | No | N/A | Pending | | |
| | 4455-054-017 | 24030 Alder Pl | N/A | SPR-2022-009 | SFD | R | 7/27/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2052-024-010 | 26065 Adamor Rd | N/A | ZCL-2022-256 | ADU | R | 8/22/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2052-014-022 | 5235 Edgeware | N/A | ZCL-2022-258 | ADU | R | 8/23/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2068-026-007 | 23675 Park Sevilla | N/A | ZCL-2022-266 | ADU | R | 8/29/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2068-003-034 | 24100 Park Sorrento | The Park Apartments | SPR-2022-011 | 5+ | R | 8/31/2022 | 5 | | 16 | | | | 86 | 107 | | | No | Yes | N/A | Pending | | |
| | 2052-017-010 | 5542 Ruthwood Dr | N/A | ZCL-2022-276 | ADU | R | 9/8/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2069-008-051 | 24655 Park Miramar | N/A | ZCL-2022-287 | ADU | R | 9/23/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2069-008-053 | 24615 Park Miramar | N/A | ZCL-2022-313 | ADU | R | 10/13/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2069-033-066 | 25366 La Masina Ct | N/A | ZCL-2022-314 | ADU | R | 10/14/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2079-004-017 | 3924 Black Bird Way | N/A | ZCL-2022-319 | ADU | R | 10/20/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2079-016-018 | 4022 Bon Homme Rd | N/A | SPR-2022-012 | SFD | O | 11/15/2022 | | | | | | | 1 | | | | No | No | N/A | Pending | | |
| | 2052-016-041 | 26227 Veva Way | N/A | ZCL-2022-362 | ADU | R | 12/1/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Pending | | |
| | 2069-037-036 | 23918 Park Granada | N/A | ZCL-2022-370 | ADU | R | 12/2/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |
| | 2069-094-002 | 3865 Prado del Trigo | N/A | ZCL-2022-376 | ADU | R | 12/13/2022 | | | | | | | 1 | 1 | | | No | No | N/A | Approved | | |

| | | |
|-----------------|-----------|-------------------------|
| Jurisdiction | Calabasas | |
| Reporting Year | 2022 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 10/15/2021 - 10/15/2029 |

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

| Project Identifier | | | | Unit Types | | Affordability by Household Incomes - Completed Entitlement | | | | Affordability by Household Incomes - Building Permits | | | | Affordability by Household Incomes - Certificates of Occupancy | | Streamlining | Housing without Financial Assistance or Deed Restrictions |
|-------------------------------------|--------------|--------------------------------|---|--|-------------------------------|--|-----------------------|---------------------------|--------------------------------|---|-----------------------|------------------------------|------------------------------------|---|---|--|--|
| 1 | | | | 2 | 3 | 4 | | 5 | 6 | 7 | | 8 | 9 | 12 | 13 | 14 | 18 |
| Prior APN ⁺ | Current APN | Street Address | Local Jurisdiction Tracking ID ⁺ | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Moderate-Income Non Deed Restricted | Above Moderate-Income | Entitlement Date Approved | # of Units issued Entitlements | Moderate-Income Non Deed Restricted | Above Moderate-Income | Building Permits Date Issued | # of Units Issued Building Permits | # of Units issued Certificates of Occupancy or other forms of readiness | How many of the units were Extremely Low Income? ⁺ | Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N | For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions) |
| Summary Row: Start Data Entry Below | | | | | | 0 | 2 | | 2 | 4 | 2 | | 6 | 0 | 0 | 0 | |
| | 2052-034-016 | 26060 Farmfield Rd B | ZCL-2021-111 | ADU | R | 1 | | 8/23/2021 | 1 | 1 | | 4/18/2022 | 1 | 0 | 0 | N | Property owner confirmed that the unit will be rented below market rate |
| | 2080-004-001 | 3747 Eddingham Ave B | ZCL-2021-019 | ADU | R | 1 | | 2/18/2021 | 1 | 1 | | 8/1/2022 | 1 | 0 | 0 | N | Property owner confirmed that the unit will be rented below market rate |
| | 2069-091-020 | 25441 Prado de Amor B | ZCL-2021-240 | ADU | R | 1 | | 10/5/2021 | 1 | 1 | | 8/15/2022 | 1 | 0 | 0 | N | Property owner confirmed that the unit will be rented below market rate |
| | 2069-068-006 | 23324 Park Colombo B | ZCL-2021-274 | ADU | R | 1 | | 11/17/2021 | 1 | 1 | | 8/17/2022 | 1 | 0 | 0 | N | Property owner confirmed that the unit will be rented below market rate |
| | 4455-006-035 | 24101 Dry Canyon Cold Creek Rd | SPR-2021-015 | SFD | O | | 1 | 4/21/2022 | 1 | | 1 | 10/6/2022 | 1 | 0 | 0 | N | |
| | 2069-091-024 | 25481 Prado de Amor B | ZCL-2022-204 | ADU | R | | 1 | 7/7/2022 | 1 | 1 | 1 | 11/7/2022 | 1 | 0 | 0 | N | |

| | | |
|-----------------|-----------|-------------------------|
| Jurisdiction | Calabasas | |
| Reporting Year | 2022 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 10/15/2021 - 10/15/2029 |

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

| Table B | | | | | | | | | | | | | | |
|---|---------------------|---------------------------------|---|------|------|------|------|------|------|------|------|---------------------|---------------------------------|--------------------------------------|
| Regional Housing Needs Allocation Progress | | | | | | | | | | | | | | |
| Permitted Units Issued by Affordability | | | | | | | | | | | | | | |
| | | 1 | 2 | | | | | | | | | 3 | 4 | |
| Income Level | | RHNA Allocation by Income Level | Projection Period - 06/30/2021 - 10/14/2021 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Total Units to Date (all years) | Total Remaining RHNA by Income Level |
| Very Low | Deed Restricted | 132 | - | - | - | - | - | - | - | - | - | - | - | 132 |
| | Non-Deed Restricted | | - | - | - | - | - | - | - | - | - | - | - | |
| Low | Deed Restricted | 71 | - | - | - | - | - | - | - | - | - | - | - | 71 |
| | Non-Deed Restricted | | - | - | - | - | - | - | - | - | - | - | - | |
| Moderate | Deed Restricted | 70 | - | - | - | - | - | - | - | - | - | - | - | 55 |
| | Non-Deed Restricted | | 4 | 7 | 4 | - | - | - | - | - | - | - | 15 | |
| Above Moderate | | 81 | - | 2 | 2 | - | - | - | - | - | - | - | 4 | 77 |
| Total RHNA | | 354 | | | | | | | | | | | | |
| Total Units | | | 4 | 9 | 6 | - | - | - | - | - | - | - | 19 | 335 |
| Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1). | | | | | | | | | | | | | | |
| | | 5 | | | | | | | | | | 6 | 7 | |
| | | Extremely low-income Need | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Total Units to Date | Total Units Remaining | |
| Extremely Low-Income Units* | | 66 | - | - | - | - | - | - | - | - | - | - | 66 | |

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.
 Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).
 Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.
 Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

| | | | |
|--|--|--|---|
| Jurisdiction | | Calabasas | |
| Reporting Year | | 2022 | (Jan. 1 - Dec. 31) |
| Table D | | | |
| Program Implementation Status pursuant to GC Section 65583 | | | |
| Housing Programs Progress Report | | | |
| Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element. | | | |
| 1 | 2 | 3 | 4 |
| Name of Program | Objective | Timeframe in H.E | Status of Program Implementation |
| Single-family Rehabilitation Program | Assist 5 households annually, for 40 units over the planning period. | 2021-2029 | Due to continuing COVID shutdowns no rehabilitation projects were accomplished in 2022. We anticipate resuming the program in 2023. |
| Home Repair/ ADU Assistance Program | Coordinate with code enforcement to identify homes in need of substantial rehabilitation. Advertise funding availability for the creation of ADUs. | Advertise program annually in conjunction with monitoring under the Rental Registration Program. | Ongoing. No qualifying homes or ADUs have yet been identified. |
| Rental Assistance Program | Provide ongoing assistance to 50 households, contingent on funding. | 2021-2029 | Ongoing. The City continued to provide monthly subsidies to 50 residents through 2022. The subsidies increased from \$254/month to \$262/month in August 2022. |
| Rental Registration Program | Continue to maintain the rental database. | Update the database on an annual basis. | Ongoing. Annual rent information provided by apartment owners is entered into the City's rental database in July of every year, and was accomplished for 2022 as usual. Also, the data was reported to the City Council. |
| Mobile Home Park Preservation | Provide tenants information on MPROP funding as appropriate. | 2021-2029 | Ongoing. Staff continues to work with the mobile home park management to keep tenants informed about the CDBG Residential Rehabilitation program. Regarding the State's MPROP funding availability - the tenants association has communicated to the City that they are not presently interested in acquiring the park. |
| Preservation and Monitoring of Assisted Housing | Establish annual monitoring procedures for rent restricted units provided through City incentives and/or financial assistance. | Est. monitoring procedures by 2022 and coordinate with annual monitoring under the Rental Registration Program | Annual monitoring of rent-restricted affordable housing units is accomplished via administration of the City's Rental Registration Program. The information gathered for the 2022 Rental Registration Program report confirmed that the affordable units at each location continue to be inhabited by qualifying tenants and with appropriate rent amounts. |
| Condominium Conversion Ordinance | Implement the City's current ordinance to provide tenant protections and relocation assistance in the advent of a condominium conversion. | 2021-2029 | No condominium conversion initiatives were proposed for any rental housing properties in the City during this annual reporting period. |

| | | | |
|--|--|---|--|
| Residential Sites Inventory | Provide information on available sites and incentives to developers. Update the CMU, RM-16 and RM-20 Land Use and Zoning designations to allow densities of 20 – 24 units/acre. | Update Land Use and Zoning categories in conjunction with Housing Element adoption (October 2021) | The City released a Notice of Funding Availability (for \$4.5 million) to accomplish affordable housing development on a property in the City, and the identified future housing sites were specifically mentioned. Staff also fields inquiries on a regular basis from housing developers, and we advise them of the identified future housing sites. The CMU, RM-16, and RM-20 zoning districts were updated to reflect the increased density limits immediately following adoption of the 2021 - 2029 Housing Element -- in October 2021. |
| Facilitate Development on Large Sites | Target production of 52 lower-income units on large sites. | Initiate meetings beginning in 2022. Achieve affordable units by 2029. | Staff has been in contact with the owners of the largest identified housing sites (Site #s 8, 11, and 12), concerning future housing development on their respective properties. In fact, dialoge with two of the property owners has been particularly frequent and highly focused on potential housing proposal submittals within the next one to three years. Dialoge with the owners of Site #2 was active in the 2018 - 2021 timeframe, but did not resume in 2022. |
| Affordable Housing Overlay (AHO) | Provide Incentives for affordable housing on designated sites: - Increased densities - Increased height - Increased FAR - Reduced open space | Adopt AHO in conjunction with adoption of the Element in 2021. Create Affordable Housing page on City website in 2022 with links to the AHO and other ordinances. | The City Council adopted an Affordable Housing Overlay (AHO) zoning in conjunction with adoption of the updated Housing Element in October 2021; and readopted the AHO (slightly amended) in April 2022. An Affordable Housing webpage on has been created and is accessible via the City's website. The webpage includes links to the Housing Element, the AHO and density bonus provisions of the City's Land Use and Development Code, as well as the City's other affordable housing programs. |
| Promote Accessory Dwelling Units (ADUs) | Initiate an education and marketing program for homeowners on the benefits of ADUs and the availability of City funds for ADU development. Develop ADU Design Workbook and pre-approvable construction plans. Achieve production of an average of 12 ADUs annually. | ADU marketing program (2022). ADU Design Workbook and Construction Plans (2023). | Created and posted on the City's website an ADU webpage which provides information about ADUs. Initiated research regarding an ADU design workbook and an associated set of pre-designed and Code compliant (e.g., approvable) plans for new ADUs, with intent to prepare and issue a final set of pre-approved ADU plans in 2023. |
| Track and Monitor Accessory Dwelling Units | Establish an ADU tracking system to track use and affordability; conduct a mid-cycle review and report to HCD. If actual production and affordability is far from projected trends, rezone an additional site (as may be necessary) to offset any lower income RHNA shortfall; if actual production and affordability is near projected trends, conduct expanded marketing and outreach. | Tracking system (2022). Conduct midcycle review in 2025, and as necessary, expand marketing within 6 months, or rezone within one year. | Starting in 2022 ADU permit information was added to the City's electronic permit tracking system. |
| Annexation of Craftsman Corner | Complete annexation of Craftsman Corner by October 2024. Should the annexation not be completed by this date, rezone additional sites as necessary to address the City's RHNA. | Oct-24 | During this reporting period Planning staff reengaged LAFCO staff, and worked with counterparts in the City of Hidden Hills and the County of Los Angeles to complete a draft tax exchange agreement. The draft agreement, once finalized, will go to each entity's legislative body for approval, and following that the reorganization (annexation) will move on to LAFCO for consideration. We currently anticipate concluding annexation by the end of 2023. |

| | | | |
|--|---|--|---|
| Inclusionary Housing Program | Provide developers with information on available options and incentives to fulfill inclusionary requirements. | 2021-2029 | The Inclusionary Housing ordinance is available to the public on the City's website via the link to our updated Municipal Code. |
| Commercial/ Industrial Impact Fee Program | Generate funds to assist in providing affordable housing opportunities to Calabasas' workforce. | 2021-2029 | Ongoing. Staff continues to provide developers with information regarding the affordable housing mitigation fee requirements. The 2021-2029 Housing Element includes programs for expenditure of funds collected via this program and the associated ordinance. |
| Affordable Housing Development Assistance | Allocate \$1 million in Affordable Housing Funds towards construction of affordable senior housing, and issue a Request for Proposal (RFP) for development on one of the AHO sites. Pursue funding under the DR-MHP Program. | Issue RFP in 2022. Submit project application to DR-MHP program by December 2022. | The RFP (actually released as a Notice of Funding Availability or NOFA), was issued in October 2022 and subsequently re-issued in December. The City garnered a \$3.257 million grant from the DR-MHP program, to which the City added \$1.2 million for a total available amount of approximately \$4,457,000. The NOFA specifically identified the Housing Element future housing development sites as potential (preferred) project locations. |
| Green Building | In conjunction with adoption of the new State Building Energy Efficiency Standards (Energy Code) in 2022, prepare an updated Green Building Checklist and provide to building applicants upon inquiring about project development. | Adopt updated Green Building Code in 2022 and provide checklist to building applicants. | The City continues to implement the Green Building Ordinance. The checklist has not yet been updated, although we intend to accomplish the update in 2023. |
| Density Bonus Program | Promote density bonus and other regulatory incentives in conjunction with discussions with development applicants. | Create Affordable Housing page on City website in 2022 with links to the Density Bonus Ordinance, as well as the AHO, IHO and ADU ordinances. | An "Affordable Housing" page on City website has been in place for some time now, and it is continually updated. Links to the Density Bonus Ordinance, as well as the AHO, IHO and ADU ordinances, are provided. |
| Zoning Text Amendments for Special Needs Housing | Modify zoning standards for transitional and supportive housing, and emergency shelters consistent with current State law. | Amend the Development Code by 2022. | These Code updates were delayed and are set for completion in 2023. |
| Adaptive Reuse of Office Space | Research modified standards utilized in other jurisdictions to facilitate office conversions. Adopt modified standards as appropriate. | Adopt modified standards as appropriate by 2023. | Nothing to report for the 2022 reporting period. |
| Objective Design Standards and Streamlined Development Review | Adopt Objective Design and Development Standards for multifamily and mixed use development projects. Eliminate the Community Forum requirement on Housing Element sites. | Amend the Municipal Code to eliminate Community Forums on Housing Element sites (2022) and incorporate objective standards (2023). | In April 2022 the City Council approved a Code update to eliminate Community Development Forums for designated housing sites in the 2021 - 2029 Housing Element. Initiated background research for preparation of objective design standards; the updated design standards are programmed for completion and adoption in 2023. |
| Fair Housing Program | Contract with the Housing Rights Center (HRC) to promote open and fair housing practices, and to facilitate communication between tenants and landlords. Assist in program outreach through referrals and distribution of educational info. | By 2022, provide multilingual Fair Housing brochures at City Hall, the Library and Community Center, and incorporate fair housing information on the City's website. | Fair housing inquiries continue to be referred to the Los Angeles County Housing Rights Center. The City provides links to the Housing Rights Center and LA County Department of Consumer & Business Affairs on its website. |

Housing Element Progress Report



CITY *of* CALABASAS

2022 Reporting Period

State Requirements

- State law requires that the City file an annual progress report regarding the implementation of our Housing Element to the City Council, the State Office of Planning and Research, and the State Department of Housing and Community Development (HCD).
- The law also requires that the report be considered at a public meeting before the City Council to give the public an opportunity to comment on our progress.



Entitlement Activity

| 2022 Entitlement Activity (Table A) | |
|-------------------------------------|----------------------------|
| Income Category | New Units Entitled in 2022 |
| Very Low | 0 |
| Low | 0 |
| Moderate | 0 |
| Above Moderate | 12 |
| TOTALS: | 12 |



2022 Building Activity (Table A2)

| Income Category | New Units Permitted in 2022 for Construction |
|-----------------|--|
| Very Low | 0 |
| Low | 0 |
| Moderate | 4 |
| Above Moderate | 2 |
| TOTALS: | 6 |

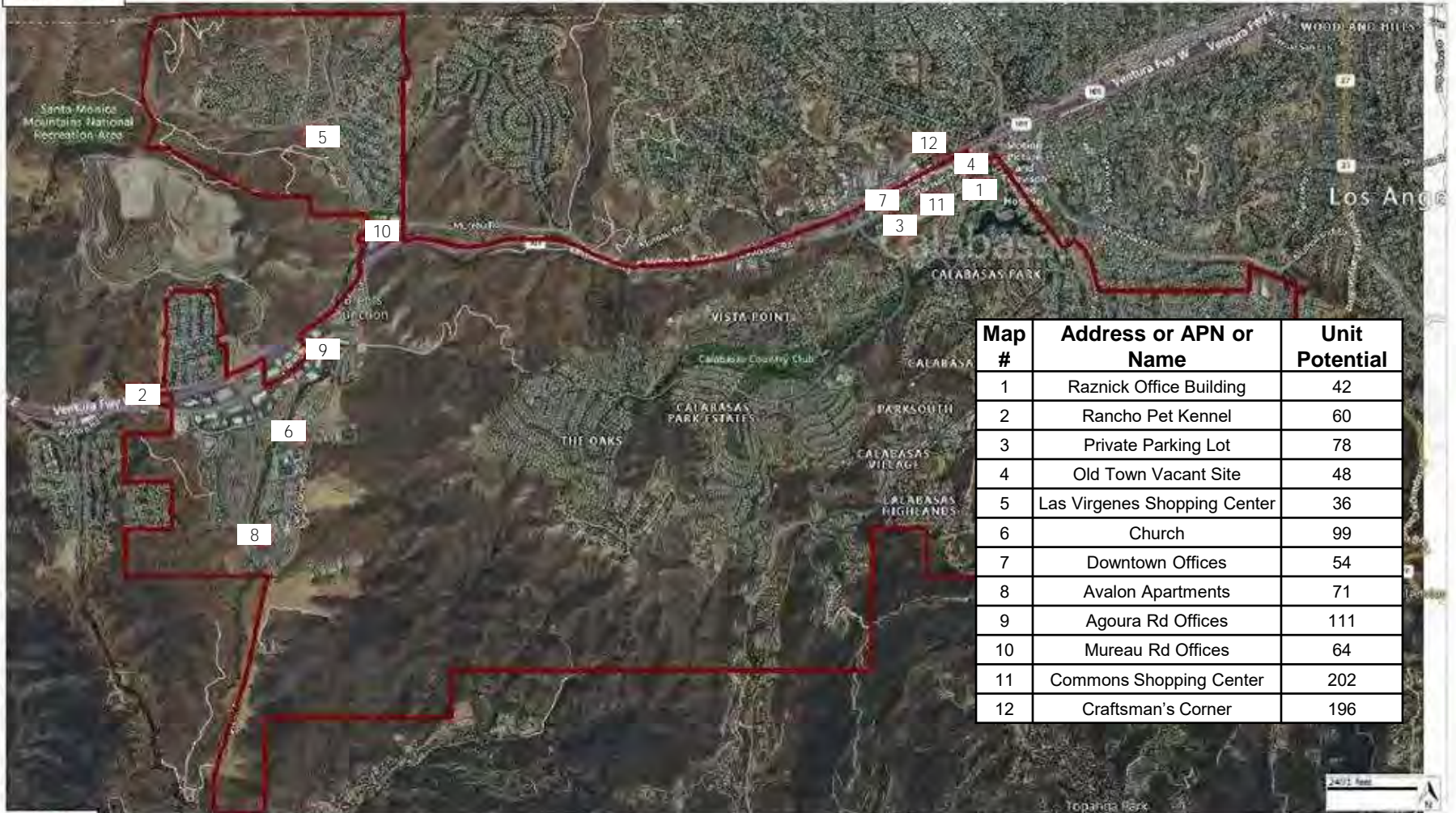
2021-2029 Cumulative Building Summary (Table B)

| Income Category | Assigned RHNA | New Units Permitted 2021-2029 | Remaining RHNA |
|-----------------|---------------|-------------------------------|----------------|
| Very Low | 132 | 0 | 132 |
| Low | 71 | 0 | 71 |
| Moderate | 70 | 15 | 55 |
| Above Moderate | 81 | 4 | 77 |
| TOTALS: | 354 | 19 | 335 |



Figure V-1

Housing Inventory Site Map



| Map # | Address or APN or Name | Unit Potential |
|-------|------------------------------|----------------|
| 1 | Raznick Office Building | 42 |
| 2 | Rancho Pet Kennel | 60 |
| 3 | Private Parking Lot | 78 |
| 4 | Old Town Vacant Site | 48 |
| 5 | Las Virgenes Shopping Center | 36 |
| 6 | Church | 99 |
| 7 | Downtown Offices | 54 |
| 8 | Avalon Apartments | 71 |
| 9 | Agoura Rd Offices | 111 |
| 10 | Mureau Rd Offices | 64 |
| 11 | Commons Shopping Center | 202 |
| 12 | Craftsman's Corner | 196 |



2021-2029 Housing Element Multi-Family Site Inventory

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2022 Housing Element Progress Report

City Council
March 29, 2023

Affordable Housing

| Current Affordable Housing in Calabasas | | | | |
|--|----------------------|---------------------|---------------------|------------------------|
| Name | Address | No. of Units | Income Level | Expiration Date |
| Avanti | 23500 Park Sorrento | 8 | Very Low Income | 2046 |
| Canyon Creek | 4803 El Canon | 75 | Very Low Income | 2066 |
| Paxton | 4240 Las Virgenes Rd | 4 | Very Low Income | 2048 |
| | | | | Total: 87 units |




Conclusions & Recommendation

- The Housing Element Progress Report is informational only, requiring only discussion at a public meeting, but no action on the part of the City Council.
- Staff recommends that the Council take public comment and then receive and file the Report.





CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 20, 2023
TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: RON AHLERS, CHIEF FINANCIAL OFFICER 
SUBJECT: GENERAL FUND BUDGET DISCUSSION FY 2023-24
MEETING DATE: MARCH 29, 2023

SUMMARY RECOMMENDATION:

Staff is providing this first budget discussion for FY 2023-24 for the General Fund of the City of Calabasas (City). Staff is also providing the City Manager Budget Calendar for the City Council.

BACKGROUND:

This is the first discussion regarding the FY 2023-24 Budget with the City Council. The focus of this report concerns the General Fund of the City. The General Fund records the majority of the taxes and fees and major expenses of the City providing typical governmental services. The tax revenues include: property taxes, sales taxes, utility users taxes, franchise fees and vehicle license fees. Expenses of the General Fund includes: Police services (thru Los Angeles County Sheriff contract), community services (recreation and parks), Community Development services (providing Planning, Zoning and Building & Safety services), Pubic Works (providing street maintenance, landscaping services, engineering, etc.) and Administrative Services (City Manager, Human Resources, Media, Finance, etc.)

DISCUSSION:

GENERAL FUND (Fund 10)

The table below depicts the last three full years of actual revenues, original budget for 2022-23 and a revised 2022-23 estimate along with a Preliminary Budget for 2023-24.

CITY of CALABASAS
GENERAL FUND
PRELIMINARY BUDGET REPORT
FY 2023-24

| | Actuals | Actuals | Actuals | Budget | Revised | <i>Preliminary</i> <i>Budget</i> |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------------------|
| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2022-23 | 2023-24 |
| Property Tax | 3,839,932 | 4,010,560 | 4,224,154 | 4,400,000 | 4,450,000 | 4,600,000 |
| Sales Tax | 5,979,032 | 6,885,572 | 8,447,615 | 7,400,000 | 8,200,000 | 8,200,000 |
| Franchise TV | 307,865 | 310,706 | 294,970 | 300,000 | 300,000 | 300,000 |
| Franchise Edison | 372,844 | 417,091 | 436,104 | 450,000 | 450,000 | 500,000 |
| TOT | 1,571,867 | 983,758 | 2,108,153 | 2,000,000 | 2,200,000 | 2,400,000 |
| UUT Electric | 1,691,338 | 1,841,004 | 2,161,900 | 1,975,000 | 2,200,000 | 2,300,000 |
| UUT Gas | 483,986 | 526,393 | 556,773 | 500,000 | 600,000 | 650,000 |
| UUT Phone | 678,819 | 634,119 | 645,256 | 575,000 | 600,000 | 600,000 |
| Building Fees | 1,776,011 | 1,465,771 | 1,819,350 | 1,495,000 | 1,700,000 | 1,700,000 |
| Damage Reimburs | 19,977 | 445,605 | 8,558 | | | |
| VLF | 2,619,375 | 2,724,328 | 2,786,733 | 2,900,000 | 2,931,000 | 3,050,000 |
| Cost Plan | | 335,000 | 335,000 | 335,000 | 335,000 | 335,000 |
| Other | 3,330,439 | 2,249,404 | 1,188,103 | 2,930,707 | 2,486,000 | 2,265,000 |
| | 22,671,485 | 22,829,311 | 25,012,669 | 25,260,707 | 26,452,000 | 26,900,000 |

GENERAL FUND REVENUES

Property Taxes

Property taxes continue to increase. The increase over current year is \$150,000 or about 3%. This is attributable to assessed value increased due to sales of property. Additionally, the annual Proposition 13 adjustment to assessed values of 2% for all the non-sold properties. Traditionally, property taxes are a stable source of revenue for the City; not dependent on the condition of the economy.

Sales Tax

Please note that Sales Taxes have actually increased dramatically over the past seven quarters. This was unanticipated and proved a strong finish for FY 2020-21 and 2021-22. The July-September 2022 quarter sales tax increased by \$70,000 or 3.5% versus the same quarter in the prior year. October-December 2022 quarter

sales tax increased by \$71,000 or 3.2%. Based on these figures staff increased the revised estimate FY 2022-23 to \$8.2 million. The Preliminary Budget holds the Sales Tax revenue at \$8.2 million; which is zero change from the current year. This revenue is more dependent on the economy and can change from quarter to quarter. Inflation also has an impact on this revenue source. Inflation is currently greater than 5.1% for the Los Angeles region down from a high of 8.6% in June 2022.

Franchise Cable TV

This is the Franchise Fee imposed on cable TV providers. There are two providers in the City. The fee has remained stable over the years, about \$300,000.

Franchise Edison

This is the Franchise Fee imposed on electricity providers. The one main payer is Southern California Edison. We receive this fee once a year in April. The estimate for next year is an increase of \$50,000, or 11%, from the current year revised.

Transient Occupancy Tax (TOT)

The City generates fees from four hotels within the city limits. The newest hotel, the Cambria has been operational about one year. TOT revenue is a 12% tax upon the hotels. TOT revenue dropped by over one-half due pandemic and reduced business/leisure travel in FY 2019-20 and 2020-21. The estimate for next year is an increase of \$200,000, or 9%, from the current year revised.

UUT Electric

This is a 5% tax on electricity users located within the City limits. Revenue has been increasing these past few years and the FY 2022-23 revised estimates reflect this trend. Staff estimates this to increase to \$2.3 million for FY 2023-24 particularly with the increase in electricity rates.

UUT Gas

This is a 5% tax on natural gas users located within the City limits. Revenue has been increasing these past few years and the FY 2022-23 revised estimates reflect this trend. Estimates for FY 2023-24 show an upward trend of \$40,000 or 9% due to increased natural gas prices.

UUT Phone

This is a 5% tax on phone service (cell and land-line) users located within the City limits. This revenue has been trending lower the past few years, except for last year. Staff estimates this revenue to remain constant for next year at \$600,000.

Building Fees

This revenue estimate is held constant from the revised for the current year; based on recent trends.

Vehicle License Fee (VLF)

This revenue is actually property taxes in lieu of VLF and is based on the increase in property assessed value within Calabasas. The City receives this revenue directly from Los Angeles County in January (50%) and May (50%). The County releases the actual dollar amount after the fiscal year has begun; usually by October. The estimate for next year is an increase of about \$119,000 or 4%.

Indirect Cost Plan

No change to the \$325,000 annual revenue.

All other General Fund revenues

This is a compilation of several dozen different revenue estimates ranging from interest income to recreational fees to facility rentals. The estimate for next year is about \$2.3 million.

GENERAL FUND EXPENSES

Staff is preparing estimates for General Fund expenses. We shall discuss a few of the larger dollar amounts here.

Salary and Benefits:

A large portion of the General Fund expenses are salary and related benefits for City employees both full-time and part-time. This is roughly \$9.7 million this current year, FY 2022-23. Next year's estimate, FY 2023-24 will include increases to CalPERS contributions, Medical Insurance premiums, as well as the Cost of Living Adjustment (COLA) for full-time employees. Certain Part-time employees will see an increase due to the anticipated minimum wage increase in January 2024.

Police Services (Los Angeles County Sheriff Contract):

The City has received notification by the Sheriff's office that they are seeking an increase of 7.63% to the contract. In addition, the contract cities will see an increase in the Liability Trust Fund surcharge from 11% to 12%. The increase for the contract rate is about \$360,000, while the increase for the Liability Trust Fund is about \$90,000. A total increase of \$450,000 for FY 2023-24.

Insurances:

The City belongs to California Joint Powers Insurance Authority (CJPIA) who provide the following insurance: General Liability, Workers Compensation, Property, Crime and Pollution. CJPIA released their estimates for next fiscal year. All insurance coverage prices increased for next fiscal year. All these costs have historically been paid solely from the General Fund. Per the direction of the City Council and the Budget sub-committee the City's non-General Funds may contribute towards these insurance expenses. The amounts are enumerated in the table below:

| | 2022-23 | 2023-24 | Variance | |
|----------------------|---------------------|---------------------|-------------------|---------------|
| | | | Dollars | Percent |
| Insurance | | | | |
| General Liability | 788,930 | 895,755 | 106,825 | 13.5 % |
| Workers Compensation | 127,253 | 192,566 | 65,313 | 51.3 % |
| Property | 122,076 | 150,377 | 28,301 | 23.2 % |
| Crime | 1,693 | 1,778 | 85 | 5.0 % |
| Pollution | 5,134 | 5,339 | 205 | 4.0 % |
| TOTAL | \$ 1,045,086 | \$ 1,245,815 | \$ 200,729 | 19.2 % |

Agoura Hills Calabasas Community Center (AHCCC):

The AHCCC is expected to re-open in the Fall of 2023. The General Fund will subsidize the operating costs of AHCCC. For FY 2023-24 the operating costs will include full-time staff and part-time staff along with new equipment, maintenance, electricity, water and other costs. The Community Services Director will be presenting a comprehensive report in the near future regarding the re-opening of AHCCC.

Other Increases to Expenses:

There are a few other large expenses that we are reviewing for increases: water, electricity, natural gas, landscaping and others.

City Manager Budget Calendar:

Attachment A details the City Manager Budget Calendar for next fiscal year. Staff has scheduled a few meetings with City Council to discuss. We will also be meeting with the Budget Committee of the City Council.

FISCAL IMPACT/SOURCE OF FUNDING:

~ None ~

REQUESTED ACTION:

Staff recommends the City Council discuss and provide direction to staff regarding the FY 2023-24 General Fund budget.

ATTACHMENTS:

1. Budget Calendar 2023-24
2. General Fund Budget Presentation Slides

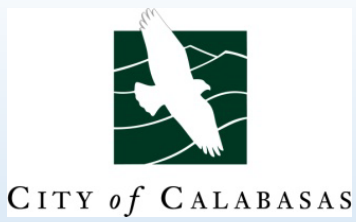
CITY COUNCIL BUDGET CALENDAR

Fiscal Year 2023 - 24

Item 4 Attachment 1

DEADLINE**TASK/EVENT**

| | |
|-------------------|---|
| February 22, 2023 | CITY COUNCIL: ◆ Present CAFR & Audit Reports FY 2021-22 |
| March 22, 2023 | CITY COUNCIL: ◆ Present Mid-Year Budget Report FY 2022-23 |
| March 29, 2023 | CITY COUNCIL: ◆ Present Budget Calendar FY 2023-24 ◆ Present Preview of General Fund Trends & Assumptions FY 2023-24 |
| April 3 - 28 | CM & CFO meet with Council Budget Committee (David Shapiro & Peter Kraut) |
| April 18 - 22 | Finance Makes Budget Changes and Compiles City Manager Recommended Budget 1st Draft |
| April 28, 2023 | CITY COUNCIL: ◆ Last day for City Council Members to submit Budget Requests to City Manager |
| May 10, 2023 | CITY COUNCIL: ◆ 1st Presentation & Review of City Manager Recommended Budget ◆ CLOSED SESSION: Employee COLA Discussion ◆ CLOSED SESSION: Council COLA Discussion |
| May 10 - May 22 | Finance Makes Budget Changes and Compiles City Manager Recommended Budget 2nd Draft |
| May 24, 2023 | CITY COUNCIL: ◆ Salary Resolution Adoption (Employee COLA), if needed ◆ Benefits Resolution Adoption, if needed ◆ City Council Salary Ordinance First Reading (Council COLA), if needed |
| May 31, 2023 | CITY COUNCIL: ◆ 2nd Presentation & Review of City Manager Recommended Budget |
| May 31 - June 13 | Finance Makes Budget Changes and Compiles FINAL Budget |
| June 13, 2023 | Finance Delivers FINAL Budget to City Clerk for Council Packets |
| June 21, 2023 | CITY COUNCIL: ◆ Public Hearing on Budget FY 2023 - 24 ◆ Adopts Budget FY 2023 - 24 ◆ Adopts Appropriation Limit (GANN Initiative) ◆ City Council Salary Ordinance Adoption (Council COLA), if needed |
| June 28, 2023 | CITY COUNCIL: ◆ Budget, if needed |
| July 1, 2023 | Fiscal Year 2023-24 Begins |
| August 1, 2023 | Printed copies of FINAL budget distributed & POSTED to website |



FY 2023-24

**GENERAL FUND
BUDGET**

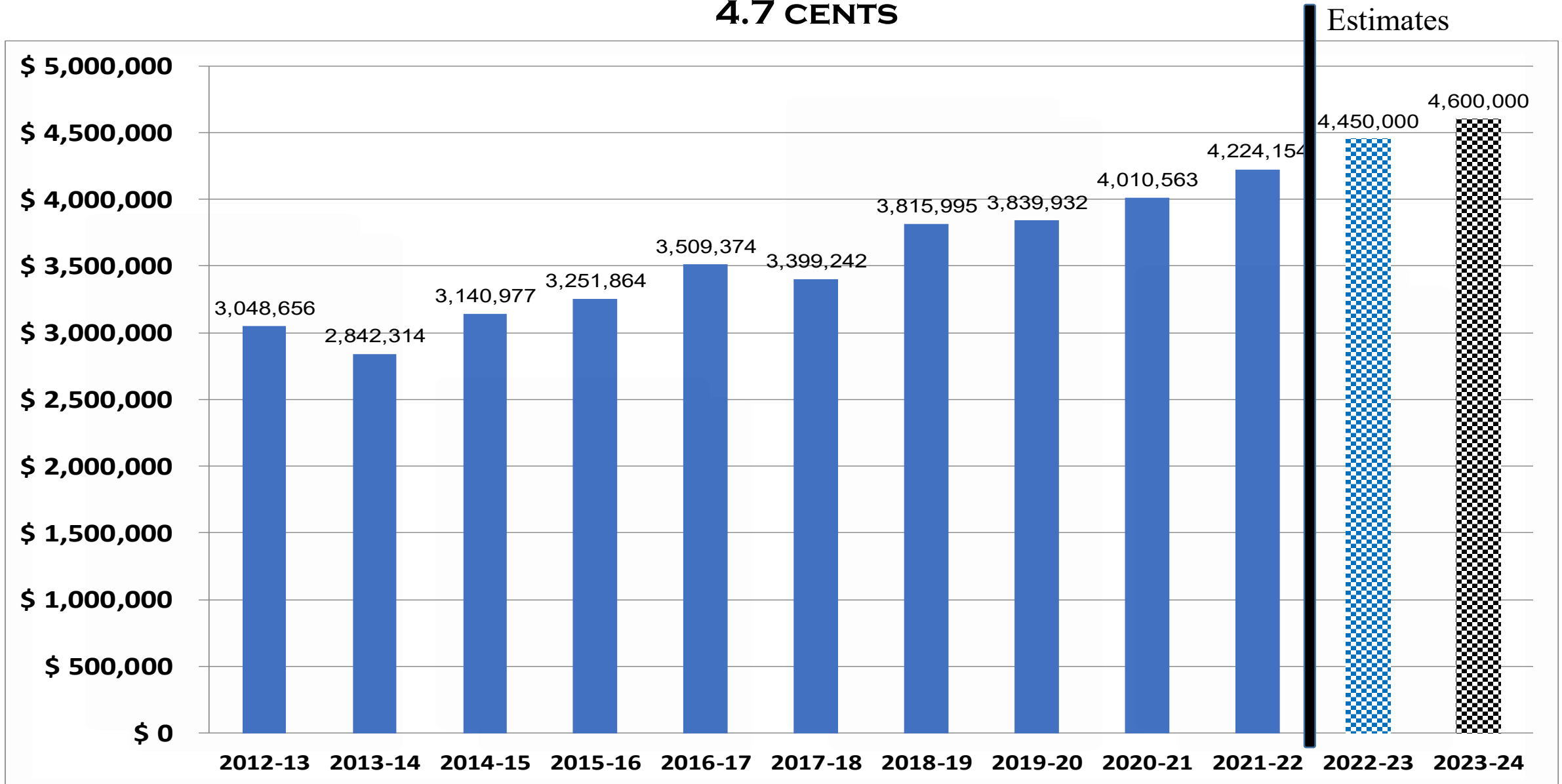
MARCH 29, 2023



GENERAL FUND REVENUES

{ A SELECT FEW }

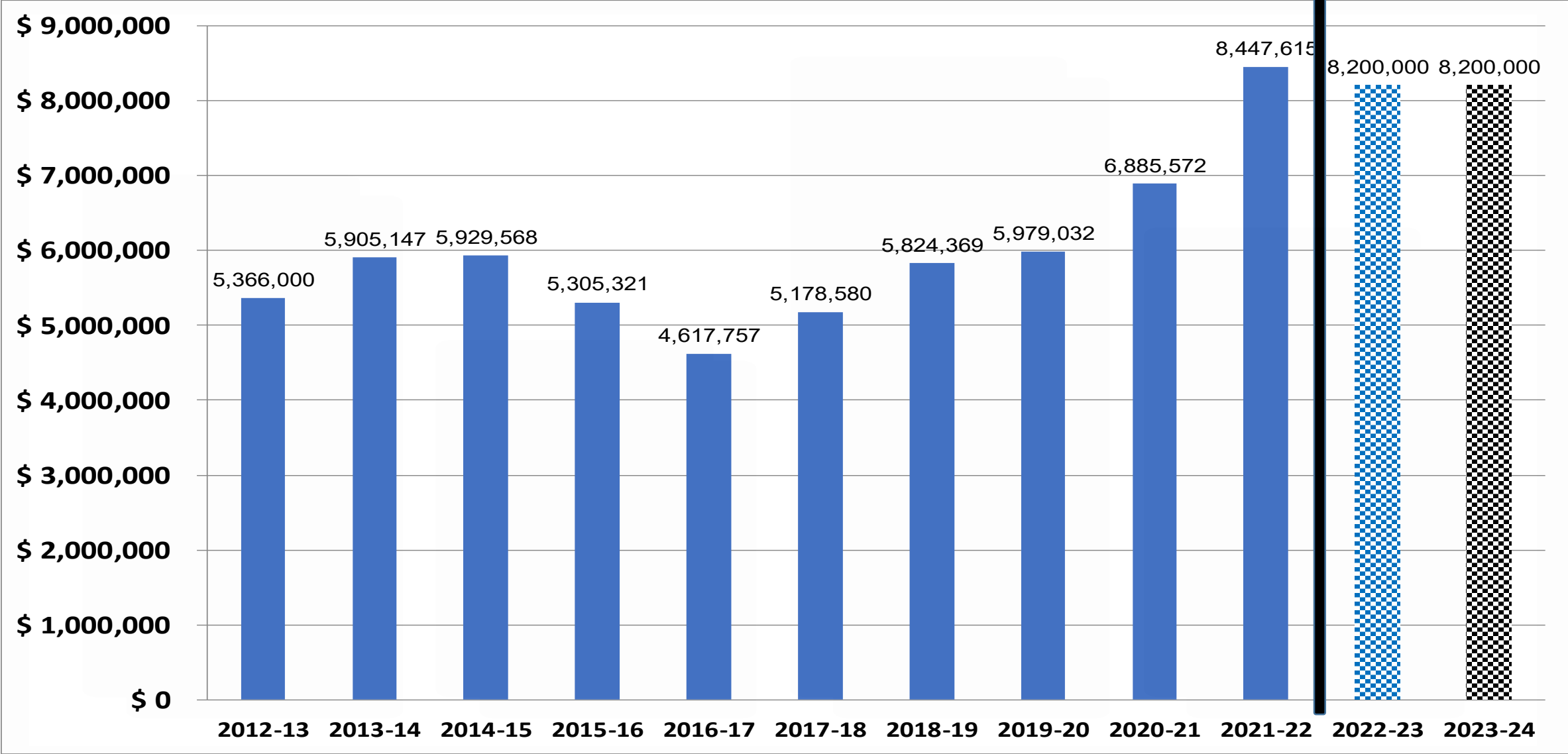
General Fund
PROPERTY TAXES
4.7 CENTS



General Fund SALES TAXES

1%

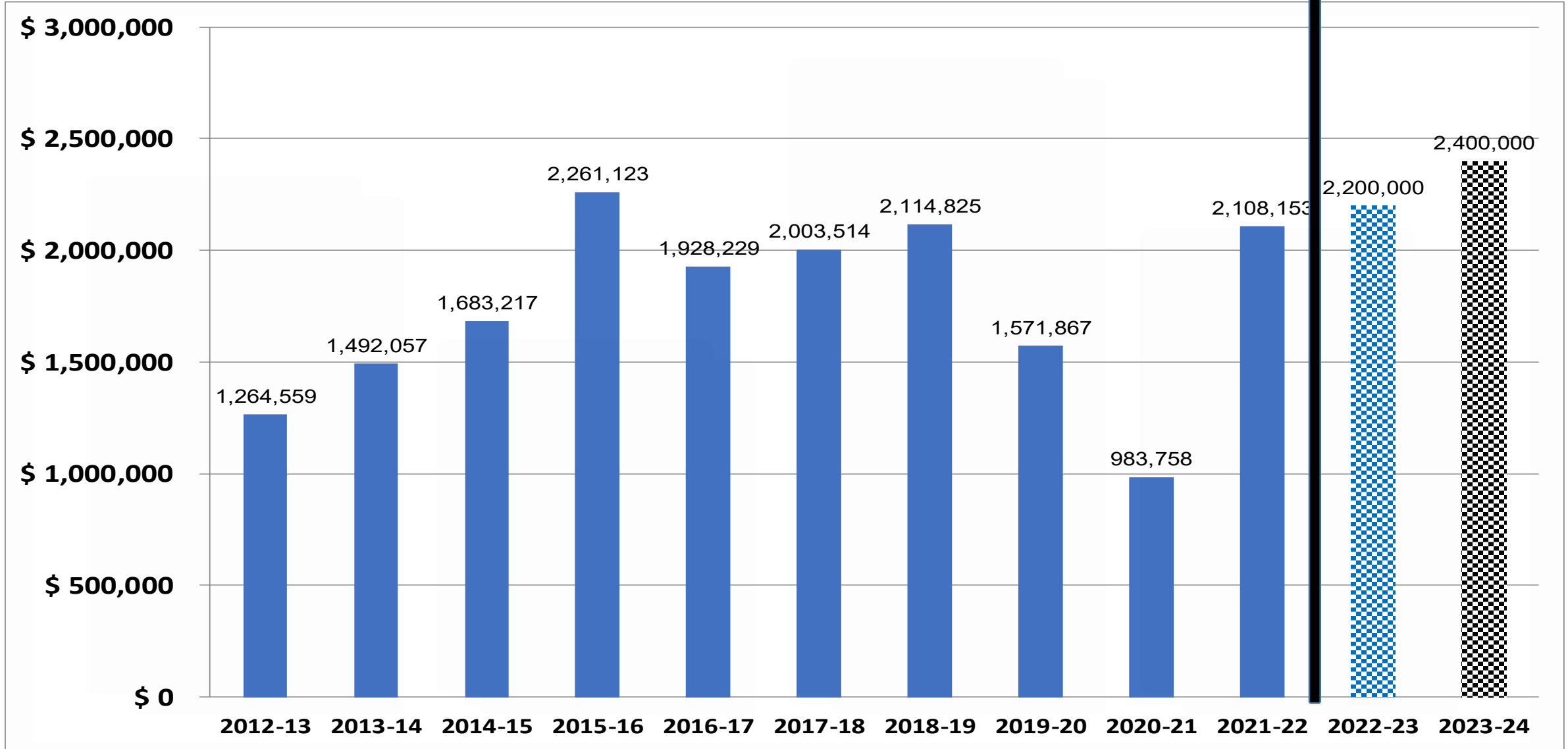
Estimates



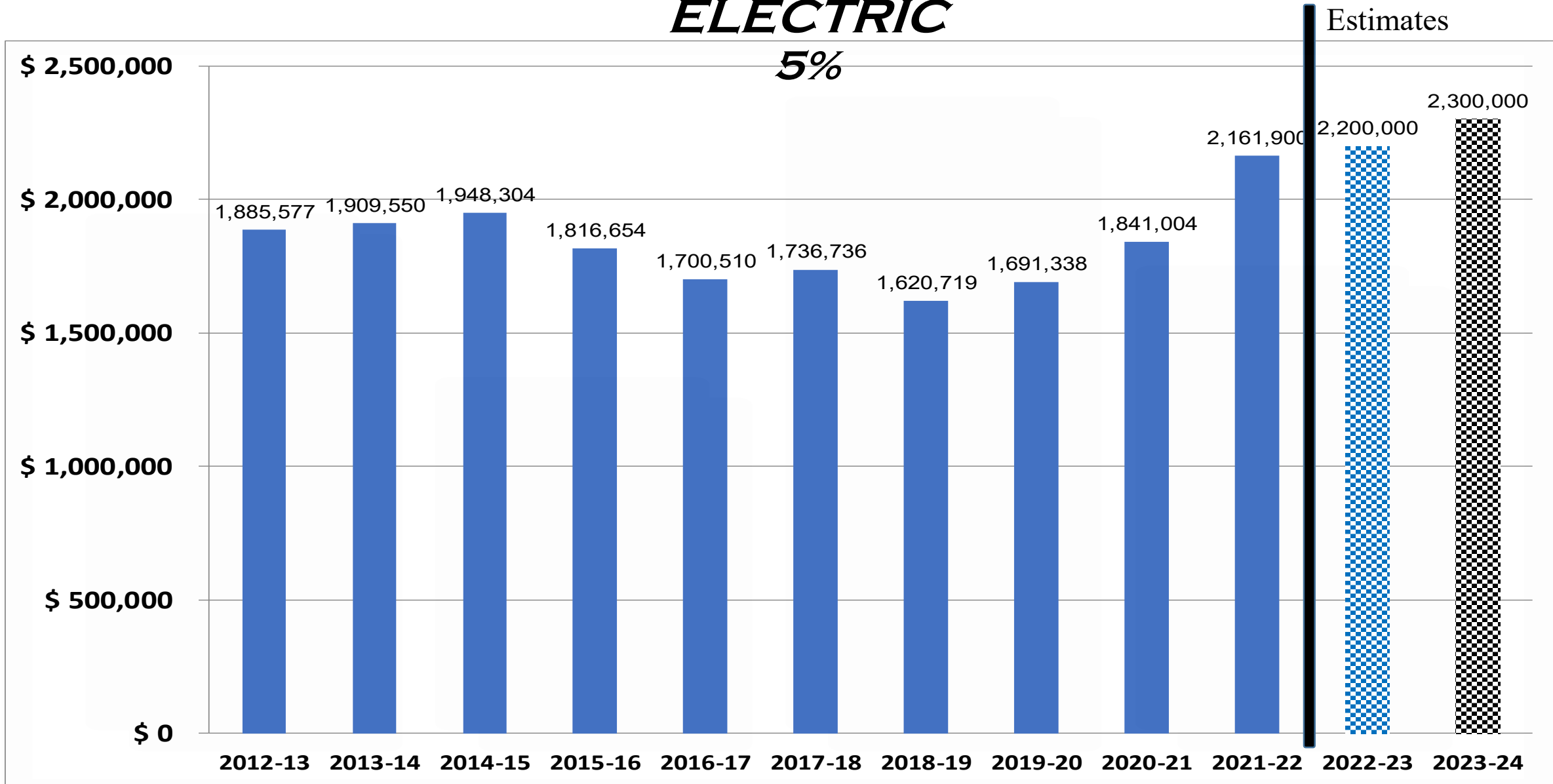
TRANSIENT OCCUPANCY TAXES

12%

Estimates



General Fund
UTILITY USER TAXES
ELECTRIC
5%

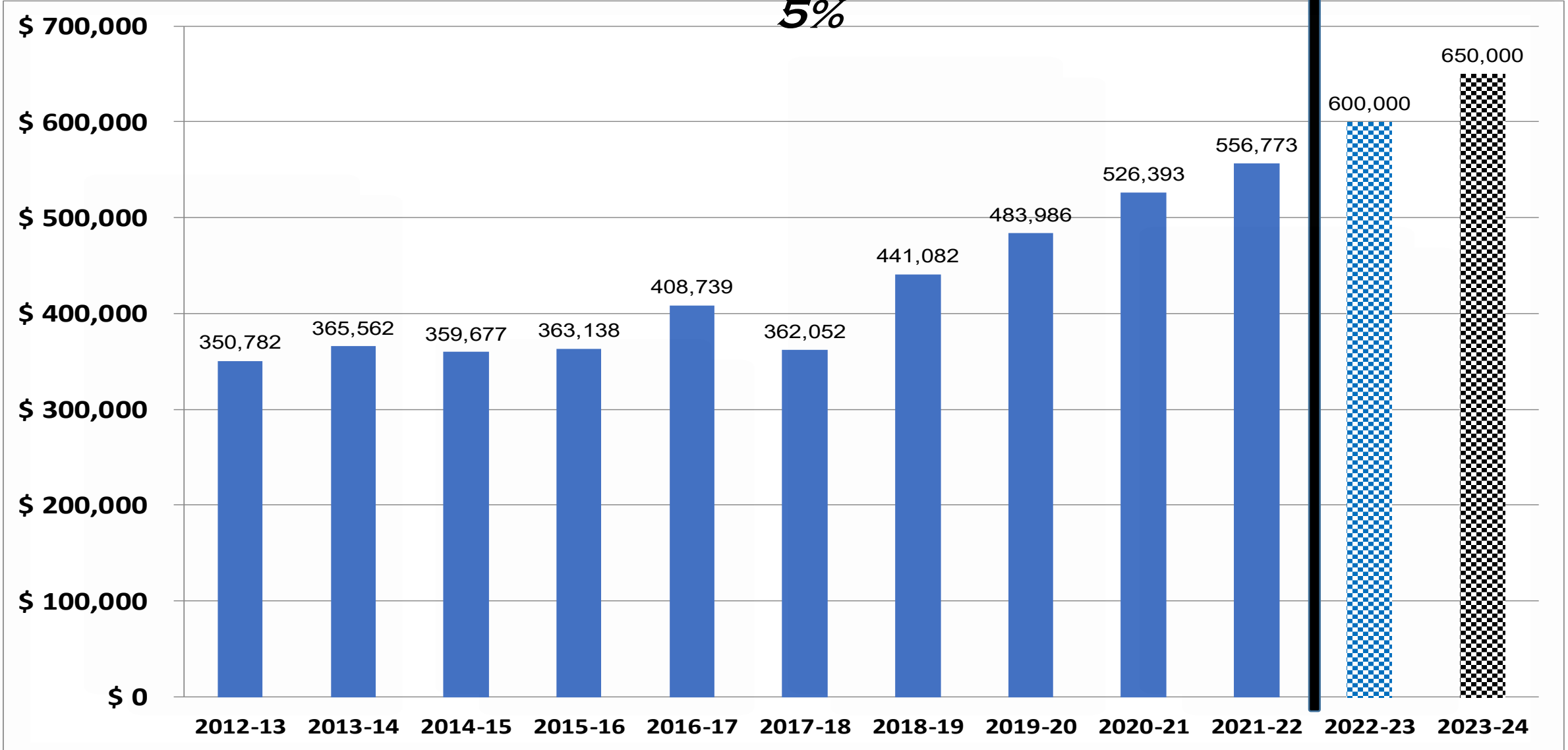


UTILITY USER TAXES

NATURAL GAS

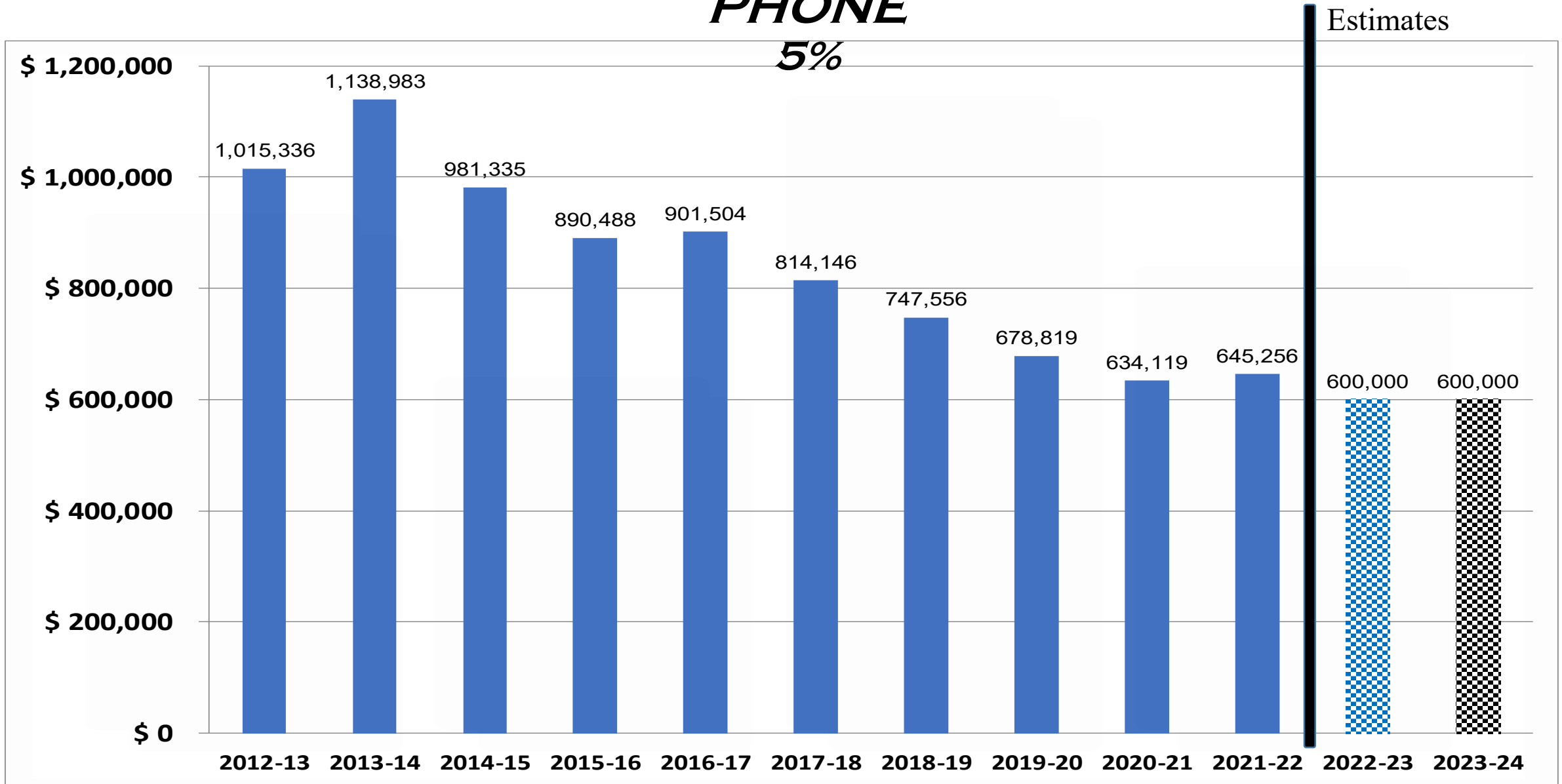
5%

Estimates



UTILITY USER TAXES PHONE

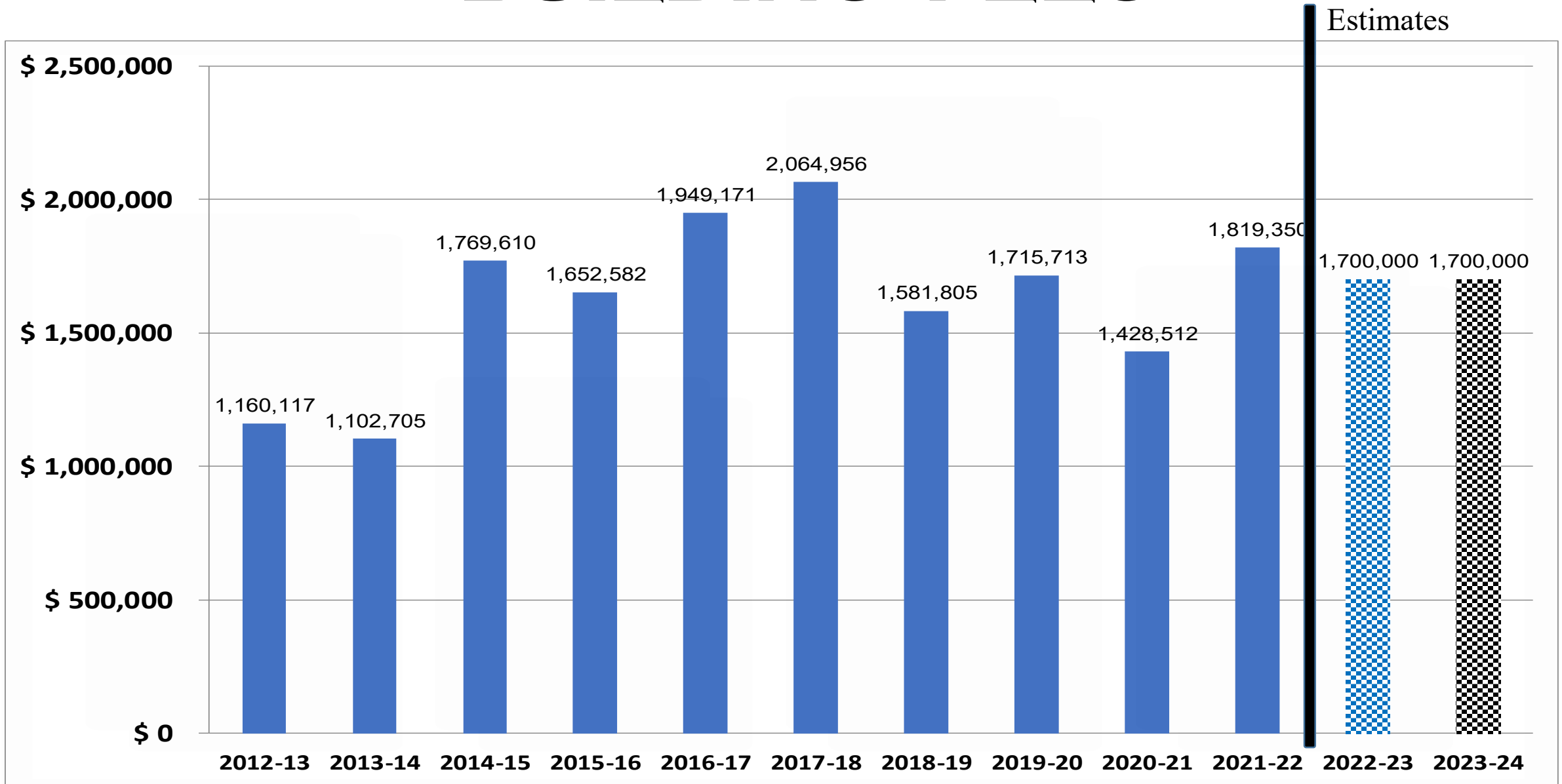
5%



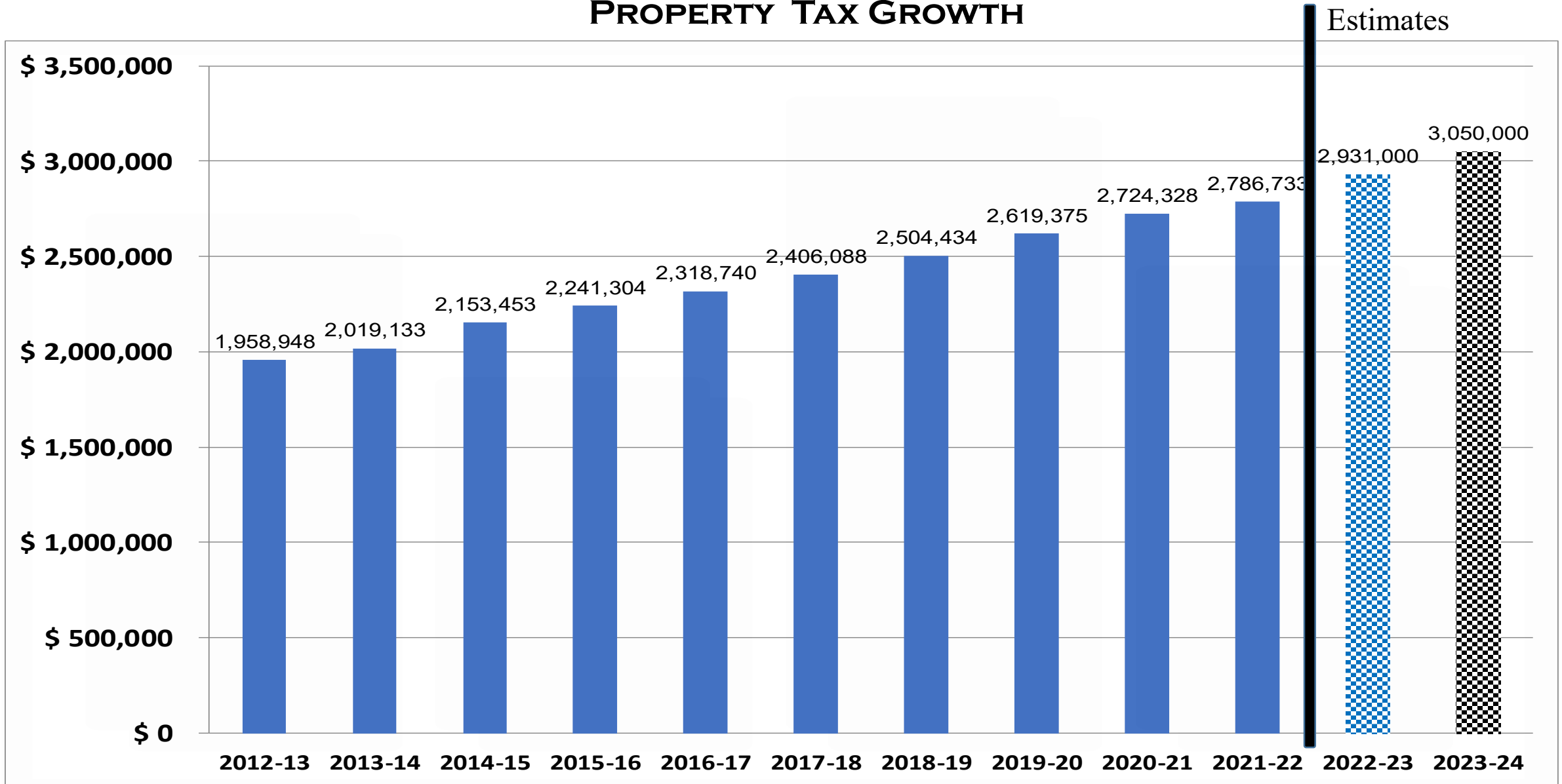
Estimates

General Fund

BUILDING FEES



General Fund
VEHICLE LICENSE FEE
PROPERTY TAX GROWTH



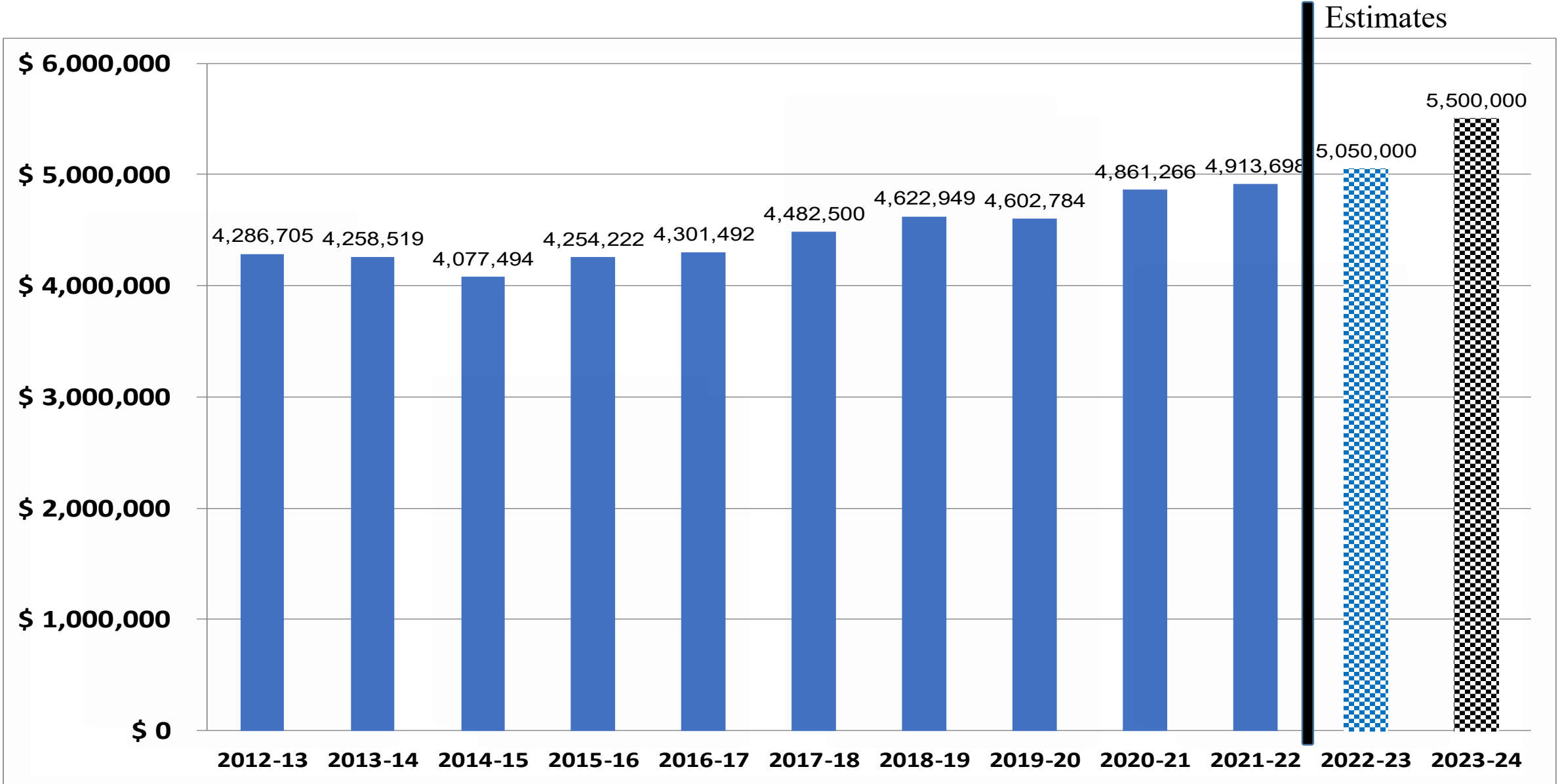


GENERAL FUND EXPENSES

{ A SELECT FEW }

General Fund

LA COUNTY SHERIFF CONTRACT

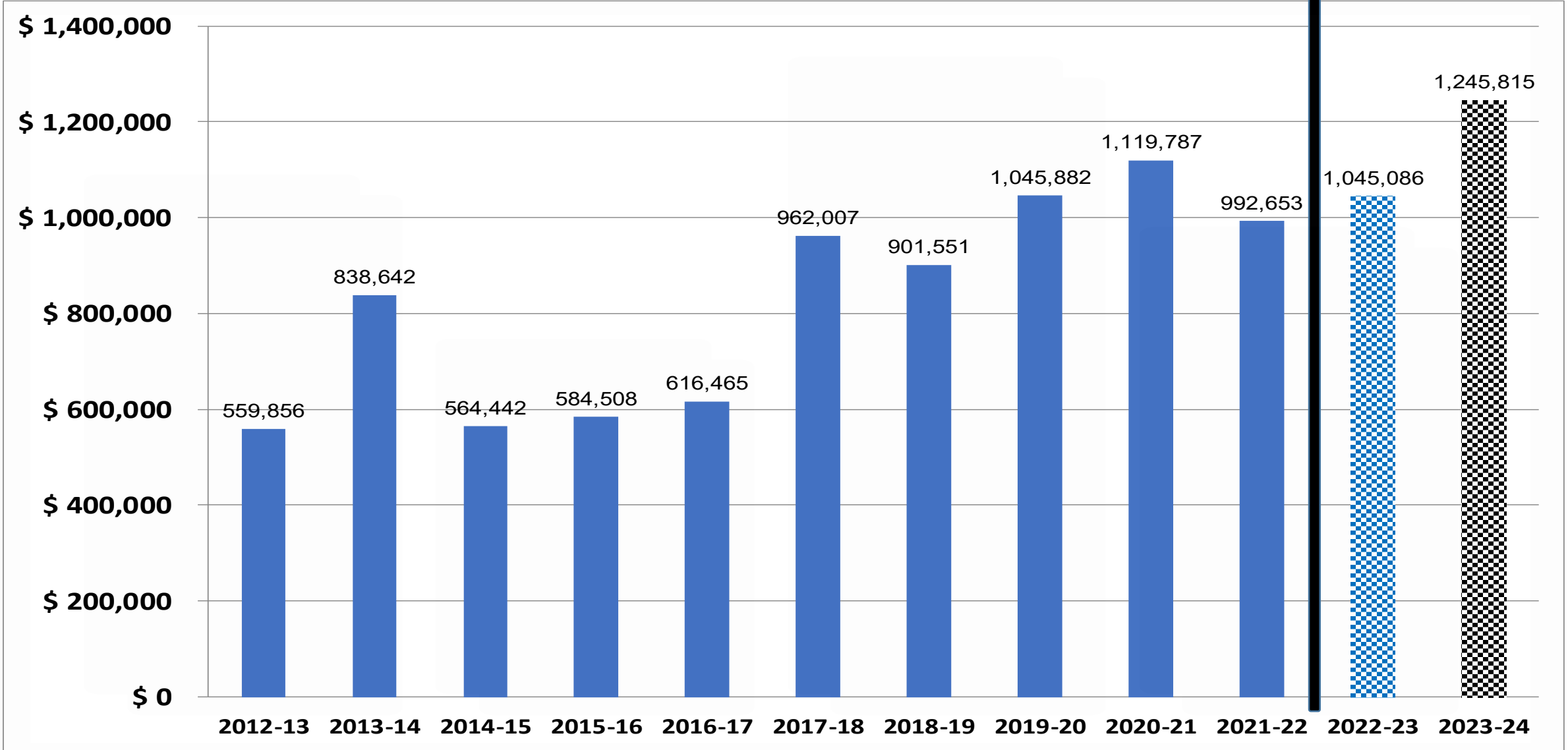


General Fund

CJPIA INSURANCES

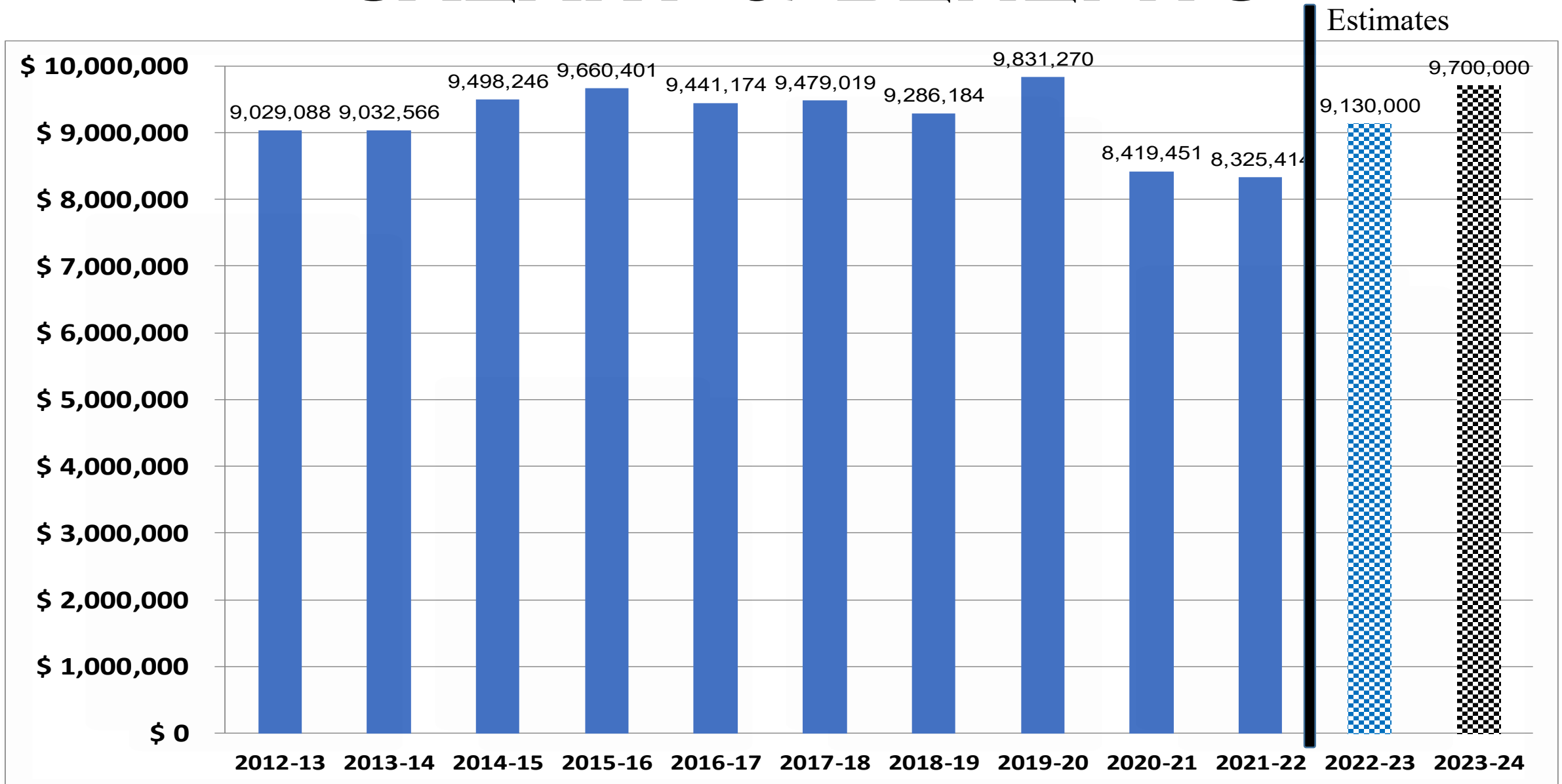
GENERAL LIABILITY, WORK COMP, PROPERTY, CRIME

Estimates



General Fund

SALARY & BENEFITS



BUDGET REQUESTS

March 29, 2023 Council Meeting

- Inform City Council and the Public that any budget requests need to be submitted to the City Manager by Friday, April 28, 2023

April 28, 2023, Friday

- Last day for City Council and the Public to submit budget changes to the City Manager

FUTURE BUDGET MEETINGS

May 10, 2023 Council Meeting – Budget Details

- First review of City Manager Recommended Budget
- Recap of the City-wide budget
- Budget summary and specific details of the budget
- Focus on operational aspects of the budget
- Capital projects that are included in the FY 2023-24 budget.

This meeting provides Council and the public the opportunity to comment on programs and services (either funded or not funded).

FUTURE BUDGET MEETINGS

May 24, 2023 Council Meeting

- Salary Resolution Adoption {Full-time employee COLA}, if needed
- Benefits Resolution Adoption, if needed
- City Council Salary Ordinance ~ first reading {Council COLA}, if needed

FUTURE BUDGET MEETINGS

May 31, 2023 Council Meeting – Budget Details

- Second review of City Manager Recommended Budget
- Recap of the City-wide budget
- Budget summary and specific details of the budget
- Focus on operational aspects of the budget
- Capital projects that are included in the FY 2023-24 budget.

This meeting provides Council and the public the opportunity to comment on programs and services (either funded or not funded).

FUTURE BUDGET MEETINGS

June 21, 2023 Council Meeting – Budget Adoption

- Public hearing on the final budget, FY 2023-24
- Adoption of the following:
 - Operations Budget
 - Capital Improvement Program (CIP)
 - Appropriation Limit ~ GANN Initiative
 - City Council Salary Ordinance ~ second reading {COLA}, if needed

FUTURE BUDGET MEETINGS

June 28, 2023 Council Meeting – if needed

- If needed to adopt the budget and other budget resolutions

Department Agenda Headings Future Agenda/Information Items

12-Apr

| | | | |
|---|-----|---------|---|
| 1 | CC | Consent | Adoption of Ordinance 2023-401, adding Chapter 2.06 to the Calabasas Municipal Code regarding Campaign Disclosure documents and statements Economic Interests |
| 2 | FIN | Consent | Adoption of Resolution No. 2023-1843, Investment Policy |
| 3 | FIN | Consent | Quartely Investment report |

Future Items

| | | | |
|----|-------|--------------------|---|
| 4 | CM | New Business | SoCal Gas |
| 5 | CS | New Business | Tennis & Swim Center operations update |
| 6 | PS | New Business | Emergency Operations Plan |
| 7 | CM | New Business | Cost for a lobbyist during FY23-24 budget process |
| 8 | CM | Continued Business | Airplane noise issues/federal legislation update |
| 9 | CM | New Business | Council position on California Business Roundtable scheduled on November 2024 ballot |
| 10 | CM | New Business | Discussion regarding Council votes on legislation presented by COG, League of CA Cities, etc. |
| 11 | LIB | New Business | Library cards fee schedule/detailed Library report |
| 12 | CM | New Business | Public Safety review/analysis/coordination of evacuation routes and HOA gates |
| 13 | CD | New Business | Safety and Circulation Element Updates |
| 14 | CM/PS | New Business | Public Safety Commission review/recommendation of Sheriff's contract |
| 15 | CC | New Business | Council direction regarding Woolsey Fire funds |
| 16 | CC | New Business | Council Protocols |
| 17 | CD | New Business | Business license discussion |
| 18 | PW | Continued Business | Return to Council with numbers and innovative ideas regarding On-demand Response Program |
| 19 | CC | New Business | Town Hall meeting with insurance commissioner |
| 20 | CC | New Business | Discussion and direction regarding a catalytic converter Ordinance |
| 21 | CD | New Business | Development Code update regarding green LEED standards |
| 22 | CC | New Business | Issues impacting other communities regarding illegal exhasust on vehicles |
| 23 | CM | New Business | Solar Panel and Battery Backup Assessment at City facilities |
| 24 | CC | New Business | Formation of a water taskforce on equitable access to water |
| 25 | CD/PW | Continued Business | Planning and Environmental Commissions recommendation regarding Green Procurement Policy |
| 26 | CM/CA | New Business | Discussion regarding gun violence prevention |
| 27 | CD | Public Hearing | Adoption of updates to the Circulation and Safety Elements of the Calabasas 2030 General Plan |
| 28 | CD | New Business | Recommendation from the Planning Commission regarding Fire Hardening and Resilience Code |
| 29 | PS | New Business | Use of technology (satellite phones) during emergencies |

2023 Meeting Dates

| | |
|-----------------|----------------------------------|
| 26-Apr | 23-Aug |
| 10-May | 13-Sep |
| 24-May | 27-Sep |
| 31-May Special | 11-Oct |
| 14-Jun-Canceled | 25-Oct |
| 21-Jun Special | 8-Nov |
| 28-Jun | 15-Nov Special |
| 12-Jul-Canceled | 22-Nov-Canceled-Thanksgiving Eve |
| 26-Jul-Canceled | 13-Dec Council Reorg |
| 9-Aug | 27-Dec-Canceled |