


**CITY OF CALABASAS**  
**STRATEGIC PRIORITIES WORKPLAN**  
**FISCAL YEAR 2022-23**

 ENVIRONMENTAL LEADERSHIP				
<b>OBJECTIVE 1: Identify potential real property acquisitions for the purposes of future parkland or open space designation.</b>				
FISCAL IMPACT: COST OF PROPERTY ACQUISITION, TBD			LEAD DEPARTMENT: CD & CM	
#	ACTION ITEM	DUE	COMMENTS	STATUS
1.1	Review properties identified in the General Plan's Open Space Element for potential acquisition.	8/22	Staff has identified several properties available for purchase that are consistent with the General Plan.	Complete
1.2	Partner with the Santa Monica Mountains Conservancy and the Mountains Restoration Trust to initiate discussions with counterparties regarding prospects for acquisition.	11/22	Staff has engaged in preliminary discussions with three property owners regarding potential interest in having their land acquired. Staff plans to initiate discussions with another property owner before July 1.	Complete
1.3	Present potential acquisition properties to the Environmental Commission and Planning Commission for General Plan conformance. Present to the City Council for final review, approval, and funding appropriation.	3/23	The Open Space Committee met in April and directed staff to prioritize the potential acquisition parcels.	In Progress
1.4	Complete property transfer requirements and retire development rights.	6/23		Delayed

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**ENVIRONMENTAL LEADERSHIP**

**OBJECTIVE 2: Develop a Water Resilience Plan outlining strategies to increase the City's drought preparedness, local water self-reliance, and planting of native vegetation (including milkweed for Monarch Butterfly habitats).**

**FISCAL IMPACT: \$150,000**

**LEAD DEPARTMENT: PW**

#	ACTION ITEMS	DUE	COMMENTS	STATUS
2.1	Reduce all water use in City parks and medians by 15%	7/21		Complete
2.2	Reduce all water use in City parks and medians by an additional 15% from July 2021 levels.	12/21		Complete
2.3	Reduce all potable water areas of landscape to one (1) day a week, and all reclaim areas to three (3) days a week.	5/22		Complete
2.4	Provide water conservation and drought tolerant plant use update to the Sustainability Taskforce and receive input for recommendations to provide to the City Council.	5/22	Staff presented water conservation and drought tolerant plant recommendations to the Sustainability Taskforce on 5/23/22. Staff received direction and was asked to present the recommendations to the full City Council for adoption.	Complete
2.5	Present the City's Water Conservation Efforts Plan to the City Council for direction and approval.	6/22	Staff presented Committee approved water conservation and drought tolerant plant recommendations to the City Council on 6/8/22. After extensive discussion, direction was provided to staff to move forward with implementation.	Complete

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**ENVIRONMENTAL LEADERSHIP**

**OBJECTIVE 2:** Develop a Water Resilience Plan outlining strategies to increase the City's drought preparedness, local water self-reliance, and planting of native vegetation (including milkweed for Monarch Butterfly habitats).

**FISCAL IMPACT: \$150,000**

**LEAD DEPARTMENT: PW**

#	ACTION ITEMS	DUE	COMMENTS	STATUS
2.6	Enact City Council approved water conservation and drought tolerant planting strategy.	6/23	Several Water Resilience Plan projects have been completed. Remaining projects will continue into fiscal year 23/24 with the appropriation of additional funding.	In Progress

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**FISCAL RESILIENCY**

**OBJECTIVE 3:** Create an economic development plan to attract businesses, fill vacant properties, and promote advantages of conducting business in Calabasas.

FISCAL IMPACT: STAFF TIME		LEAD DEPARTMENT: CM & AS		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
3.1	Designate one staff position as the primary point of contact for economic development and business related matters.	10/22	Community Development staff have been assigned as liaisons to the Chamber of Commerce and Valley Economic Alliance for economic development and business related matters.	Complete
3.2	Conduct a business satisfaction survey to evaluate existing efforts related to businesses attraction, retention, and permit/customer services issues, and discover new ideas for supporting growth.	10/22	Staff and the Chamber have started negotiations for a new agreement that would require the Chamber to conduct an annual business satisfaction survey. The new agreement is expected to be finalized in Sep 2023.	In Progress
3.3	Create a dedicated City webpage used to improve branding of Calabasas as a desirable place to conduct business. Create a step-by-step guide on "How to Start a Business in Calabasas".	10/22	Staff and the Chamber have started negotiations for a new agreement that would require the Chamber host a "How to Start a Business in Calabasas" on the Chamber website. The new agreement is expected to be finalized in Sep 2023.	In Progress
3.4	Strengthen coordination with the Valley Economic Alliance and Valley Industry & Commerce Association on economic development initiatives focused on cultivating innovative businesses and attracting a highly competent workforce to Calabasas.	6/23	Community Development Director spotlighted the benefits of conducting business in Calabasas at a July 2022 Valley Economic Alliance forum. CD staff routinely coordinate with VEA and Chamber regarding Calabasas commercial leasing opportunities.	Complete

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**FISCAL RESILIENCY**

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FISCAL IMPACT: STAFF TIME		LEAD DEPARTMENT: CM & AS		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
3.5	Offer support, such as complimentary meeting spaces and advertising, for new businesses relocating to Calabasas. Increase ways for businesses to participate in City held or coordinated events throughout the year.	6/23	The City provided complimentary use of the Civic Center to host events for the Calabasas Film Festival, Chamber Spooky Fiesta, and Chamber Silent Auction events.	Complete

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**PUBLIC SAFETY & EMERGENCY PREPAREDNESS**

**OBJECTIVE 4: Conduct a feasibility study regarding the stationing of cell towers on publicly owned sites to expand coverage areas.**

FISCAL IMPACT: STAFF TIME		LEAD DEPARTMENT: CD		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
4.1	Identify City owned properties that could potentially accommodate wireless facilities.	9/22	Staff met with the Wireless Committee on Aug 2022 to recommend (9) nine potential City owned properties that could accommodate wireless facilities.	Complete
4.2	Prepare and release a Request for Proposals (RFP) seeking the services of wireless carriers to develop, install, and manage wireless telecommunications facilities on a City owned properties.	12/22	A Request for Proposals (RFP) was published in Sep 2022 and concluded Dec 2022.	Complete
4.3	Accept and evaluate wireless carrier project proposals.	4/23	City staff received proposals and is meeting with Wireless Committee on June 26 to discuss and evaluate bids.	Complete
4.4	Review project proposals with the Communications and Technology Commission and the City Council.	6/23	After receiving direction from Wireless Committee, staff will schedule a discussion item with the Communications and Technology Commission and City Council.	In Progress

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**PUBLIC SAFETY & EMERGENCY PREPAREDNESS**

**OBJECTIVE 5: Develop a City Readiness & Education Initiative for Earthquake and Fire emergencies. Support home hardening programs, fire safe councils, and emergency equipment procurement.**

**FISCAL IMPACT: \$50,000 (GRANT FUNDED)**

**LEAD DEPARTMENT: ES**

#	ACTION ITEMS	DUE	COMMENTS	STATUS
5.1	Conduct a "soft launch" of Zonehaven. Promote the "Know Your Zone" campaign throughout the community. Present updates to the City Council, Public Safety Commission, and Homeowners Association Presidents.	9/22	LA County OEM cancelled plans to "soft launch" Zonehaven.	Complete
5.2	Coordinate with LA County to formally launch Zonehaven.	10/22	The City is coordinating with LA County OEM to formally launch Zonehaven for LVMCOG cities on 10/24/22.	Complete
5.3	In coordination with the LA County Fire Department, produce a series of short education videos promoting the benefits of the City's home hardening program.	7/22	City staff produced (5) five short videos with LA County Fire to educate residents on the benefits of home hardening and defensible space.	Complete
5.4	Establish regular meeting schedule with EPIC. Identify potential uses of Santa Monica Mountains Conservancy grant, including the expansion of fire safe councils.	6/23	City staff has scheduled quarterly meetings with EPIC to coordinate on emergency preparedness matters. Emergency operations projects from the SMMC grant are progressing according to schedule.	Complete
5.5	Train staff on the use of the City's newly acquired mobile Emergency Operations Center.	6/23	The delivery of the mobile Emergency Operations Center has been backordered until Sep 2023.	In Progress
5.6	Harden the City's repeater site with solar battery backup and upgrade the City's AM radio station.	5/22	Solar battery backup has been installed at the City's repeater site as of June 2022. City staff have installed internet and remote access to the City's AM radio station.	Complete

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**PUBLIC SAFETY & EMERGENCY PREPAREDNESS**

**OBJECTIVE 5:** Develop a City Readiness & Education Initiative for Earthquake and Fire emergencies. Support home hardening programs, fire safe councils, and emergency equipment procurement.

**FISCAL IMPACT: \$50,000 (GRANT FUNDED)**

**LEAD DEPARTMENT: ES**

#	ACTION ITEMS	DUE	COMMENTS	STATUS
5.7	Present recommendations to the Public Safety/Emergency Preparedness Taskforce, City Council, and other stakeholders on ways the City could assist Calabasas medical baseline and critical care customers acquire battery backup devices.	4/23	On May 31 the City Council adopted the Woolsey Fire Spending Plan appropriating funding for the purchase of 50 battery backup devices to distribute to medical baseline and critical care residents.	Complete



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**PUBLIC SAFETY & EMERGENCY PREPAREDNESS**

**OBJECTIVE 6:** Review Los Angeles Sheriff Departments services and consider opportunities to realign funding and services, with specific focus on open space break-ins, HOA/neighborhood watch coordination, and remediation of street racing.

FISCAL IMPACT: STAFF TIME		LEAD DEPARTMENT: CM & ES		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
6.1	Meet with the new Lost Hills Sheriff's Department Captain to discuss the City's public safety priorities and perceived service deficiencies.	9/22	Throughout the fiscal year, staff has met regularly with the Lost Hills Captain to discuss public safety priorities, including those related to on school safety, residential burglaries, and street racing.	Complete
6.2	Analyze current Sheriff's Department service levels and recommend fair apportionment of costs.	9/22	In April, staff met with the Lost Hills Captain and Los Angeles County Sheriff Contract Division to discuss the City's contracted services. Staff was provided a detailed overview of contract expenses and services provided. Staff also requested a review of the allotment of Sheriff deputy hours to better address public safety priorities, including of patrol, motor and J-Team assignments. Staff will present the new Sheriff's Department contract, including proposed service levels, at the June 28 City Council meeting.	Complete

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**PUBLIC SAFETY & EMERGENCY PREPAREDNESS**

**OBJECTIVE 6:** Review Los Angeles Sheriff Departments services and consider opportunities to realign funding and services, with specific focus on open space break-ins, HOA/neighborhood watch coordination, and remediation of street racing.

FISCAL IMPACT: STAFF TIME		LEAD DEPARTMENT: CM & ES		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
6.4	Discuss additional opportunities for collaboration on priorities, community engagement, and community based policing improvements.	6/23	<p>Staff are coordinating with the Lost Hills Captain to discuss the Realtime Crime and Disaster Center and its pilot Virtual Patrol Deputy program that would leverage private sector technology to address current public safety concerns.</p> <p>Staff will also be utilizing the services of a public safety consulting firm to review the City's current public safety landscape and to collaborate on innovative solutions.</p>	In Progress

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 <b>RECREATION, YOUTH, AND SENIOR SERVICES</b>				
<b>OBJECTIVE 7: Reopen the Agoura Hills Calabasas Community Center.</b>				
FISCAL IMPACT: \$2,000,000 (GRANT FUNDED)			LEAD DEPARTMENT: CS	
#	ACTION ITEMS	DUE	COMMENTS	STATUS
7.1	Issue a Request for Proposals (RFP) for project management services for the roof replacement project.	3/22	Staff secured project management services from TKE Engineering in March 2022.	Complete
7.2	Issue a Request for Proposals (RFP) to secure a roof contractor.	10/22	In Sep 2022, the City received (3) three roof replacement bids ranging from \$1.3 - \$1.5M.	Complete
7.3	Secure grant funding for roof and general repairs/improvements to the AHCCC.	10/22	The City will have access to approximately \$2M in grants due to awards from Supervisor Kuehl's Office, County Regional Open Space and Park District, and earmarked Federal funds. \$1M of County funds will utilized for the roof project.	Complete
7.4	Complete roof repair, general repair, and maintenance of the AHCCC.	6/23	Roof repair work started in May 2023, general repair and maintenance is ongoing. Due to funding delays related to federal wage compliance requirements, staff anticipates a facility reopening date at the beginning of 2024.	In Progress

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**RECREATION, YOUTH, AND SENIOR SERVICES**

**OBJECTIVE 8: Conduct feasibility study of adding basketball courts, soccer fields, or skate parks to improve recreation programs and opportunities for teenagers.**

**FISCAL IMPACT: \$100,000**

**LEAD DEPARTMENT: CS**

#	ACTION ITEMS	DUE	COMMENTS	STATUS
8.1	Issue a Request for Proposals (RFP) for a public outreach consultant to assess the programming needs of the Agoura Hills Calabasas Community Center and Community Services Department.	10/22	City received one bid for feasibility study RFP in Oct 2022. Due to higher than anticipated costs, staff revised RFP, issued again and selected Pros Consulting in March 2023.	Complete
8.2	Prepare teen programming and implementation plan and present to the Parks, Recreation, and Education Commission and City Council for review.	1/23	Contract was executed in April 2023 with an expected completion date is August 2023. Staff will present results to the Parks, Recreation, and Education Commission and City Council before end of 2023 calendar year.	In Progress

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**RECREATION, YOUTH, AND SENIOR SERVICES**

**OBJECTIVE 9: Upgrade playground equipment, trails, and pathways at City parks.**

**FISCAL IMPACT: \$1,025,000 (BUDGETED IN CIP)**

**LEAD DEPARTMENT: CS**

#	ACTION ITEMS	DUE	COMMENTS	STATUS
9.1	Present Gates Canyon playground equipment replacement plan and budget to City Council for approval.	9/22	The Gates Canyon budget and replacement plan was approved by the City Council on 09/25/22.	Complete
9.2	Determine safety needs and timeline for replacement of playground equipment at remaining City parks.	10/22	City has appropriated \$1.2M for fiscal year 22/23 for the replacement of play structures at Gates Canyon, De Anza, Wild Walnut and Freedom Parks.	Complete
9.3	Start replacement or repair of playground equipment in accordance with adopted Capital Improvement Plans.	6/23	Gates Canyon Park replacement is ongoing. Staff is working with Little Tykes to finalize the design phase and expects Brandon's Village demolition to occur by late Fall 2023.  The RPOSD grant for the refurbishment the De Anza Park court will be submitted to the City Council in August 2023.  The preliminary design of the Freedom Park redesign will be presented to the Parks, Education, and Recreation Commission in October 2023.	In Progress

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**RECREATION, YOUTH, AND SENIOR SERVICES**

**OBJECTIVE 10: Complete a full and permanent build out of Wild Walnut Park to include a dog and children's park.**

FISCAL IMPACT: \$287,000 (FUNDED IN CIP)		LEAD DEPARTMENT: CS		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
10.1	Conduct modification of site plan for value engineering.	10/22	Staff presented a modified site plan to the City Council on 8/24/22. Direction was provided to revise the site plan further, seek public input, and present to Parks, Recreation, and Education Commission.	Complete
10.2	Conduct public outreach on site plan modification and amenities. Present findings to the Parks, Recreation, and Education Commission.	11/22	Staff completed public outreach on proposed site plan modifications in Feb 2023.	Complete
10.3	Present project scope and budget to City Council for approval.	8/22	In Aug 2022, City Council approved moving approximately \$700K in CIP funding from fiscal years 2023 and 2024 into 2022 for a total of \$800K for the project.	Complete
10.4	Prepare and issue a Request for Proposals (RFP) for construction of Wild Walnut Park.	1/23	Staff are preparing bid packet and will issue by July 2023.	In Progress
10.5	Obtain City Council approval to award contract to construct and complete Wild Walnut Park project.	2/23	Staff expects to award the construction contract in Fall 2023.	In Progress

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**DEVELOPMENT & INFRASTRUCTURE**

**OBJECTIVE 11: Complete annexation of Craftsman's Corner. Develop a plan to annex other properties within the City's sphere of influence.**

FISCAL IMPACT: STAFF TIME		LEAD DEPARTMENT: CD & CM		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
11.1	Work with Finance Department and City Attorney to finalize a Draft Tax Exchange Agreement with LA County. Engage in negotiations with the City of Hidden Hills and L.A County.	10/22	Staff met with the CEO's Office to develop draft terms for the property transfer, including a review of the tax sharing agreement. Staff has completed review, provided comments back to CEO's office, and is waiting for Hidden Hills to review.	Complete
11.2	Update and finalize annexation application with Los Angeles Local Agency Formation Commission (LAFCO).	11/22	Staff will be meeting with LAFCO counterparts to review and update the annexation application materials.	In Progress
11.3	Conduct public and property owner outreach in advance of public meetings and hearings.	1/23	In April, staff conducted a postcard survey to all property owners and residents within the Craftsman's Corner annexation territory.	Complete
11.4	Engage in LAFCO public hearings (including protest hearings).	6/23		Delayed

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**DEVELOPMENT & INFRASTRUCTURE**

**OBJECTIVE 12: Provide options that allow for the relief of traffic congestion within the City.**

FISCAL IMPACT: \$50,000 (GRANT FUNDED)		LEAD DEPARTMENT: PW		
#	ACTION ITEMS	DUE	COMMENTS	STATUS
12.1	Completion of the Local Road Safety Plan (LRSP).	6/22	Action item combined with 12.2 below.	Complete
12.2	Identify and prioritize projects as recommended in the LRSP.	7/22	Staff presented the final Local Roadway Safety Plan (LRSP) and recommended projects to the City Council on 8/10/22.	Complete
12.3	Research funding opportunities to complete high priority projects.	9/22	Staff reviewed the following grants: Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), and Safe Streets and Roads for All (SS4A).	Complete
12.4	Submit applications to federal, state and local grant funding.	2/23	Staff applied for Highway Safety Improvement Program (HSIP) funds in Sep 2022.	Complete
12.5	Present grant award and recommended projects to City Council for approval.	6/23	In April staff received \$169,300 in grants to fund intersection improvements recommend by the LRSP. Staff will present budget amendment, contract award, and projects overview before the end of calendar year 2023.	In Progress