

City of Calabasas

Financial Procedures for Landscape Management

- “Procedures”** These procedures are a practical explanation of tasks performed and assigned responsibilities associated with financial management of the City’s Landscape Management Districts. These procedures are subject to change by city staff as needed to improve service to residents. This document and changes to this document are not intended for approval by the City Council.
- “LLAD Districts”** This document contains procedures that apply to the City’s four landscape districts and all the zones assessed within each district that are governed by The Landscape and Lighting Act of 1972. The Landscape and Lighting Act Districts are:
- No. 22 (Calabasas Park Area)
 - No. 24 (Lost Hills and the Saratogas)
 - No. 27 (Las Virgenes Road)
 - No. 32 (Agoura Rd/Lost Hills Rd Commercial District)
- “LMD 22”** This document further contains procedures that apply to the City’s single, earlier Landscape Maintenance District 22, pursuant to The Improvement Act of 1911. LMD 22 is funded by ad valorem tax from within the one-percent property tax. For clarity, LMD 22 may sometime be referred to as “LMD 22 Ad Valorem.”
- Associated Documents:**
1. Resolution forming LMD 22 in 1968
 2. Resolution forming LLAD 22 in 1979
 3. Resolution forming LLAD 24 in 1984
 4. Resolution forming LLAD 27 in 1984
 5. Agreement between LA County and CPHA in 1987
 6. Resolution forming LLAD 32 in 1989
 7. Resolution transferring LLADs in 1995
 8. Agreement between CPHA and the City in 2010
 9. Resolution adding Mont Calabasas to LLAD 27 in 2016
 10. WillDan Annual Engineer’s Report for Fiscal Year 2023 2024
 11. The Improvement Act of 1911 (Streets and Highways Code, Division 7, Part 3, Chapter 1. Work Which May Be Done (5100 – 5105)
 12. Landscape and Lighting Act of 1972 (Streets and Highways Code, Division 15, Part 2, Chapter 1. Introductory Provisions, Article 2. Definitions,)

Procedures for the Public Works Landscape DivisionOngoing

1. Primary responsibility for HOA communication.
 - a. Designated HOA board representatives up to three per HOA.
 - b. HOA's property management companies.
2. Review and approve within 14 days of receipt all billing statements received.
 - a. Properly code billing statements.
 - b. Maintain documentation of cost allocation (for shared contracts) to landscape districts and zones within each district to support services provided are proportionate to costs. Vendors should be asked to allocate costs on billing statements to individual assessment areas.

Monthly

1. Review and send to each HOA within 45 days* of each month-end updated budget vs actual statements.
 - a. Confirm payments are current and correctly reported.
 - b. Alert HOAs as needed if funds are projected to be inadequate.
 - c. Facilitate adjustments needed to balance revenue with expenses.

* Statements for the month of June will be distributed by October 15th, and statements for the months of July and August will be distributed no later than October 31st because of year-end closeout activities. The August statement will include the year-end carry-over from the previous year.

Annually

1. Prepare and send to each HOA by March 1st of each year preliminary annual budgets for the next fiscal year.
 - a. Show major cost areas.
 - b. Include expected cost increases.
 - c. Anticipate negative or positive fund balance moving forward.
 - d. Include anticipated extraordinary work needed.
 - e. Assure previous year comparative expenses are updated.
 - f. Highlight any issues in a cover letter or email message.
 - g. Verify reports are received.
2. Send to each HOA by October 15th of each year a close-out statement for the previous fiscal year including:
 - a. Carry-forward balance (from Finance)
 - b. Final expenditure amount (from Finance)
 - c. Deviation from budget (from Finance)
 - d. Coordinate with Finance any adjustments needed for the current year.
3. Meet with designated HOA representatives.
 - a. Accommodate ideas and suggestions when reasonably possible.
 - b. Facilitate changes if needed to balance revenue with expenses.
4. The Public Works and Finance Departments shall work cooperatively to complete tasks involving both departments to serve the various Landscape Management zones.

Annual Engineering Analysis

The Landscape Division is responsible for the administration of contracts and all support needed to perform annual engineering analysis, including actions needed for city council approval.

Public Works Director

The Public Works Director is responsible for compliance of these procedures for the Landscape Management Division. The Public Works Director shall facilitate communications with the Finance Division as needed to ensure compliance. Further, to promote accountability and transparency, the Public Works Director shall be responsible to provide a report and presentation on the overall status of the various LLADs and LMD 22 to the City Council once every two years consistent with the City Council approved policy for Landscape Management. The report shall include:

- a. Projects completed and planned for LMD 22
- b. Recommended policy changes, if any
- c. Other relevant reporting of value to City Council and the public

Procedures for the Finance DepartmentOngoing

1. Pay related billing statements within 14 days of receipt from the Landscape Management Division.
2. Coordinate with Landscape Management as needed regarding questions on payment coding.

Monthly

1. Provide updated expense vs actual reports to Landscape Management Division within 30 days of the end of each month, with the exceptions of June, July, and August, as explained above. Reports should include all payments made up to the end of the previous month.

Annual Budgeting

1. To support the preliminary budget for each zone, provide to Landscape Management by February 1st:
 - a. Estimate of CPI for next year.
 - b. Estimates of City Administrative Costs for next year.
2. To support the close-out statement for each zone, provide to Landscape Management by October 1st:
 - a. Final revenue and expenses for the previous fiscal year.
 - b. Final carry-forward balance.
 - c. Final City Administrative Cost for the current year.

Procedures for LMD 22 Ad Valorem

LMD 22 Ad Valorem is not zone or HOA specific, but rather covers the same overall area of LLAD 22. As LMD 22 is not an assessment and is not voted by individual property owners within HOAs, the responsibility for its use goes to the City Council, guided by The Improvement Act of 1911 and subsequent California Law.

Annual budgeting for LMD 22 shall be done with other city budgeting.

Beyond ongoing maintenance, including the Calabasas Lake area pursuant to the 2010 agreement between the City and Calabasas Park Homeowners Association, projects shall be approved pursuant to city policy and applicable law, including project approval by the city council for projects over the City Manager's approval limit.

The City is the sole authority for the use of these funds and, at its discretion, may from time to time solicit input from the CPHA president, CPHA classic commission president, CPHA Lake Committee chairperson, CPHA Landscape Committee chairperson, and the chairpersons from within the various LMD 22 HOA's.

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