



CITY of CALABASAS

CITY COUNCIL AGENDA
WEDNESDAY, MARCH 27, 2024 - 7:00 P.M.
COUNCIL CHAMBERS
100 CIVIC CENTER WAY
CALABASAS, CA 91302
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.

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.

[Gov. Code Section 84308](#): Parties to any proceeding involving a license, permit, or other entitlement for use pending the City Council must disclose any campaign contribution over \$250 (aggregated) within the preceding 12 months made by the party, their agent, and those required to be aggregated with their contributions under [Gov. Code Section 82015.5](#). The disclosure must include the amount contributed and the name(s) of the contributor(s).

OPENING MATTERS

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

PRESENTATIONS

- [Sheriff's Crime Report - February 2024](#)

ANNOUNCEMENTS/INTRODUCTIONS

ORAL COMMUNICATION – PUBLIC COMMENT

CONSENT ITEMS

1. [Approval of March 13, 2024, meeting minutes](#)
2. [Adoption of amendments to City Council Protocols](#)
3. [Recommendation to approve a five-year Professional Services Agreement with All Terrain Landscaping, Inc. for landscape maintenance of the common areas of Clairidge Homeowners Association within Landscape Light Act District 22 within the City of Calabasas in an amount not to exceed \\$578,869.86](#)
4. [Authorization to amend the Professional Services Agreement with Waisman Construction, Inc. to increase the not to exceed amount to \\$120,000](#)

NEW BUSINESS

5. [Council, community, and staff priorities and future budget expenditures](#)
6. [Special Events Calendar](#)
7. [Annual progress report for 2023 regarding the City of Calabasas General Plan 2021-2029 Housing element](#)

INFORMATIONAL REPORTS

8. [Check Register for the period of March 2-15, 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 10, 2024, at 7:00 p.m.



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



Kindon Meik, City Manager
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

Dear Mr. Meik,

Below are the year-to-date crime statistic comparisons for the City of Calabasas for the month of February 2024.

I. CRIME STATISTICS

Part I Crimes	Feb. 2024	YTD February 2024	YTD February 2023	+/- Change
Homicide	0	0	0	0
Rape	0	0	1	-1
Robbery	1	3	2	1
Armed	1	1	2	-1
Strong-Arm	0	2	0	2
Assaults	2	3	6	-3
Domestic (Felony)	2	3	2	1
Burglary	10	18	11	7
Residential	5	12	7	5
Business	5	6	4	2
Larceny Thefts	28	45	35	10
Grand Theft (\$950+)	10	16	6	10
Vehicle Burglary	3	8	7	1
Unlocked Vehicle	7	12	12	0
From Locker	0	0	0	0
From Boat	0	0	0	0
From Aircraft	0	0	0	0
Petty Theft	8	9	10	-1
Grand Theft Autos	3	5	1	4
Arson	0	0	0	0
Total Part I Crimes	44	74	56	18
Domestic Violence Misdemeanor	7	10	3	7
Swatting	0	0	0	0

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

A Tradition of Service
— Since 1850 —

Part I Crimes	YTD February 2021	YTD February 2022	YTD February 2023	YTD February 2024
Homicide	0	0	0	0
Rape	2	0	1	0
Robbery	2	1	2	3
Armed	0	1	2	1
Strong-Arm	2	0	0	2
Assaults	1	4	6	3
Domestic (Felony)	0	1	2	3
Burglary	5	20	11	18
Residential	3	17	7	12
Business	2	3	4	6
Larceny Thefts	35	41	35	45
Grand Theft (\$950+)	6	8	6	16
Vehicle Burglary	6	7	7	8
Unlocked Vehicle	8	12	12	12
From Locker	0	0	0	0
From Boat	0	0	0	0
From Aircraft	0	0	0	0
Petty Theft	15	14	10	9
Grand Theft Autos	5	5	1	5
Arson	0	0	0	0
Total Part I Crimes	50	71	56	74
Domestic Violence Misdemeanor	3	7	3	10
Swatting	0	0	0	0

II. NOTEWORTHY INCIDENTS

A male adult was arrested for possession of a controlled substance on the 26500 block of Agoura Road at 0100 hours.

Two female adults stole \$5,700 worth of products from Ulta Beauty.

III. TRAFFIC

See attached.

IV. JUVENILE INTERVENTION TEAM

See attached.

V. ARREST STATISTICS

	YEAR TO DATE 2024		CURRENT MONTH February '24	
	ADULT	JUVENILE	ADULT	JUVENILE
Criminal Homicide	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	2	0	1	0
Burglary	0	0	0	0
Larceny Theft	1	0	0	0
Grand Theft Auto	1	0	1	0
Arson	0	0	0	0
Forgery	0	0	0	0
Fraud and NSF checks	0	0	0	0
Sex Offense, Felony	0	0	0	0
Sex Offense, Misdemeanor	0	1	0	0
Non-Aggravated Assaults	10	0	6	0
Weapon Laws	1	0	0	0
Offenses Against Family	1	0	1	0
Narcotics	1	0	1	0
Liquor/Tobacco Laws	0	0	0	0
Drunk/Alcohol/Drugs	2	0	1	0
Disorderly Conduct	0	0	0	0
Vagrancy	0	0	0	0
Gambling	0	0	0	0
Drunk Driving Vehicle/Boat	3	0	2	0
Vehicle/Boating Laws	8	1	3	1
Vandalism	0	0	0	0
Warrants	6	0	3	0
Receiving Stolen Property	0	0	0	0
Federal Offense w/o Money	0	0	0	0
Federal Offense with Money	0	0	0	0
Felony, Miscellaneous	1	0	0	0
Misdemeanor, Miscellaneous	3	0	3	0
ARREST TOTALS	41	2	22	1

Sincerely,

ROBERT G. LUNA, SHERIFF



Jennifer L. Seetoo, Captain
Malibu/Lost Hills Station



COLLISION SUMMARY*	This Month	Month Year Prior	Total YTD	Total Prior YTD	Change +/-
Total Collisions - Excluding Private Property	12	9	24	24	0
Fatal Collisions	0	0	0	0	0
Injury Collisions	2	1	6	4	+2
Property Collisions	10	8	18	20	-2
Private Property Collisions	4	0	5	3	+2
DUI Collisions with Injuries	0	0	0	0	0
DUI Collisions with Property Damage	1	0	2	0	+2
Total Pedestrian Collisions	0	0	0	0	0
Pedestrians Killed	0	0	0	0	0
Pedestrians Injured	0	0	0	0	0
Total Hit & Run Collisions	3	1	5	7	-2
Hit & Run Fatalities	0	0	0	0	0
Hit & Run Injuries	0	0	0	1	-1
Hit & Run Property Only	3	1	5	6	-1
CITATION SUMMARY*	This Month	Month Year Prior	Total YTD	Total Prior YTD	Change +/-
Traffic Total	139	209	284	359	-75
Hazardous Violations	70	127	143	234	-91
Non-Hazardous Violations	46	25	87	47	+40
Parking Violations	21	57	50	76	-26
DUI Arrests	2	0	4	2	+2

*Collision Summary and Citation Summary does not reflect all collisions and citations which were not entered into the database.

**L.A. County Sheriff's Department
Lost Hills & Malibu Station**

Traffic Analysis Report

3/13/2024 City of CALABASAS

Date Range Reported: 2/1/2024 to 2/29/2024

	This Period	Year-to-Date
Total Collisions	12	24
Total Collisions Involving Fatality	0	0
Total Collisions Involving Injury	2	6
Total Collisions Involving Property Damage	10	18
Total Fatalities	0	0
Total Injuries	2	7
Total DUI Collisions	1	2
DUI Collisions Involving Fatality	0	0
DUI Collisions Involving Injury	0	0
DUI Collisions Involving Property Damage	1	2
Total DUI Fatalities	0	0
Total DUI Injuries	0	0
DUI Arrests	2	4
Total Non-DUI Collisions	11	22
Non-DUI Collisions Involving Fatalities	0	0
Non-DUI Collisions Involving Injuries	2	6
Non-DUI Collisions Involving Property Damage	9	16
Total Non-DUI Fatalities	0	0
Total Non-DUI Injuries	2	7
Private Property Collisions	4	5
Total Bicycle Collisions	0	1
Total Pedestrian Collisions	1	1
Total Citations	119	294
Hazardous Citations	104	255
Non-Hazardous Citations	15	39
Seat Belt Citations	0	0
Child Restraint Citations	1	1
Traffic Enforcement Index	52.0	42.5
Traffic Collision Index	5.0	3.0
DUI Index	0	0
Safety Restraint Index	0.01	0.00
Most Frequent Primary Collision Factor	Unknown	Unsafe Speed
Most Frequently Cited Violation	22350: UNSAFE SPEED	22350: UNSAFE SPEED

Footnotes:

Traffic Enforcement Index
 Traffic Collision Index
 DUI Index
 Safety Restraint Index

Haz Citations + DUI Arrests / Fatal & Injury Collisions (20:1)
 Non-Injury Collisions / Fatal + Injury Collisions (2.5:1)
 DUI Arrests / DUI Fatal + Injury Collisions (10:1)
 Seat Belt + Child Restraint Citations / Haz + Non-Haz Citations

**L.A. County Sheriff's Department
Lost Hills & Malibu Station
Monthly Traffic Safety Management Report**

*City of CALABASAS
Date Range Reported: 2/1/2024 to 2/29/2024*

Total No. of Collisions: 12 Injury: 2 Non-Injury: 10 Fatal: 0 Private Property: 4

Total No. of Citations: 116 Hazardous Cites: 70 Non-Hazardous Cites: 46

Collisions by Reporting Districts

<u>Reporting District</u>	<u>No.</u>	<u>Location</u>
2241	3	at Separate Locations
2243	5	at Separate Locations
2245	1	at 4647 Commons Way and Private Property
2248	2	at Separate Locations
2249	1	at Canyon Dr and Mulholland Hwy

Collision Occurred Most Frequently On:

<u>Street Name</u>	<u>Number of Collisions</u>
Las Virgenes Rd 2 at at Separate Locations	2
Parkmor Rd 2 at at Separate Locations	2
Agoura Rd 1 at Lost Hills Rd	1
Lost Hills Rd 1 at Rt 101 Sboff/R	1
Meadow Lark Dr 1 at Paul Revere Dr	1
Mulholland Hwy 1 at Canyon Dr	1

Primary Collision Factors:

<u>Violations</u>	<u>Description</u>	<u>Number of Collisions</u>
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20002(a)	Hit-Run Property Damage	3
22350	Unsafe Speed	2
21801(a)	Left Turns Or U-Turns Yield To Other Vehicles	2
23152(a)	Dui; Alcohol	1
21703	Following Too Closely	1
		1
		0

Violations Most Frequently Cited:

<u>Violations</u>	<u>Description</u>	<u>Number of Citations</u>
22350	Unsafe Speed	32
38300	Off-Highway Vehicle, Disobey Signs	24
22101D		12
4000(a)(1)	Vehicle Registration Required	9
21655.5B		8
16028A		4
12500(a)	Unlicensed Driver	3
12500A		3
22450(a)	Failure To Stop For Posted Stop Sign	3
22450A		3
14601.1(a)	Driving With Suspended License	2
16028(a)	Proof Of Financial Liability-Traffic Accident	2
21453(a)	Red Signal; Failure To Stop	2
22349A		2
23123.5A		2
23152(a)	Dui; Alcohol	2
23152(b)	Dui, .08 Bac Or Greater	2
26708A1		2
5200(a)	License Plates, Two On A Vehicle Front/Rear	2
12814.6(b)		1
21202		1
21453A		1
21460(a)	Double Yellow Lines; Drive To The Left Of	1
21461(a)	Obey Traffic Control Sign	1
21651(a)(1
21655.8A		1
22101(d)	Req'd Or Prohibited Turn; Fail To Obey Sign	1
22106	Unsafe Start Or Backing	1
22107	Unsafe Turning Movement	1
23103(a)	Reckless Driving	1
23123A		1
24252(a)(1
26708(a)(1
27315D1		1

27360(a)	Parent Allow Child < 8 Yrs Without Child Seat	1
4000A1		1
4464	Altered License Plates	1
5200A		1

Collisions Involving Pedestrians: 1

Most Frequent Violations

Collisions Involving Bicyclists: 0

Most Frequent Violations

L.A. County Sheriff's Department
Lost Hills & Malibu Station

Monthly Traffic Collision Report

3/13/2024 City of CALABASAS

Date Range Reported: 2/1/2024 to 2/29/2024

Collisions

Total Non-Injury Collisions	10
Total Injury and Fatal Collisions	2
Total Collisions (Injury + Non-Injury)	12

DUI Collisions

Number of DUI Collisions with Fatalities	0
Number of DUI Collisions with Injuries	0
Number of DUI Collisions Involving Property Damage	1
Total Number of DUI Collision Deaths	0
Total Number of DUI Collision injuries	0
Total Number of DUI Collisions	1
Total Actual Number of DUI Arrests	2

Non-DUI Collisions

Number of Non-DUI Collisions with Fatalities	0
Number of Non-DUI Collisions with Injuries	2
Number of Non-DUI Collisions Involving Property Damage	9
Total Number of Non-DUI Collision Deaths	0
Total Number of Non-DUI Collision injuries	2

Vehicle/Pedestrian Collisions

Number of Vehicle/Pedestrian Collisions with Fatalities	0
Number of Vehicle/Pedestrian Collisions with Injuries	0
Total Number of Pedestrian Fatalities	0
Total Number of Pedestrian Injuries	0

Vehicle/Bicycle Collisions

Number of Vehicle/Bicycle Collisions with Fatalities	0
Number of Vehicle/Bicycle Collisions with Injuries	0
Total Number of Vehicle/Bicycle Collision Fatalities	0
Total Number of Vehicle/Bicycle Collision Injuries	0

Hit & Run Collisions

Total Number of Hit & Run Fatalities	0
Total Number of Hit & Run Injuries	0
Total Number of PDO Hit & Run Collisions	3

Traffic Citations

Total Number of Radar Citations Issued	47
Total Number of Bicycle Citations Issued	0
Total Number of Pedestrian Citations Issued	0
Total Number of Safety Belt Citations Issued	0
Total Number of Child Restraint Citations Issued	1
Total Number of Financial Responsibility Citations Issued	5
Total Number of Hazardous Citations Issued	104
Total Number of Non-Hazardous Citations Issued	15
Total Number of Citations Issued	119

Parking Citations

Total Number of Parking Citations Issued	0
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Miscellaneous

Child in Passenger Seat or Belts, Number of Fatalities	
Child in Passenger Seat or Belts, Number of Injuries	
Child Not in Passenger Seat or Belts, Number of Fatalities	
Child Not in Passenger Seat or Belts, Number of Injuries	
Number of Code 3 or Pursuit Collision Fatalities	
Number of Code 3 or Pursuit Collision Injuries	
Number of Patrol Vehicle Rear-End Collisions with Amber On	

Enforcement Index

Enforcement Index	52.0
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**LOST HILLS JUVENILE INTERVENTION UNIT
ACTIVITY REPORT FOR FEBRUARY 2024
CALABASAS**

SCHOOL ISSUES

The J- Team attended the School Absence Review Board (SARB) with LVUSD at the District office.

INTERVENTIONS

The J-Team spoke with the parent of a Calabasas High School student about a game called "Water Gun Assassins." During the conversation, the dangers of playing games in public were discussed. The parent was receptive and agreed to address the issue with their son.

COMMUNITY / CRIMINAL ISSUES

1. The J-Team spoke with numerous citizens and parents who called to question juvenile concerns and community issues. We also provided the parents with resource programs within our community.
2. The J-Team contacted the Sylmar Juvenile Court District Attorney to inquire about the investigation and filing of criminal charges against juvenile offenders.
3. Throughout the month, we met with Captain Jennifer Seetoo to inform her about our unit's investigations and current issues involving juveniles in our city.
4. Entered juveniles into the Youth Diversion Program for various violations.
5. The J-Team assisted other investigators in preparing court cases and investigated, prepared, and filed cases with the District Attorney's office.
6. The J-Team met with station narcotic detectives to exchange information regarding juvenile and drug-related issues.
7. The J-Team handled the processing and follow-up of various juvenile referrals regarding various juvenile contacts with uniform personnel brought to the attention of this unit.
8. The J-Team conducted our normal checks of juvenile problem areas in the city during weekend evenings and responded to juvenile-related calls for service.
9. The J-Team aided in patrolling for CARP, filled in for any patrol shortages, and worked mandatory overtime.
10. The DCFS office hosted a meet and greet with other law enforcement agencies.
11. The J-Team met with Fran Kenton regarding the Autonomie Program for challenged students.
12. A meet and greet was held at Calabasas High School for IEP students regarding law enforcement careers.
13. Several follow-up contacts were conducted regarding investigations into Calabasas Sephora-organized retail theft incidents involving female juveniles. Contacts included the Alhambra Police Department and the juvenile's parent. An appointment booking has been scheduled.

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, MARCH 13, 2024**

Mayor Weintraub called the Closed Session to order at 6:00 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

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

1. Conference with Legal Counsel - Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(2) & (e)(1)
A point has been reached where, in the opinion of the City Council, on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the City. Facts and circumstances that might result in litigation but which the City believes are not yet known to potential plaintiff or plaintiffs. (Gov. Code § 54956.9(e)(1))
Number of Potential Cases: [1]
2. Conference with Legal Counsel; Initiation of Litigation
(Gov't Code section 54956.9(d)(4))
Number of Potential Cases: 1.
3. Public Employee Performance Evaluation (Gov. Code § 54957)
Position Title: City Manager
4. Public employee performance evaluation (Gov. Code § 54957)
Position Title: City Attorneys

Mayor Weintraub called the Open Session to order at 7:04 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

Present: Mayor Weintraub, Mayor pro Tem Kraut, Councilmembers Albrecht, Bozajian and Shapiro
Absent: None
Staff: Castle, Hernandez, Holden, Lockwood, McConville, Meik, Russo, Summers and Trujillo

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Public Works Director Curtis Castle.

APPROVAL OF AGENDA

Councilmember Shapiro moved, seconded by Mayor pro Tem Kraut to approve the agenda. MOTION CARRIED 5/0 as follows:

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

CITY ATTORNEY REPORT ON CLOSED SESSION

Mr. Summers reported that the City Council met in Closed Session to address Item No. 1 and noted that Mayor pro Tem was not in attendance. He stated that Item Nos. 1-4 would resume after tonight's meeting. However, no reportable actions are expected.

ADJOURN IN MEMORY

- Arnold Sank

Mayor Weintraub expressed condolences to the Sank family and presented them with a certificate of adjournment.

Members of the Council expressed condolences to the Sank family.

Max Sank expressed gratitude to the Council for the tribute to his father, Mr. Sank.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Mayor pro Tem Kraut:

- Extended an invitation to the Arbor Day Celebration at De Anza Park on March 16.

Councilmember Bozajian:

- Extended an invitation to the grand reopening and ribbon cutting celebration for the Calabasas Community Center (CCC) on March 16.

Councilmember Shapiro:

- Extended an invitation to the Annual USTA Pro Circuit tennis tournaments at the T&SC March 16-24 and to CHS Something Rotten musical March 19-22.

Councilmember Albrecht:

- Reported that he attended the LVMWD Documentary Premiere: Flames to the Ocean. He also reported his upcoming attendance to a networking luncheon hosted by the Calabasas Chamber of Commerce on March 20.

Mayor Weintraub:

- Wished everyone a happy and healthy Nowruz.
- Extended an invitation to the Las Virgenes Creek Cleanup hosted by the MYC and to Earth Day Festival on April 13.
- Reminded everyone to be aware of their surroundings and avoid people attempting to distract them.

ORAL COMMUNICATIONS – PUBLIC COMMENT

Mark Levinson spoke during public comment.

CONSENT ITEMS

1. Approval of February 28, 2024, meeting minutes
2. Recommendation to approve an amendment to Professional Services Agreement with Willdan Engineering for professional civil engineering services for a three-year term in an amount not to exceed One Hundred Eighty-Thousand Dollars (\$180,000)
3. City Council consideration of letter supporting Senate Bill 1034 (Seyarto): California Public Records Act - State of Emergency
4. Recommendation to approve an amendment to Professional Services Agreement with Burns Pacific Construction, Inc. to provide as-needed emergency debris removal services resulting in a three-year term in an amount not to exceed Six Hundred Thousand Dollars (\$600,000)

Councilmember Shapiro requested Item No. 3 be pulled from Consent.

Mayor pro Tem Kraut requested Item No. 2 be pulled from Consent.

Mr. Castle addressed the City Council regarding Consent Item No. 2.

Councilmember Shapiro moved, seconded by Councilmember Albrecht to approve Consent Item No. 2. MOTION CARRIED 4/1 as follows:

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

Ms. Hernandez and Mr. Summers addressed the City Council regarding Consent Item No. 3.

Councilmember Shapiro moved, seconded by Mayor pro Tem Kraut to approve Consent Item No. 3. MOTION CARRIED 5/0 as follows:

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

Councilmember Bozajian moved, seconded by Councilmember Albrecht to approve Consent Item Nos. 1 and 4. MOTION CARRIED 5/0 as follows:

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

OLD BUSINESS

5. City Council review of 2024 meeting schedule

Mr. Meik and Ms. Hernandez presented the report.

The City Council provided direction to staff and requested that the item return to a future meeting for discussion.

NEW BUSINESS

6. City Council direction on full-time security coverage at the Calabasas Civic Center

Mr. McConville presented the report.

The City Council provided direction to staff.

INFORMATIONAL REPORTS

7. Check Register for the period of February 17-March 1, 2024

No action taken on this Item.

TASK FORCE REPORTS

Councilmember Bozajian reported that the CCC is opening on March 16. Additionally, he confirmed that the JPA Board is still active and will be meeting in the future.

Mayor pro Tem Kraut reported that he attended a Budget Task Force meeting, a Commission Procedures/Council Protocols Task Force meeting, the International Women's Day Luncheon and a CCC meeting. Additionally, he reported that he attended the League of California Cities general membership meeting. Moreover, he reported that Councilmembers Bozajian, Albrecht and he attended the Calabasas Village HOA meeting. Lastly, he reported that Mr. McConville and he toured the City along with Mr. Graham to help identify individuals that may be experiencing homelessness.

Councilmember Shapiro reported that Mayor Weintraub and he attended VICA's State Officeholders Dinner. He also reported that he attended various SCAG meetings and extended an invitation to the City Council to the 2024 Regional Conference and General Assembly on May 2-3.

Councilmember Albrecht reported that he attended a CPA meeting. Additionally, he reported that Mayor Weintraub and he met as the Sustainability Task Force.

Mayor Weintraub reported that she attended a Recreation/Youth/Senior Services Task Force meeting as well as a follow up meeting with Mr. Castle and Mr. Trujillo and thanked Mr. Russo and staff for their participation. Additionally, she reported that the COG will be meeting with Supervisor Lindsey P. Horvath in April to discuss homelessness issues.

Councilmember Shapiro added that Mayor Weintraub and he attended a MYC meeting along with staff and wished everyone a Happy Pi Day.

CITY MANGER'S REPORT

Mr. Meik reported that Mr. Trujillo and he attended the Annual City Managers' Educational Seminar hosted by the LA County Sheriff's. Additionally, he encouraged everyone to tour the CCC during the grand reopening on March 16.

FUTURE AGENDA ITEMS

None.

The City Council recessed to Closed Session at 8:10 p.m.

Mayor Weintraub called the Closed Session to order at 8:20 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

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

1. Conference with Legal Counsel - Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(2) & (e)(1)
A point has been reached where, in the opinion of the City Council, on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the City. Facts and circumstances that might result in litigation but which the City believes are not yet known to potential plaintiff or plaintiffs. (Gov. Code § 54956.9(e)(1))
Number of Potential Cases: [1]
2. Conference with Legal Counsel; Initiation of Litigation
(Gov't Code section 54956.9(d)(4))
Number of Potential Cases: 1.
3. Public Employee Performance Evaluation (Gov. Code § 54957)
Position Title: City Manager
4. Public employee performance evaluation (Gov. Code § 54957)
Position Title: City Attorneys

Mayor pro Tem Kraut recused himself from participating in Closed Session Item No. 1 and left the meeting at 9:10 p.m.

City Council provided direction to staff and there were no reportable actions.

ADJOURN

The City Council adjourned at 9:45 p.m. in memory of Arnold Sank to a regular meeting scheduled on Wednesday, March 27, 2024, at 7:00 p.m.

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



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 6, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: KINDON MEIK, CITY MANAGER
MARICELA HERNANDEZ, CITY CLERK**

**SUBJECT: ADOPTION OF AMENDMENTS TO THE CITY COUNCIL PROTOCOLS
MEETING**

DATE: MARCH 27, 2024

SUMMARY RECOMMENDATION:

That the City Council adopt the amended City Council Protocols.

BACKGROUND:

At the request of the Council, the initiative to update the City Council Protocols began in April 2022. The Commission Procedures/Council Protocols Task Force (Task Force), consisting of Mayor pro Tem Kraut and Councilmember Bozajian, and assisted by the City Manager and City Clerk met on multiple occasions to review and recommend amendments to the Protocols.

At the January 31 meeting, the City Council reviewed, discussed, and agreed on some amendments. The item was continued to the February 14, 2024, meeting, where the City Council agreed on additional amendments and remanded a few more to the Task Force.

The redlined version of Council Protocols depicts the following:

- **Red text** agreed upon amendments by members of the City Council at the January and February meetings
- **Yellow highlight** changes made by the City Council at the January and February meetings
- **Teal highlight** items remanded to Task Force which are listed below:

Section	Prior Recommendations	Updated Recommendations
Mayor's Role	<p>8. Two Councilmembers may place an item on the Future City Council agenda. Future items shall be agendized within 90 days.</p> <p>9. Items shall be agendized in the following order:</p> <ul style="list-style-type: none"> a. Matters of urgency b. Strategic priorities c. Council Committee or Taskforce recommendations d. Future City Council agenda items in the order they were requested 	<p>8. The Mayor or two Councilmembers may place an item on a future City Council agenda. Future items shall be agendized within 90 days.</p>
Campaign Reform	<p>1. If the Mayor or any Councilmember are up for election, the Mayor will appoint two Councilmembers who are not up for election to moderate any City voter outreach or election-related activities of the Mayor's Youth Council from the beginning of the nomination period until election day.</p> <p>2. Any announcement or event that highlights the Mayor or another Councilmember who is up for election, by singling him</p>	<p>Item 1 was moved to Mayor's Role as Item 16. Items 2 and 3 were removed.</p>

	<p>or her out by name or by photo will not be advertised or held from the beginning of the nomination period until election day. This includes the State of the City but does not prevent the Mayor from speaking at another function (such as a festival or ribbon cutting). It does, however, prevent the advertising of these functions from using the name or photo of the Mayor or another Councilmember.</p> <p>3. Councilmembers shall keep separate social media accounts for their roles as elected officials and candidate/campaign. Posts to the elected official accounts shall not include the promotion of any candidate or advocacy for any measure nor shall they be used for any Get Out The Vote message. City staff may use the City's official social media accounts to post anything in the normal course of business including a Get Out to Vote campaign but must refrain from promoting any candidate or measure.</p>	
<p>City Council Interaction and Communication</p>	<p>17. Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers. For all public meetings and event appearances, a reasonable effort shall be made to accommodate the schedule of all Councilmembers.</p>	<p>17. Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.</p>

REQUESTED ACTION:

That the City Council adopt the amended City Council Protocols.

ATTACHMENTS:

- A. Current Council Protocols
- B. Proposed City Council Protocols (redlined version)
- C. Proposed City Council Protocols (clean version)

**CURRENT
CITY COUNCIL
PROTOCOLS**

CITY COUNCIL PROTOCOLS

ADOPTED BY THE
CALABASAS CITY COUNCIL



CITY *of* CALABASAS

*Adopted, As Amended
September 9, 2020*

CITY OF CALABASAS

City Council Protocols

PREAMBLE

The Calabasas City Council is charged with taking appropriate, necessary, and timely action to maintain the City of Calabasas as a leading, well-managed, and innovative city at the forefront of desirable California cities.

It is the overall responsibility of the City Council a) to gather information and knowledge; b) to take counsel; c) to keep a long-range perspective; d) to hold itself to the highest standards of ethical and professional conduct in the performance of its duties without regard to personal advantage; e) to be free of favoritism; f) to listen carefully to the public; and g) to conduct a reasonable and reasoned period of discussion prior to making decisions.

To accomplish the above-stated responsibilities, and as guidance for the orderly governance of the City, the Calabasas City Council has adopted the following protocols. Except for those protocols that are based on law, these protocols are voluntary and non-binding. They are set forth here to clarify what has become, over time, successful procedures or best practices for the conduct of civic affairs within our City.

These protocols are intended to be consistent with all legal requirements applicable to the conduct of City affairs. In the instance of any conflict with State or federal law, or with the Calabasas Municipal Code, such State, federal or municipal law requirements will control. In addition, official City meetings are generally conducted pursuant to Roberts Rules of Order.

It is expected that the City Council will renew these protocols periodically, in order to consider appropriate additions, deletions, and/or amendments.

TABLE OF CONTENTS

Page #

3	GENERAL
4	SELECTION OF THE MAYOR
5	MAYOR'S ROLE
6	CITY COUNCIL PREPARATION
7	PUBLIC MEETINGS
10	CITY COUNCIL INTERACTION AND COMMUNICATION
12	CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF
14	COMMITTEES OF THE COUNCIL
15	COMMISSIONS AND BOARDS
17	RESIDENT COMPLAINTS

GENERAL

1. The Council participates in regional, state and national programs and meetings which serve the best interests of the City of Calabasas.
2. The Council provides policy direction to the City Manager. The City Manager, through city staff, implements Council policy. The Council does not interfere with the operating decisions of the city, which are the responsibility of the City Manager.
3. The City Manager keeps each Councilmember fully, and equally, informed as to all matters of importance to the city, including agenda items, financial conditions, needs of the city, resident concerns, staffing needs, and urgency items.
4. The Council endeavors not to burden the City Manager or staff with demands for individual time or attention on matters that the City Manager can better handle with general communications to the Council as a whole.
5. The Council looks to the City Manager, staff, commissions and committees for advice on city policies and legislative actions.
6. The Council complies with all laws relating to open meetings, public records, and conflicts of interest.
7. The Council encourages resident participation in the development of City policies.
8. The Council desires the public to be fully informed about decisions that impact the public, and encourages public comment as policies are set.
9. The Council makes adequate provision for the training and continuing education of the Council, commissions, and city staff.
10. All Councilmembers should receive and review any documents shown or provided by city staff to any other Councilmember.
11. Councilmembers inform the City Manager as far in advance as possible of when they will be out of town or otherwise unavailable to conduct city business.

SELECTION OF THE MAYOR

1. The Mayor and Mayor Pro Tem are nominated at the second Council meeting in March of each year, and are selected by a vote of their peers on the Council. Each serves for a one-year term. In the customary rotation, the Mayor Pro Tem is nominated to serve as Mayor at the end of the Mayor's one-year term.
2. The outgoing Mayor will follow [1] those already in the rotation and [2] first-time elected Councilmember(s).
3. The order of the first-time elected Councilmember(s) should be based on the order of finish in the election, with the first-time elected Councilmember receiving the most votes taking the first term, the next in line taking the second, and so on.
4. Once a Councilmember's position in the rotation is established, it does not change based upon the future order of election results.
5. If the election is canceled, the order of the rotation of the appointed candidates will remain the same.
6. The Mayor and Mayor Pro Tem are peers of and serve at the pleasure of the other Councilmembers.
7. The Mayor assumes the center chair on the dais and oversees the seating location of the other Councilmembers.

MAYOR'S ROLE

1. The Mayor represents the City, is its official spokesperson, and presides over all City Council meetings.
2. The Mayor, as well as each Councilmember, recognizes the unique role of representing the City, and takes great care to insure that this always takes precedence over representing oneself or one's own personal agenda.
3. It is the Mayor's prerogative to make Council committee assignments from choices provided by Councilmembers. The Mayor accommodates Council choices whenever possible.
4. The Mayor informs the Council by copying to them any correspondence sent under the Mayor's signature which relates to city business. The Mayor will also copy the Council on correspondence or email sent under his signature.
5. The Mayor, in consultation with the City Manager, sets the agenda for each Council meeting.
6. The Mayor or two Councilmembers may place an item on the City Council agenda.
7. At a public meeting, the Mayor has discretion to move agenda items and/or to take them out of order to accommodate the needs of the Council or the public.
8. In the absence of the Mayor, the Mayor Pro Tem performs the duties of Mayor.
9. The Mayor is obliged to act as a facilitator during public meetings. The Mayor ensures that all views are heard and that the meeting progresses in an orderly and timely fashion. The Mayor provides an equal opportunity for each Councilmember to be heard.
10. The Mayor is expected to be an advocate for his or her views, just as other Councilmembers are, but not to take advantage of the Mayor's status on the dais to coerce or to advocate in excess of what is allowed to other Councilmembers. The Mayor's role as a facilitator should not be compromised by his or her role as an advocate.
11. If a Councilmember, or sub-committee, brings an issue forward to the council, it is appropriate for the Mayor to give that member or committee members the opportunity to speak first on that particular issue.

CITY COUNCIL PREPARATION

1. Councilmembers avoid surprising their colleagues or staff. To the maximum extent possible, Councilmembers advise the City Manager in advance of issues or questions they intend to bring up at a public meeting. This refers to issues and questions that the staff would not normally anticipate or have researched for that particular meeting. Getting minor questions resolved with staff prior to a public meeting will shorten meetings and move the agenda forward in a timely manner.
2. Councilmembers are prepared for Council or committee meetings, which includes having read all agendas and supporting documentation prior to the meeting.
3. Councilmembers stay abreast of regional issues affecting neighboring cities, counties, and the operations of other districts or agencies.

PUBLIC MEETINGS

1. Public hearings and discussion items at Council meetings proceed generally in the following order:
 - a. City staff presents a report of the item under consideration.
 - b. Councilmembers have an opportunity to ask questions of staff for clarification or to gather additional information.
 - c. Public testimony is taken from affected parties or members of the public who wish to be heard.
 - d. At the close of public testimony, the Mayor allows staff to respond to any public testimony which staff wishes to supplement or regards as inaccurate or in need of clarification.
 - e. The Mayor allows other Councilmembers to speak first, and then summarizes or provides the final comments before asking for a motion or direction to staff on the item.
 - f. The order of Council comments is at the discretion of the Mayor. If the item under consideration was studied first by a committee of the Council, members of the committee would be expected to lead off the discussion.
2. Any Councilmember who desires to recuse himself or herself for conflict of interest or any other reason shall do so as soon as the item is called and shall leave the Council chambers until the item is concluded.
3. Any Councilmember may request a continuance of an item on the agenda if that Councilmember needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary to render a decision at the agenda time.
4. If a Councilmember is ill or away for any agenda item of special interest to that Councilmember, the item may be continued or tabled at that Councilmember's request, subject to any applicable statutory time periods, and only if such delay would not be adverse to the City's best interests. However, Councilmembers should not request a continuance without justifiable reason. Bear in mind that the public may attend expecting discussion or action on the issue, staff has prepared reports, and there may be staff or consultants present just for that item. Councilmembers should coordinate with the City Manager about future agendas and their own schedules to avoid missing items that may be of particular interest to them.

PUBLIC MEETINGS, continued...

5. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission or committee meeting, that Councilmember will, as a courtesy, inform the other Councilmembers and the City Manager to the extent legally permissible.
6. Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions which do not further established Council policy.
7. Public comments are limited to no more than three (3) minutes per speaker, but that time may be reduced at the Mayor's discretion if there are numerous speakers on a particular item.
8. The Mayor requests speakers to direct their comments to the Council and not to the audience or to the TV cameras.
9. The Mayor controls the meeting, and discourages personal attacks of any kind from speakers by encouraging them instead to productively address the issues at hand.
10. The Council listens carefully to the speakers and does not interrupt or engage in debate with the speakers. The three-minute period belongs to the speaker.
11. Subject to applicable legal deadlines, the Mayor or any Councilmember may move to refer back to staff any agenda item that is deemed to be incomplete or unready for final decision. The same rule applies to City Commissions.
12. A Councilmember may suggest a change in procedure if he or she feels it will be helpful for the conduct of a particular meeting, understanding that the Mayor runs the meeting.
13. While unanimity is not required or always possible, the Mayor attempts to find consensus on discussion items.
14. Councilmembers make the reasons for their votes clear to their colleagues and to the public. This is particularly important when the Council is divided on an issue.
15. The Mayor, Councilmembers, and all Commission and committee members treat everyone with courtesy and respect.
16. All participants in a public meeting, including Councilmembers, staff and the public, shall make their remarks succinct, to the point, and as brief as possible. Participants shall avoid repeating remarks already made by others, and may simply state agreement with those particular shared sentiments.

PUBLIC MEETINGS, continued...

17. Direction to staff must be determined by a majority of the Council and must be clearly identified at the Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council.
18. Every Council action should be:
 - a. A reasoned decision that was arrived at in a fair way.
 - b. Not to the personal advantage of any Councilmember.
 - c. Free of favoritism.
 - d. Based on information and opinions from a variety of sources, and particularly, from those who would be most affected.
19. Councilmembers do not have private communications, among themselves or with members of the public, via electronic communication devices or otherwise, from the dais during public meetings.
20. All members of the public desiring to speak at a Council or Commission meeting shall complete a speaker card which will be made available at all such meetings. The speaker should provide his and her name and city of residence on the speaker card. Speaker cards shall be submitted to the City Clerk or meeting staff prior to the time the item begins. It is within the discretion of the Mayor or meeting chair to accept a late submitted speaker card.
21. All meeting participants will tell the truth to the best of their knowledge and ability when presenting testimony or oral comments to the Council or Commission.
22. All meeting participants shall conduct themselves in an orderly manner. As a last resort, any person conducting themselves in a disorderly manner may be removed from the meeting room pursuant to California Government Code Section 54954.3(c).

CITY COUNCIL INTERACTION AND COMMUNICATION

1. Councilmembers treat each other with the respect and courtesy that is their due as residents and public officials.
2. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Councilmembers or with the City Manager.
3. The Council maintains a respectful decorum, and avoids personal attacks during public meetings, in the press, or at any other time. Legitimate dissent or opposition to another Councilmember's voting record or positions on issues are within the bounds of appropriate political discourse.
4. Councilmembers should be sensitive to the negative impact that inappropriate conduct has on the public perception of the City. Councilmembers should be mindful of the fact that they are representatives of the City in all their public activities.
5. Councilmembers are flexible and cooperative in filling in for one another at meetings or important functions.
6. Councilmembers do not engage in private discussions in violation of the Brown Act. A Councilmember who feels that a conversation is potentially a violation should express his or her concern and immediately withdraw from the conversation. Councilmembers are expected to honor such concerns and immediately cease the conversation even if they do not agree that the Brown Act applies in that particular instance.
7. Personal attacks are always off-limits. Councilmembers start with the assumption that other members have the best interests of the City at heart, even if they disagree with their positions.
8. If a Councilmember takes a position in the media, or at any public hearing, critical of a decision, or critical of fellow Councilmembers or members' positions on issues, such public comments should stick to the issues under contention and never involve personal attacks. Councilmembers shall be mindful when representing views or making comments and, if they do not reflect the majority of the Council, must claim the comments as their own personal opinion. Positions set forth in writing on City letterhead should clearly indicate if the position stated is one officially voted on by the City Council, or if it only represents the position of the individual Councilmember.

CITY COUNCIL INTERACTION AND COMMUNICATION, continued...

9. Councilmembers should avoid expressions, comments, or opinions of city fault responsibility or liability in any matters involving property damage, personal injury or alleged breach of contract or alleged violation of law.
10. These Protocols do not, by themselves, carry the weight of law. Councilmembers are expected to abide by them out of a desire to have a well run City that treats its residents respectfully and with dignity. A governing body that strives to be fair, informed, honest, diligent, dignified, efficient and respectful of others will win the respect and trust of its residents.
11. If any Councilmember feels that a Protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the Future Agenda Item period of a public meeting and ask for the issue to be put on a future agenda.
12. A principal purpose of the Protocols is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Councilmembers. Any Councilmember who habitually ignores these Protocols should expect to be called to task by his or her fellow Councilmembers and by the public.
13. A Councilmember who originates an idea or program shall continue to be identified as the originator even if the idea or program is pursued by another Councilmember or City official.
14. Councilmembers may request, through the City Clerk, certificates or other awards recognizing special events, organizations or individuals of importance to the City. All such requests must be approved by the Mayor, who should ask staff to vet the organization, if necessary. Such certificates or awards are normally to include the name and/or signature of all Councilmembers.
15. Councilmembers who plan or appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.
16. All electronic mail communications between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity must be sent using the City Councilmember's official electronic mail address issued by City staff. Council members are not to personally delete emails or texts from their accounts.

CITY COUNCIL INTERACTION AND COMMUNICATION, continued...

17. All text messages between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity may be sent using a device and telephone account provided by the City.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. The Council and City Manager work together as a solution-oriented team.
2. Councilmembers feel free to communicate with the City Manager about any City issues, including resident concerns. However, Councilmembers are also mindful of the City Manager's busy schedule and competing requests for access.
3. Complaints or concerns about any City departments or staff are first taken up with the City Manager. It is not appropriate, in any situation, to critique, ridicule, or complain about other staff to any staff person other than the City Manager.
4. Councilmembers may routinely ask department heads for information relative to their department. However, inquiries that require extensive research, or reports that may occupy more than cursory staff time should first be discussed with the City Manager, and may require action or approval by the entire Council.
5. Department heads report to the City Manager. Councilmembers do not insert themselves into or interfere with that chain of command.
6. The Council should expect to be fully and promptly informed by the City Manager or his designee regarding any unusual activities or events of public concern.
7. Councilmembers keep a friendly, professional relationship with staff members, but avoid getting involved with personal matters, operational matters, work assignments or projects with any staff other than the City Manager.
8. It is staff's role to provide factual, objective, and unbiased information to the Council and the public in its reports. Councilmembers do not interfere or attempt to unduly influence the content of reports being prepared by staff. If a Councilmember disagrees with a staff recommendation, he or she is not obligated to vote for it and is likewise free to attempt to convince his or her colleagues on the Council of his or her position.
9. Councilmembers establish action and budget priorities for the City once a year during the annual budget review process.
10. Changes from the priorities or budget allocations established during the annual budget review process should be pursued only after careful consideration, as they may involve changes in staff work load and appropriations, and because the original priorities were established with the benefit of a public hearing.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF, continued...

11. Councilmembers should bring forward requests for deviations from the established budget priorities only if they involve a degree of urgency that cannot wait until the next budget review.
12. Councilmembers may individually ask the City Attorney general questions involving matters related to their performance as City officials. However, inquiries that require extensive research, opinions or reports should first be discussed with the City Manager, and may require action or approval by the Council.

COMMITTEES OF THE COUNCIL

1. Committees of the Council serve the entire Council. Committees are not seen as territorial, but neither do Councilmembers interfere in the committee work of others.
2. The Council endeavors to define the jurisdiction and area of study of each committee so as to avoid conflicts or overlapping issues.
3. Committee members keep the rest of the Council informed of their work, which may include the filing of reports, memoranda or minutes.
4. The Council is available to advise committees by placing items about which a committee needs guidance on a Council agenda.
5. Each Council meeting agenda should include an opportunity for the making of committee reports. Whenever possible, written reports are provided to the Council prior to the public meeting.
6. Committees may recommend a course of action to the Council, but they never supplant the decision-making authority of the Council, unless authority to take specific action is expressly delegated to a committee by a vote of the Council at a public meeting.
7. Committee meetings are scheduled and (where applicable) proper public notice is provided through staff. Councilmembers who wish to call a committee meeting do so by asking the City Manager to make the appropriate arrangements.

COMMISSIONS AND BOARDS

1. Commission appointments are generally based on the recommendation of one nominee from each Councilmember. The nominations are then subject to approval by the entire Council. The Commissions shall elect a Chair and Vice-Chair from among themselves, which positions shall rotate.
2. The Council is responsible to make its vision for the City clear to all appointed and advisory bodies as policy guidance for those bodies.
3. The Council holds Commissions and boards to the highest standards of ethical and professional conduct in the performance of their appointed duties.
4. Like the City Council, Commissions and boards work for the benefit of the community and never for personal purposes.
5. The Council spells out the role, jurisdiction, authority and prerogatives of appointed bodies.
6. Commissions and boards are expected to make specific recommendations on matters brought before them, and not merely to pass them on to the City Council for final decision.
7. Councilmembers do not dictate the decisions of Commissioners and other board members. Commissioners and board members come to their own conclusions based on the evidence, the City's Municipal Code, and other governing and visioning documents. Substantial consideration is to be given by Commissioners to the recommendations of staff contained in the agenda reports.
8. Commissioners are encouraged to discuss questions or concerns about any agenda items with the Commission's staff liaison prior to Commission meetings in order to be prepared to take action at public meetings. Commissioners are to be mindful of undue consumption of staff time and resources.
9. Any Commission or board action should clearly state for the record the specific justification for the decision, so that the Council and the public may have the benefit of its reasoning.
10. All persons requesting appointment or re-appointment to a Commission or Board shall make written application to the City Clerk. The City Clerk is to acknowledge receipt of each application by letter to the applicant which includes an explanation of the appointment process. The City Council shall provide an opportunity for applicants to come before the Council and be interviewed before nominations are made.

COMMISSIONS AND BOARDS, continued...

11. All nominations for appointment to a Commission or Board are to be placed on the Council's public agenda with the applicant's name and a copy of the application (with personal information redacted). All nominees are required to appear in person before the Council prior to appointment or re-appointment. The City Clerk shall send a letter to all applicants stating the results of the appointment process in which they participated.

RESIDENT COMPLAINTS

1. Upon receiving a complaint from the public, Councilmembers direct that complaint to the City Manager for appropriate staff action and follow-up.
2. Councilmembers first ensure that they are in possession of all of the facts and both sides of the story before making any statements to the press or to the complaining party regarding what action, if any, the City should take.
3. The Council allows staff to handle resident complaints and does not to attempt a direct resolution of the problem. The Council gives staff time to do their job.

**CITY COUNCIL
PROTOCOLS/
REDLINED**

CITY COUNCIL PROTOCOLS

ADOPTED BY THE
CALABASAS CITY COUNCIL



CITY *of* CALABASAS

*Adopted, As Amended
March 27, 2024*

CITY OF CALABASAS

City Council Protocols

PREAMBLE

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It is the overall responsibility of the City Council a) to gather information and knowledge; b) to take counsel; c) to keep a long-range perspective; d) to hold itself to the highest standards of ethical and professional conduct in the performance of its duties without regard to personal advantage; e) to be free of favoritism; f) to listen carefully to the public; and g) to conduct a reasonable and reasoned period of discussion prior to making decisions.

To accomplish the above-stated responsibilities, and as guidance for the orderly governance of the City, the Calabasas City Council has adopted the following protocols. Except for those protocols that are based on law, these protocols are voluntary and non-binding. They are set forth here to clarify what has become, over time, successful procedures or best practices for the conduct of civic affairs within our City.

These protocols are intended to be consistent with all legal requirements applicable to the conduct of City affairs. In the instance of any conflict with state or federal law, or with the Calabasas Municipal Code, such state, federal or municipal law requirements will control. In addition, official City meetings are generally conducted pursuant to the most current Roberts Rules of Order.

It is expected that the City Council will review these protocols and Roberts Rules of Order periodically, in order to consider appropriate additions, deletions, and/or amendments.

TABLE OF CONTENTS

Page #

3	GENERAL
4	SELECTION OF THE MAYOR
5	MAYOR'S ROLE
9	CITY COUNCIL PREPARATION
10	PUBLIC MEETINGS
14	CITY COUNCIL INTERACTION AND COMMUNICATION
17	CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF
20	COMMITTEES OR TASK FORCES OF THE COUNCIL
21	COMMISSIONS AND BOARDS
23	RESIDENT COMMUNICATIONS

GENERAL

1. The Council participates in regional, state and national programs and meetings which serve the best interests of the City of Calabasas.
2. The Council provides policy direction to the City Manager. The City Manager, through City staff, implements Council policy. The Council does not interfere with the operating decisions of the City, which are the responsibility of the City Manager.
3. The City Manager keeps each Councilmember fully, and equally, informed as to all matters of importance to the City, including agenda items, financial conditions, needs of the City, resident concerns, staffing needs, and urgency items.
4. The Council endeavors not to burden the City Manager or staff with demands for individual time or attention on matters that the City Manager can better handle with general communications to the Council as a whole.
5. The Council looks to the City Manager, staff, Commissions and **Council Committees and Task Forces** for timely, accurate and unbiased presentations and advice on City policies and legislative actions.
6. The Council complies with all laws relating to open meetings, public records, and conflicts of interest.
7. The Council encourages resident participation in the development of City policies.
8. The Council desires the public to be fully informed about decisions that impact the public, and encourages public comment as policies are set.
9. The Council makes adequate provision for the training and continuing education of the Council, commissions, and City staff.
10. All Councilmembers should receive and review any documents shown or provided by City staff to any other Councilmember.
11. Councilmembers inform the City Manager as far in advance as possible of when they will be out of town or otherwise unavailable to conduct City business.

SELECTION OF THE MAYOR

1. The Mayor and Mayor pro Tem are nominated at the Council reorganization meeting in December of each year, and are selected by a vote of their peers on the Council. Each serves for a one-year term. In the customary rotation, the Mayor pro Tem is nominated to serve as Mayor at the end of the Mayor's one-year term.
2. The outgoing Mayor of an even-numbered year will follow [1] those already in the rotation and [2] first-time elected Councilmember(s).
3. The order of the first-time elected Councilmember(s) should be based on the order of finish in the election, with the first-time elected Councilmember receiving the most votes taking the first term, the next in line taking the second, and so on.
4. Once a Councilmember's position in the rotation is established, it does not change based upon the future order of election results.
5. If the election is canceled, the order of the rotation of the appointed candidates will remain the same.
6. The Mayor and Mayor pro Tem are peers of and serve at the pleasure of the other Councilmembers.
7. The Mayor assumes the center chair on the dais and oversees the seating location of the other Councilmembers.

MAYOR'S ROLE

1. The Mayor represents the City, is its official spokesperson, and presides over all City Council meetings.
2. Councilmembers recognize the unique role of representing the City, the Mayor recognizes the unique role of representing the Council and each takes great care to ensure that this always takes precedence over representing oneself or one's own personal agenda.
3. The Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes. As such, the Mayor shall be the chief spokesperson for the City, representing the City at all ceremonial events and functions, and shall issue all ceremonial proclamations and certificates.
4. The Mayor shall sign all ordinances and other documents that have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable **or refuses to sign an urgent document**, the Mayor pro Tem or another Councilmember's signature may be used.
5. It is the Mayor's prerogative to make Council Committee **or Task Force** assignments from choices provided by Councilmembers, subject to City Council ratification. The Mayor accommodates Council choices whenever possible.
6. The Mayor informs the Council by copying to them any correspondence sent under the Mayor's signature which relates to City business.

The City Manager, in consultation with the Mayor, sets the agenda for each Council meeting.

7. **The Mayor or two Councilmembers may place an item on a future City Council agenda. Future items shall be agendized within 90 days.**

MAYOR'S ROLE, Continued

8. At a public meeting or a Closed Session of Council, the Mayor has discretion to move agenda items and/or to take them out of order to accommodate the needs of the Council or the public.

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PUBLIC MEETINGS

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 - a. City staff presents a report of the item under consideration.
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PUBLIC MEETINGS, Continued

5. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission or Council Committee or Task Force meeting, that Councilmember will, as a courtesy, inform the other Councilmembers and the City Manager to the extent legally permissible.
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25. All meeting participants shall conduct themselves in an orderly manner. As a last resort, any person conducting themselves in a disorderly manner may be removed from the meeting room pursuant to California Government Code Section 54954.3(c).

CITY COUNCIL INTERACTION AND COMMUNICATION

1. Councilmembers treat each other with the respect and courtesy that is their due as residents and public officials.
2. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Councilmembers or with the City Manager.
3. The Council maintains a respectful decorum, and avoids personal attacks during public meetings, in the press, or at any other time. Legitimate dissent or opposition to another Councilmember's voting record or positions on issues are within the bounds of appropriate political discourse.
4. Councilmembers should be sensitive to the negative impact that inappropriate conduct has on the public perception of the City. Councilmembers should be mindful of the fact that they are representatives of the City in all their public activities.
5. Councilmembers are flexible and cooperative in filling in for one another at meetings or important functions.
6. All official press releases shall be reviewed and approved by the City Manager.
7. If a Councilmember takes a position in the media, or at any public hearing, critical of a decision, or critical of fellow Councilmembers or members' positions on issues, such public comments should stick to the issues under contention and never involve personal attacks. Councilmembers shall be mindful when representing views or making comments and, if they do not reflect the majority of the Council, must claim the comments as their own personal opinion. If the Mayor takes a position in the media, he or she must note the Council's position if it runs contrary to his or her own opinion. Positions set forth in writing on City letterhead should clearly indicate if the position stated is one officially voted on by the City Council, or if it only represents the position of the individual Councilmember.
8. Councilmembers should avoid public expressions, comments, or opinions of City fault responsibility or liability in any matters involving property damage, personal injury or alleged breach of contract or alleged violation of law.
9. These Protocols do not, by themselves, carry the weight of law. Councilmembers are expected to abide by them out of a desire to have a well-run City that treats its residents respectfully and with dignity. A governing body that strives to be fair, informed, honest, diligent, dignified, efficient and respectful of others will win the respect and trust of its residents.

10. If any Councilmember feels that a Protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the Future Agenda Item period of a public meeting and ask for the issue to be put on a future agenda.
11. A principal purpose of the Protocols is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Councilmembers. Any Councilmember who habitually ignores these Protocols should expect to be called to task by his or her fellow Councilmembers and by the public.
12. A Councilmember who originates an idea or program shall continue to be identified as the originator even if the idea or program is pursued by another Councilmember or City official.
13. Councilmembers may request, through the City **Manager**, resolutions, proclamations, **adjourn in memory** or similar initiatives. All such requests must be approved by the City Manager, who should ask staff to vet the cause, if necessary. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.
14. **Two** Councilmembers may request, through the City **Manager**, certificates or other awards recognizing special events, organizations or individuals of importance to the City. All such requests must be approved by the City Manager, who should ask staff to vet the organization, if necessary. Such certificates or awards are normally to include the name and/or signature of all Councilmembers. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business. **Other Councilmembers in attendance should be invited to participate in the presentation.**
15. **The Mayor or** two Councilmembers may request, through the City **Manager**, speakers, briefs or informational presentations of importance to the City. All such requests must be approved by the City Manager, who should consider the value of the information and the authority of the City to utilize the information. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.
16. **The Mayor or** two Councilmembers may request, through the City **Manager**, support or opposition of pending legislation, which must be related to municipal governance. All such requests must be reviewed and approved by the City Manager, who should evaluate the request in accordance with the City's legislative platform. The Mayor should limit the number of such requests made at City Council meeting to maintain sufficient time to conduct City business.

17. Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.

18. All electronic mail communications between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity ~~must~~ ~~should~~ be sent using the City Councilmember's official electronic email address issued by City staff. Councilmembers are not to personally delete emails or texts from their accounts.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. The Council and City Manager work together as a solution-oriented team.
2. Councilmembers feel free to communicate with the City Manager about any City issues, including resident concerns. However, Councilmembers are also mindful of the City Manager's busy schedule and competing requests for access.
3. Complaints or concerns about any City departments or staff are first taken up with the City Manager. It is not appropriate, in any situation, to critique, ridicule, or complain about other staff to any staff person other than the City Manager.
4. Councilmembers may routinely ask department heads for information relative to their department. However, inquiries that require extensive research, or reports that may occupy more than cursory staff time should first be discussed with the City Manager, and may require action or approval by the entire Council.
5. Department heads report to the City Manager. Councilmembers do not insert themselves into or interfere with that chain of command. Neither the City Council nor any Councilmember shall give orders to, command the services of, or assign work to any subordinates of the City Manager, either publicly or privately. Alternately, contact may be made directly with Senior Management, as long as a copy of the communication is forwarded to the City Manager. Senior Management shall inform the City Manager of all Councilmember contact.
6. The Council should expect to be fully and promptly informed by the City Manager or his designee regarding any unusual activities or events of public concern.
7. Councilmembers keep a friendly, professional relationship with staff members, but avoid getting involved with personnel matters, operational matters, work assignments or projects with any staff other than the City Manager.
8. It is staff's role to provide factual, objective, and unbiased information to the Council and the public in its reports. Councilmembers do not interfere or attempt to unduly influence the content of reports being prepared by staff. If a Councilmember believes that information provided by staff is not factual, objective or unbiased, he or she should request the City Manager to review it.
9. Councilmembers establish action and budget priorities for the City at least once a year during the annual budget review process.
10. Changes from the priorities or budget allocations established during the annual budget review process should be pursued only after careful consideration, as they may involve changes in staff work load and appropriations, and because the original priorities were established with the benefit of a public hearing.

11. Councilmembers should bring forward requests for deviations from the established budget priorities only if they involve a degree of urgency that cannot wait until the next budget review.
12. Councilmembers may individually ask the City Attorney general questions involving matters related to their performance as City officials. However, inquiries that require extensive research, opinions or reports should first be discussed with the City Manager, and may require action or approval by the Council.
13. Email correspondence is preferred when distributing information. Text messages should be used when the information is urgent or immediate replies are necessary.

COMMITTEES OR TASK FORCES OF THE COUNCIL

1. Committees or Task Forces of the Council serve the entire Council. Council Committees or Task Forces are not seen as territorial, but neither do Councilmembers interfere in the Council Committee or Task Force work of others.
2. Both Council Committee or Task Force members shall be included in all meetings, correspondence and communication.
3. The Council endeavors to define the jurisdiction and area of study of each Council Committee or Task Force so as to avoid conflicts or overlapping issues.
4. Council Committee or Task Force members keep the rest of the Council informed of their work, which may include the filing of reports, memoranda or minutes. This documentation will be produced by staff and reviewed by Council Committees or Task Forces prior to distribution to Council.
5. Each Council meeting agenda should include an opportunity for the making of Council Committee or Task Force reports. Whenever possible, written reports are provided to the Council prior to the public meeting.
6. Council Committees or Task Forces may recommend a course of action to the Council, but they never supplant the decision-making authority of the Council, unless authority to take specific action is expressly delegated to a Council Committee or Task Force by a vote of the Council at a public meeting.
7. Councilmembers who wish to call a Council Committee or Task Force meeting may do so by asking the City Manager to make the appropriate arrangements.
8. The need and effectiveness of the Council Committees or Task Forces are evaluated on an annual basis by the City Council.

COMMISSIONS AND BOARDS

1. The Council is responsible to make its vision for the City clear to all appointed and advisory bodies as policy guidance for those bodies.
2. The Council holds Commissions and Boards to the highest standards of ethical and professional conduct in the performance of their appointed duties.
3. The Council spells out the role, jurisdiction, authority and prerogatives of appointed bodies.
4. Councilmembers do not dictate the decisions of Commissioners and other Board members.
5. All persons requesting appointment or re-appointment to a Commission or Board shall submit an application to the City Clerk.
6. All nominations for appointment to a Commission or Board are to be placed on the Council's public agenda with the applicant's name and a copy of the application (with personal information redacted). All nominees are required to appear in person before the Council prior to appointment or re-appointment.

RESIDENT COMMUNICATIONS

1. Upon receiving a concern from the public, Councilmembers direct that concern to the City Manager for appropriate staff action and follow-up.
2. Councilmembers should refrain from making any public statements regarding what action, if any, the City should take.
3. The Council allows staff to handle resident concerns and does not attempt to direct resolution of the issue.
4. Upon receiving communications from the public regarding an agenda item, it should be forwarded to the City Clerk for distribution to all Councilmembers and for the record.

**PROPOSED
CITY COUNCIL
PROTOCOLS
CLEAN
VERSION**

CITY COUNCIL PROTOCOLS

ADOPTED BY THE
CALABASAS CITY COUNCIL



CITY *of* CALABASAS

*Adopted, As Amended
March 27, 2024*

CITY OF CALABASAS

City Council Protocols

PREAMBLE

The Calabasas City Council is charged with taking appropriate, necessary, and timely action to maintain the City of Calabasas as a leading, well-managed, and innovative City at the forefront of desirable California cities.

It is the overall responsibility of the City Council: a) to gather information and knowledge; b) to take counsel; c) to keep a long-range perspective; d) to hold itself to the highest standards of ethical and professional conduct in the performance of its duties without regard to personal advantage; e) to be free of favoritism; f) to listen carefully to the public; and g) to conduct a reasonable and reasoned period of discussion prior to making decisions.

To accomplish the above-stated responsibilities, and as guidance for the orderly governance of the City, the Calabasas City Council has adopted the following protocols. Except for those protocols that are based on law, these protocols are voluntary and non-binding. They are set forth here to clarify what has become, over time, successful procedures or best practices for the conduct of civic affairs within our City.

These protocols are intended to be consistent with all legal requirements applicable to the conduct of City affairs. In the instance of any conflict with state or federal law, or with the Calabasas Municipal Code, such state, federal or municipal law requirements will control. In addition, official City meetings are generally conducted pursuant to the most current Roberts Rules of Order.

It is expected that the City Council will review these protocols and Roberts Rules of Order periodically, in order to consider appropriate additions, deletions, and/or amendments.

TABLE OF CONTENTS

Page #

3	GENERAL
4	SELECTION OF THE MAYOR
5	MAYOR'S ROLE
7	CITY COUNCIL PREPARATION
8	PUBLIC MEETINGS
11	CITY COUNCIL INTERACTION AND COMMUNICATION
14	CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF
16	COMMITTEES OR TASK FORCES OF THE COUNCIL
17	COMMISSIONS AND BOARDS
18	RESIDENT COMMUNICATIONS

GENERAL

1. The Council participates in regional, state and national programs and meetings which serve the best interests of the City of Calabasas.
2. The Council provides policy direction to the City Manager. The City Manager, through City staff, implements Council policy. The Council does not interfere with the operating decisions of the City, which are the responsibility of the City Manager.
3. The City Manager keeps each Councilmember fully, and equally, informed as to all matters of importance to the City, including agenda items, financial conditions, needs of the City, resident concerns, staffing needs, and urgency items.
4. The Council endeavors not to burden the City Manager or staff with demands for individual time or attention on matters that the City Manager can better handle with general communications to the Council as a whole.
5. The Council looks to the City Manager, staff, Commissions and Council Committees and Task Forces for timely, accurate and unbiased presentations and advice on City policies and legislative actions.
6. The Council complies with all laws relating to open meetings, public records, and conflicts of interest.
7. The Council encourages resident participation in the development of City policies.
8. The Council desires the public to be fully informed about decisions that impact the public, and encourages public comment as policies are set.
9. The Council makes adequate provision for the training and continuing education of the Council, Commissions, and City staff.
10. All Councilmembers should receive and review any documents shown or provided by City staff to any other Councilmember.
11. Councilmembers inform the City Manager as far in advance as possible of when they will be out of town or otherwise unavailable to conduct City business.

SELECTION OF THE MAYOR

1. The Mayor and Mayor pro Tem are nominated at the Council reorganization meeting in December of each year, and are selected by a vote of their peers on the Council. Each serves for a one-year term. In the customary rotation, the Mayor pro Tem is nominated to serve as Mayor at the end of the Mayor's one-year term.
2. The outgoing Mayor of an even-numbered year will follow [1] those already in the rotation and [2] first-time elected Councilmember(s).
3. The order of the first-time elected Councilmember(s) should be based on the order of finish in the election, with the first-time elected Councilmember receiving the most votes taking the first term, the next in line taking the second, and so on.
4. Once a Councilmember's position in the rotation is established, it does not change based upon the future order of election results.
5. If the election is canceled, the order of the rotation of the appointed candidates will remain the same.
6. The Mayor and Mayor pro Tem are peers of and serve at the pleasure of the other Councilmembers.
7. The Mayor assumes the center chair on the dais and oversees the seating location of the other Councilmembers.

MAYOR'S ROLE

1. The Mayor represents the City, is its official spokesperson, and presides over all City Council meetings.
2. Councilmembers recognize the unique role of representing the City, the Mayor recognizes the unique role of representing the Council and each takes great care to ensure that this always takes precedence over representing oneself or one's own personal agenda.
3. The Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes. As such, the Mayor shall be the chief spokesperson for the City, representing the City at all ceremonial events and functions, and shall issue all ceremonial proclamations and certificates.
4. The Mayor shall sign all ordinances and other documents that have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable or refuses to sign an urgent document, the Mayor pro Tem or another Councilmember's signature may be used.
5. It is the Mayor's prerogative to make Council Committee or Task Force assignments from choices provided by Councilmembers, subject to City Council ratification. The Mayor accommodates Council choices whenever possible.
6. The Mayor informs the Council by copying to them any correspondence sent under the Mayor's signature which relates to City business.
7. The City Manager, in consultation with the Mayor, sets the agenda for each Council meeting.
8. The Mayor or two Councilmembers may place an item on a future City Council agenda. Future items shall be agendized within 90 days.
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23. All meeting participants will tell the truth to the best of their knowledge and ability when presenting testimony or oral comments to the Council.
24. All meeting participants shall conduct themselves in an orderly manner. As a last resort, any person conducting themselves in a disorderly manner may be removed from the meeting room pursuant to California Government Code Section 54954.3(c).

CITY COUNCIL INTERACTION AND COMMUNICATION

1. Councilmembers treat each other with the respect and courtesy that is their due as residents and public officials.
2. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Councilmembers or with the City Manager.
3. The Council maintains a respectful decorum, and avoids personal attacks during public meetings, in the press, or at any other time. Legitimate dissent or opposition to another Councilmember's voting record or positions on issues are within the bounds of appropriate political discourse.
4. Councilmembers should be sensitive to the negative impact that inappropriate conduct has on the public perception of the City. Councilmembers should be mindful of the fact that they are representatives of the City in all their public activities.
5. Councilmembers are flexible and cooperative in filling in for one another at meetings or important functions.
6. All official press releases shall be reviewed and approved by the City Manager.
7. If a Councilmember takes a position in the media, or at any public hearing, critical of a decision, or critical of fellow Councilmembers or members' positions on issues, such public comments should stick to the issues under contention and never involve personal attacks. Councilmembers shall be mindful when representing views or making comments and, if they do not reflect the majority of the Council, must claim the comments as their own personal opinion. If the Mayor takes a position in the media, he or she must note the Council's position if it runs contrary to his or her own opinion. Positions set forth in writing on City letterhead should clearly indicate if the position stated is one officially voted on by the City Council, or if it only represents the position of the individual Councilmember.
8. Councilmembers should avoid public expressions, comments, or opinions of City fault, responsibility or liability in any matters involving property damage, personal injury or alleged breach of contract or alleged violation of law.
9. These Protocols do not, by themselves, carry the weight of law. Councilmembers are expected to abide by them out of a desire to have a well-run City that treats its residents respectfully and with dignity. A governing body that strives to be fair, informed, honest, diligent, dignified, efficient and respectful of others will win the respect and trust of its residents.

CITY COUNCIL INTERACTION AND COMMUNICATION, Continued

10. If any Councilmember feels that a Protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the Future Agenda Item period of a public meeting and ask for the issue to be put on a future agenda.
11. A principal purpose of the Protocols is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Councilmembers. Any Councilmember who habitually ignores these Protocols should expect to be called to task by his or her fellow Councilmembers and by the public.
12. A Councilmember who originates an idea or program shall continue to be identified as the originator even if the idea or program is pursued by another Councilmember or City official.
13. Councilmembers may request, through the City Manager, resolutions, proclamations, adjourn in memory or similar initiatives. All such requests must be approved by the City Manager, who should ask staff to vet the cause, if necessary. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.
14. Two Councilmembers may request, through the City Manager, certificates or other awards recognizing special events, organizations or individuals of importance to the City. All such requests must be approved by the City Manager, who should ask staff to vet the organization, if necessary. Such certificates or awards are normally to include the name and/or signature of all Councilmembers. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business. Other Councilmembers in attendance should be invited to participate in the presentation.
15. The Mayor or two Councilmembers may request, through the City Manager, speakers, briefs or informational presentations of importance to the City. All such requests must be approved by the City Manager, who should consider the value of the information and the authority of the City to utilize the information. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.

CITY COUNCIL INTERACTION AND COMMUNICATION, Continued

16. The Mayor or two Councilmembers may request, through the City Manager, support or opposition of pending legislation, which must be related to municipal governance. All such requests must be reviewed and approved by the City Manager, who should evaluate the request in accordance with the City's legislative platform. The Mayor should limit the number of such requests made at City Council meeting to maintain sufficient time to conduct City business.
17. Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.
18. All electronic mail communications between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity must be sent using the City Councilmember's official electronic email address issued by City staff. Councilmembers are not to personally delete emails or texts from their accounts.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. The Council and City Manager work together as a solution-oriented team.
2. Councilmembers feel free to communicate with the City Manager about any City issues, including resident concerns. However, Councilmembers are also mindful of the City Manager's busy schedule and competing requests for access.
3. Complaints or concerns about any City departments or staff are first taken up with the City Manager. It is not appropriate, in any situation, to critique, ridicule, or complain about other staff to any staff person other than the City Manager.
4. Councilmembers may routinely ask department heads for information relative to their department. However, inquiries that require extensive research, or reports that may occupy more than cursory staff time should first be discussed with the City Manager, and may require action or approval by the entire Council.
5. Department heads report to the City Manager. Councilmembers do not insert themselves into or interfere with that chain of command. Neither the City Council nor any Councilmember shall give orders to, command the services of, or assign work to any subordinates of the City Manager, either publicly or privately. Alternately, contact may be made directly with Senior Management, as long as a copy of the communication is forwarded to the City Manager. Senior Management shall inform the City Manager of all Councilmember contact.
6. The Council should expect to be fully and promptly informed by the City Manager or his designee regarding any unusual activities or events of public concern.
7. Councilmembers keep a friendly, professional relationship with staff members, but avoid getting involved with personnel matters, operational matters, work assignments or projects with any staff other than the City Manager.
8. It is staff's role to provide factual, objective, and unbiased information to the Council and the public in its reports. Councilmembers do not interfere or attempt to unduly influence the content of reports being prepared by staff. If a Councilmember believes that information provided by staff is not factual, objective or unbiased, he or she should request the City Manager to review it.
9. Councilmembers establish action and budget priorities for the City at least once a year during the annual budget review process.
10. Changes from the priorities or budget allocations established during the annual budget review process should be pursued only after careful consideration, as they may involve changes in staff work load and appropriations, and because the original priorities were established with the benefit of a public hearing.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF, Continued

11. Councilmembers should bring forward requests for deviations from the established budget priorities only if they involve a degree of urgency that cannot wait until the next budget review.
12. Councilmembers may individually ask the City Attorney general questions involving matters related to their performance as City officials. However, inquiries that require extensive research, opinions or reports should first be discussed with the City Manager, and may require action or approval by the Council.
13. Email correspondence is preferred when distributing information. Text messages should be used when the information is urgent or immediate replies are necessary.

COMMITTEES OR TASK FORCES OF THE COUNCIL

1. Committees or Task Forces of the Council serve the entire Council. Council Committees or Task Forces are not seen as territorial, but neither do Councilmembers interfere in the Council Committee or Task Force work of others.
2. Both Council Committee or Task Force members shall be included in all meetings, correspondence and communication.
3. The Council endeavors to define the jurisdiction and area of study of each Council Committee or Task Force so as to avoid conflicts or overlapping issues.
4. Council Committee or Task Force members keep the rest of the Council informed of their work, which may include the filing of reports, memoranda or minutes. This documentation will be produced by staff and reviewed by Council Committees or Task Forces prior to distribution to Council.
5. Each Council meeting agenda should include an opportunity for the making of Council Committee or Task Force reports. Whenever possible, written reports are provided to the Council prior to the public meeting.
6. Council Committees or Task Forces may recommend a course of action to the Council, but they never supplant the decision-making authority of the Council, unless authority to take specific action is expressly delegated to a Council Committee or Task Force by a vote of the Council at a public meeting.
7. Councilmembers who wish to call a Council Committee or Task Force meeting may do so by asking the City Manager to make the appropriate arrangements.
8. The need and effectiveness of the Council Committees or Task Forces are evaluated on an annual basis by the City Council.

COMMISSIONS AND BOARDS

1. The Council is responsible to make its vision for the City clear to all appointed and advisory bodies as policy guidance for those bodies.
2. The Council holds Commissions and Boards to the highest standards of ethical and professional conduct in the performance of their appointed duties.
3. The Council spells out the role, jurisdiction, authority and prerogatives of appointed bodies.
4. Councilmembers do not dictate the decisions of Commissioners and other Board members.
5. All persons requesting appointment or re-appointment to a Commission or Board shall submit an application to the City Clerk.
6. All nominations for appointment to a Commission or Board are to be placed on the Council's public agenda with the applicant's name and a copy of the application (with personal information redacted). All nominees are required to appear in person before the Council prior to appointment or re-appointment.

RESIDENT COMMUNICATIONS

1. Upon receiving a concern from the public, Councilmembers direct that concern to the City Manager for appropriate staff action and follow-up.
2. Councilmembers should refrain from making any public statements regarding what action, if any, the City should take.
3. The Council allows staff to handle resident concerns and does not attempt to direct resolution of the issue.
4. Upon receiving communications from the public regarding an agenda item, it should be forwarded to the City Clerk for distribution to all Councilmembers and for the record.



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 15, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CURTIS CASTLE, PUBLIC WORKS DIRECTOR
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE
MANAGER

SUBJECT: RECOMMENDATION TO APPROVE A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH ALL TERRAIN LANDSCAPING INC. FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OF CLAIRIDGE HOMEOWNER ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 WITHIN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$578,869.86

**MEETING
DATE:** MARCH 27, 2024

SUMMARY RECOMMENDATION:

Recommendation to approve a five year professional services agreement with All Terrain Landscaping Inc. for landscape maintenance of the common areas of Clairidge Homeowner Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$578,869.86. The five-year cost includes CPI adjustments.

BACKGROUND:

American Heritage Landscape LP is the city's current contractor providing landscape maintenance service to the common areas within the community of Clairidge Homeowner Association under an emergency contract. In November 2021, then-contracted Venco Western, Inc. reached out to the City and announced the company had sold. In December of 2021, the new owner(s) asked for a

meeting in which they requested a 35% increase on the current Professional Services Agreement (PSA) they had for the Common Areas Landscape Maintenance Services for Clairidge Homeowner Association. Without sufficient justification to warrant a higher fee, the city denied their request. On January 1st 2022, Venco Western, Inc. terminated their agreement with the City by providing a 60-day written notice as required by the termination clause of the agreement.

Staff began reaching out to several landscape maintenance companies to see if there was anyone interested in servicing the landscape maintenance of common areas for Clairidge Homeowner Association. The issue was that the amounts were already pre-determined and we needed to find a contractor that could do the work at the already agreed cost.

American Heritage Landscape LP agreed to assume the contract under its current terms and have been providing emergency landscape maintenance service since March 1st 2022. This current emergency service agreement ended on February 28th 2023 but they agreed to extend the agreement until new documents and maps could be revised and corrected to meet the needs of the community.

DISCUSSION/ANALYSIS:

The new Request for Proposal (RFP) documents have been prepared in coordination with input from senior staff, Clairidge Homeowner Association representative and their property management company Ross Morgan & Co., Inc. In general, the scope of work consists of, but is not limited to, maintenance of landscape planters, landscape slopes, turf areas, irrigation system, various hardscape areas, and sidewalks within the community of Clairidge Homeowner Association as shown on the work area maps attached (General Landscape Maintenance). In addition, the contract includes an allowance for unanticipated activities such as irrigation repair, emergency or weather-related repairs, refurbishment to planters and slopes, and needs for special events. For budgeting purposes, prior 5-year averages were used to estimate the extent of those costs and discussed with the representatives of Clairidge Homeowner Association.

Once the documents were completed, staff published the Request for Proposal (RFP) documents on January 3rd 2024. These documents were sent to ten potential landscape contractors on the City's contract list and were posted on the city website. Staff also issued and posted the documents to six bid rooms (services announcing bid opportunities): Bid American; Construct Connect: Construction Bid Board; Construction Market Data; F.W. Dodge/McGraw Hill; One Team Pro Services; and Ventura County Contractors Association Plan Room. Within the RFP, a mandatory information session was held and nine prospective

bidders attended the meeting on Thursday, January 11th 2024. The following is the list of those that attended:

- American Heritage Landscape LP
- All Terrain Landscaping Inc.
- JAS Landscape LLC
- Newbury Park Tree Service, Inc.
- Parkwood Landscape Inc.
- Royal Groundworx, Inc.
- SGD Enterprises dba Four Seasons Landscaping
- Slade Industrial Landscape
- Stay Green Inc.

On January 26th 2024, the City received six proposal packets from All Terrain Landscaping Inc., American Heritage Landscape, JAS Landscape LLC, Newbury Park Tree, SGD Enterprises DBA Four Seasons Landscaping, and Stay Green Inc. The proposal summary for the General Landscape Maintenance is below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>
All Terrain Landscaping Inc.	\$91,303.59
American Heritage Landscape	\$68,988.00
JAS Landscape LLC	\$163,502.50
Newbury Park Tree	\$167,100.00
SGD Enterprises DBA Four Seasons Landscaping	\$108,846.84
Stay Green Inc.	\$102,862.05

Three of the bidders who did not turn in proposal packets were Parkwood Landscape., Royal Groundworx, Inc., and Slade Industrial Landscape. After reaching out to all three Slade Industrial Landscape stated at this time it just did not fit into their landscape portfolio. Parkwood Landscape, Inc. could not fit the time in with other bidding at the time. Royal Goundworx, Inc. did not respond to the message our office left.

After reviewing all proposal documents, and verifying licenses, staff reached out to five landscape companies and requested interviews; American Heritage Landscape did not complete the general documents within the RFP therefore they were eliminated from further consideration. The interviews took place at City Hall by Heather Melton, Tatiana Holden, and Soheil Sheikhlar from Public Works.

During the interviews with the proposers their calculations were discussed since some did not match once entered into the calculation matrix. Please see below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>	<u>CALCULATION MATRIX ANNUAL AMOUNT</u>
All Terrain Landscaping Inc.	\$91,303.59	\$91,303.59
American Heritage Landscape	\$68,988.00	Disqualified
JAS Landscape LLC	\$163,502.50	\$159,212,106.83
Newbury Park Tree	\$167,100.00	\$167,100.00
SGD Enterprises DBA Four Seasons Landscaping	\$108,846.84	\$108,846.84
Stay Green Inc.	\$102,862.05	\$92,454.15

Once the interviews and discussion were completed, staff discussed qualifications and the proposals with the representatives from Clairidge Homeowner Association and their property manager. The HOA representatives and property manager indicated a strong preference for All Terrain Landscaping, Inc. given their annual price, commitment to be on site 2 full days a week, and All Terrain Landscaping, Inc. owner’s commitment to be present and reachable at any time.

After discussions, the calculation matrix, and the level of service we have been able to monitor at another Homeowner Association, staff agrees that All Terrain Landscaping Inc. would be the best fit for Clairidge Homeowner Association.

Below is a breakdown for the 5-years of the agreement. The General Landscape Maintenance figure is what was proposed by the contractor. The other items in the scope are based on the prior 3-year usage. For budgeting purposes an estimated 3-4% inflator was included on the general landscape maintenance element to represent anticipated CPI increases.

CLAIRIDGE HOA	General Landscape Maintenance	Irrigation Repair	Tree Work/Landscape Improvement/ Unforeseen Emergencies Needs	Sub-Total(s)
May 2024 & June 2024	\$15,217.27	\$3,000.00	\$6,500.00	\$24,717.27
Fiscal Year July 2024/June 2025	\$91,303.59	\$3,400.00	\$7,000.00	\$101,703.59
Fiscal Year July 2025/June 2026 (Estimated CPI Included)	\$94,955.00	\$3,800.00	\$7,5000.00	\$106,225.00
Fiscal Year July 2026/June 2027 (Estimated CPI Included)	\$98,754.00	\$4,000.00	\$8,000.00	\$110,754.00
Fiscal Year July 2027/June 2028 (Estimated CPI Included)	\$102,705.00	\$4,150.00	\$4,150.00	\$115,355.00
Fiscal Year July 2028/April 2029 (Estimated CPI Included)	\$106,815.00	\$4,300.00	\$4,300.00	\$120,115.00

Total Price for 5-Years:

\$578,869.86

FISCAL IMPACT/SOURCE OF FUNDING:

The funding for this area is available and will be utilized from the following fund 22: Landscape Maintenance District 22 assessment account:

Clairidge Homeowner Association – Zone 10 22-322-5712-10

REQUESTED ACTION:

Recommendation to approve a five year professional services agreement with All Terrain Landscaping, Inc. for landscape maintenance of the common areas of Clairidge Homeowner Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$578,869.86. Staff will also meet

with All Terrain Landscaping, Inc. to have some frequencies reduced to meet the needs of the community. The five-year cost includes CPI adjustments.

ATTACHMENTS:

- Exhibit A: Clairidge HOA Letter
- Exhibit B: Work Area Maps
- Exhibit C: Clairidge HOA Fee Schedule
- Exhibit D: Professional Services Agreement



**ROSS MORGAN
& COMPANY, INC., AAMC®**

"An Accredited Association Management Company"

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Ventura Santa Barbara

23901 Calabasas Road, Suite 2004
Calabasas, CA 91302
PO Box 8782, Calabasas, CA 91372
(Please forward all mail to PO Box address)
(818) 225-9191
(805) 328-6444
Fax (818) 591-3044

ITEM 3 ATTACHMENT A

March 18, 2024

Curtis Castle
Public Works Director
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

Dear Mr. Castle:

Please be informed that on behalf of the Board of Directors for Clairidge Homeowners Association that we wish to have the City of Calabasas proceed with a contract with All Terrain Landscape for the landscape maintenance of the HOA.

We sincerely appreciate working with the staff of the landscape division of the City of Calabasas as they are extremely responsive and helpful.

Thank you very much.

Sincerely,

Ida Worth, CMCA, AMS
Community Manager

cc: Heather Melton, Landscape Maintenance District Manager – City of Calabasas
Board of Directors, Clairidge Homeowners Association

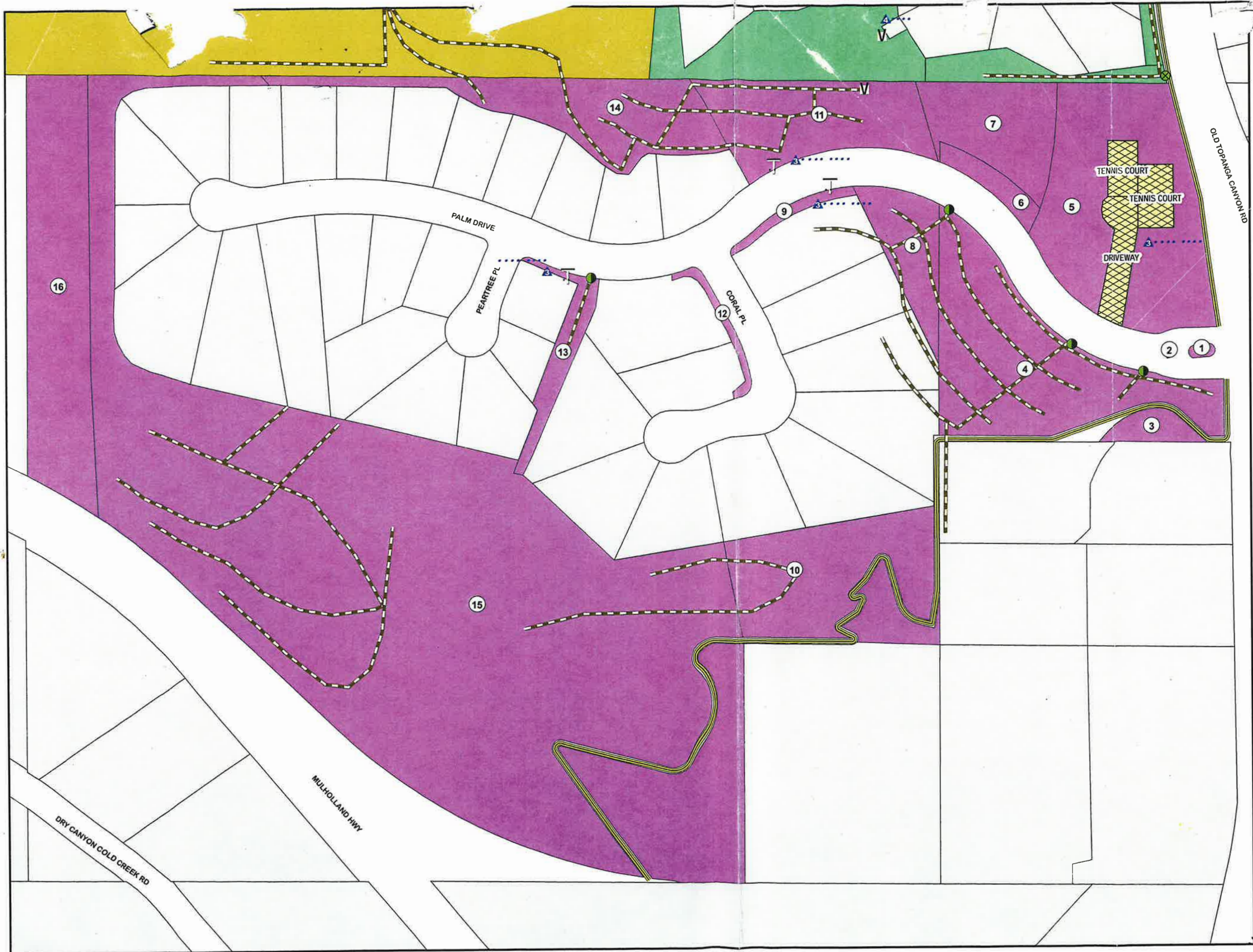




CITY of CALABASAS
 LANDSCAPE LIGHTING ACT
 DISTRICT 22
 REVISED AREAS ONLY
 JANUARY 2009

ZONE 10

CLAIRIDGE



LEGEND/KEY

- ⊗ CURB DRAIN
- CATCHBASIN INLET
- V STORM DRAIN INLET
- IRRIGATION CONTROLLERS/DEVICES**
- ▲ CALSENSE
- ▲ DIG
- ▲ IRRI-TROL
- ▲ LEIT
- ▲ RAIN BIRD
- ▲ STERLING
- ↓ WATER METER
- ▨ STRUCTURES
- - - V_DITCHES
- ≡ Horse Trails
- LANDSCAPE MAINTENANCE AREAS**
- PARCELS/PRIVATE PROPERTY
- CALABASAS COUNTRY ESTATES HOA
- CALABASAS PARK ESTATES HOA
- CLAIRIDGE HOA
- OAK PARK HOA
- PALATINO HOA
- PARK SORRENTO HOA
- THE RIDGE HOA
- VISTA POINTE HOA
- CALABASAS LAKE



NOT TO SCALE

COST-BREAKDOWN SCHEDULES

COMMON AREA LANDSCAPE MAINTENANCE FOR SPECIFIED HOMEOWNER ASSOCIATIONS WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS, CA 91302

JANUARY 2024

CLAIRIDGE HOMEOWNERS ASSOCIATION – ZONE 10

The cost of all labor, services, material, equipment and installation necessary for the completion of the work itemized under this schedule, even though not shown or specified, shall be included in the unit price for the various items shown herein. For a description of the work associated with each bid item, **SECTION E–SPECIAL PROVISIONS**. The City reserves the right to increase or decrease the quantity of any item or omit items as may be necessary, and the same shall in no way affect or make void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price in accordance with the Contract Documents.

The City reserves the right to reject any and all proposals, to waive any informality in a price quote, and to make awards in the best interest of the City.

The Contractor shall perform an independent take-off of the plans/maps and bid accordingly. Quantities listed in this Cost-Breakdown Schedule are intended only as a guide for the Contractor as to the estimated magnitude of work. The Contractor shall be responsible for verifying all estimated quantities. The Contractor will be reimbursed for the quantity of area actually maintained as required by the Contract Documents, including addenda.

The Contractor will not be reimbursed for work performed for their convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Contract Documents.

The Contractor shall be responsible for calculating and providing totals for the schedule. The proposal schedule shall include all costs for labor, services, material, equipment, disposal and all associated fees associated with completing the work in place per the maps, specifications and details as included herein.

NAME OF LANDSCAPE MAINTENANCE COMPANY: All Terrain Landscaping, Inc

CONTRACTOR'S LICENSE NO.: 937636

AUTHORIZED SIGNATURE: AS

TITLE: President

DATE: 1/30/24

MAINTENANCE SCHEDULE CLAIRIDGE HOA - ZONE 10						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by contractor, visual/operational.	LS	1	\$ 50	12	\$ 600
2.	Walk through inspection with HOA/LLAD representative.	LS	1	\$ 60	12	\$ 720
3.	Paved sidewalks, walkways, medians, pathways and parking area cleanup and weed control.	100 SF	666	\$.20	52	\$ 6,926.40
4.	Insect, disease, pest, and rodent control.	LS	1	\$ 50	*As required.	\$ 50
DRAINAGE FACILITIES						
5.	Inspect, clean and keep clear concrete "V"-ditches, inlets, bench drains, swales, and curb drains.	100 LF	64	\$ 3.00	24	\$ 4,608
LAWN AREAS						
6.	Mowing (mulching permitted).	100 SF	145	\$ 1.00	52	\$ 7,540
7.	Edging.	LS	1	\$ 200	12	\$ 2,400
8.	Fertilization.	100 SF	145	\$ 1.50	3	\$ 652.50
9.	Weed control.	100 SF	145	\$ 0.25	52	\$ 1,885
10.	Aeration.	100 SF	145	\$ N/A	1	\$ N/A
11.	Dethatching.	100 SF	145	\$ 4.83	1	\$ 700.35
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	40	\$ 2.00	52	\$ 4,160
13.	Pruning.	100 SF	40	\$ 0.50	2	\$ 40
14.	Edging.	LS	1	\$ 20	12	\$ 240
15.	Fertilization.	100 SF	40	\$ 0.25	3	\$ 30
16.	Replace annual color plants.	100 SF	7	\$ 678.58	4	\$ 19,000.24
17.	Mulching (top dress).	100 SF	40	\$ 1.00	2	\$ 80
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$ 25	12	\$ 300
19.	Pruning for pedestrian/vehicular clearances.	LS	1	\$ 250	12	\$ 3,000
20.	Maintain tree wells and watering basins, including weeding and mulching.	LS	1	\$ 50	*As needed.	\$ 50

MAINTENANCE SCHEDULE CLAIRIDGE HOA - ZONE 10						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	ANNUAL FREQUENCY	AMOUNT
21.	Fertilization	LS	1	\$ 50	2	\$ 100
22.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$ 25	12	\$ 300
PLANTED SLOPES						
23.	Inspect for damage and special needs to maintain health.	100 SF	9,980	\$ 0.05	12	\$ 5,980
24.	Pruning.	100 SF	9,980	\$ 0.50	2	\$ 9,980
25.	Edging.	LS	1	\$ 200	12	\$ 2,400
26.	Weed control.	100 SF	9,980	\$ 0.10	12	\$ 11,976
27.	Fertilization.	100 SF	9,980	\$ 0.20	2	\$ 3,992
IRRIGATION SYSTEMS						
28.	Operate, observe, probe and adjust irrigation systems to meet the landscape conditions and seasonal needs.	1,000 SF	1,018	\$ 0.15	12	\$ 1,832.40
29.	Annual irrigation systems audit.	1,000 SF	1,018	\$ 0.15	1	\$ 152.70
PARK AND RECREATION FACILITIES						
30.	Tennis court(s) sweeping/blowing.	EA	1	\$ 25	52	\$ 1,300
31.	Tennis court washing.	EA	1	\$ 25	12	\$ 300
TOTAL AMOUNT BID SCHEDULE IN FIGURES						
<u>\$ 91,303.59</u>						
TOTAL AMOUNT BID SCHEDULE IN WORDS						
<u>Ninety-one thousand, three-hundred three dollars, and fifty-nine cents.</u>						

* For multiplication purposes, treat as (1).

See Appendix C for "sample" calculation.

Note: Unit prices provided above will be used for the first year of the contract. Contractor may request that the unit prices in subsequent years be increased in accordance with the contract terms provided in Section 6 of the Professional Services Agreement. Unit prices shall not be increased without prior City approval.

COMMON AREA LANDSCAPE MAINTENANCE FOR SPECIFIED HOMEOWNER ASSOCIATIONS WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22

CLAIRIDGE HOA – ZONE 10

The Contractor shall be responsible for calculating and providing unit prices for the schedule. The proposal schedule shall include all costs for services, labor, materials, equipment, and installation associated in completing the work in place per the Specifications and details.

The award of bid may or may not be based on the lowest bidding schedule total. **The specific unit prices shall govern if there is a mathematical discrepancy in the figures.** The Bidder must notify the Agency prior to any award of contract, of any difference between the estimated quantities and actual quantities.

The Agency reserves the right to increase or decrease the quantity of any item and/or annual frequency and/or omit items as may be deemed necessary due to budget limitations or constraints, and the same shall in no way affect or make void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price.

A separate schedule of work and prices is provided because the Agency reserves the right to award this work to either one or more contractors. A bidder may submit a proposal for all or any combination of schedules.

Bid Schedule Total: \$ 91,303.59

Bid Schedule Total (in words):

Ninety-one thousand, three hundred three
dollars, and fifty-nine cents.

All Terram Landscaping, Inc
Company/Name of Bidder

1/30/24
Date

COMMON AREA LANDSCAPE MAINTENANCE FOR SPECIFIED HOMEOWNER
ASSOCIATIONS WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22
IN THE CITY OF CALABASAS, CA 91302

JANUARY 2024

BID SCHEDULE TOTAL

<u>BID SCHEDULE TITLE</u>	<u>BID SCHEDULE TOTAL</u>
CLAIRIDGE HOMEOWNERS ASSOCIATION – ZONE 10	\$ 91,303.59
<u>TOTAL AMOUNT IN WORDS:</u> Nine thousand three hundred three dollars and fifty-nine cents.	

NAME OF BIDDER: All Terrain Landscaping, Inc.

CONTRACTOR'S LICENSE NUMBER: 937636

AUTHORIZED SIGNATURE 

TITLE: President

DATE: 1/30/24

UNIT PRICE LIST

THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT

Unit Prices for Additional Work: Includes Labor and All Material in Unit Price

Item No.	Description	Unit Price	Unit
1.	Misc. irrigation system repair parts @ cost plus 15%	\$ 55	Hour
2.	Pop-up sprinkler in place repair or replace	4" @ \$ 32	EA
	" " " " "	6" @ \$ 39	EA
	" " " " "	12" @ \$ 48	EA
3.	Pop-up gear drive sprinkler in place repair or replace	4" @ \$ 42	EA
	" " " " "	12" @ \$ 49	EA
4.	Fixed shrub sprinkler in place repair or replace	@ \$ 34	EA
5.	Fixed shrub gear drive sprinkler in place repair or replace	@ \$ 44	EA
6.	1-gal. shrub/perennial install (Includes Amendment, Fertilizer, & Mulch)	@ \$ 25	EA
7.	2-gal. shrub/perennial install (Includes Amendment, Fertilizer, & Mulch)	@ \$ 35	EA
8.	5-gal. shrub/perennial install (Includes Amendment, Fertilizer, & Mulch)	@ \$ 50	EA
9.	5-gal Tree in place (stakes incl.) (Includes Amendment, Fertilizer, & Mulch)	@ \$ 110	EA
10.	15 gal. Tree in place (stakes incl.) (Includes Amendment, Fertilizer, & Mulch)	@ \$ 200	EA
11.	24" box Tree in place (stakes incl.) (Includes Amendment, Fertilizer, & Mulch)	@ \$ 575	EA
12.	36" box Tree in place (stakes, incl.) (Includes Amendment, Fertilizer, & Mulch)	@ \$ 1,350	EA
13.	48" box Tree in place (stakes, incl.) (Includes Amendment, Fertilizer, & Mulch)	@ \$ 2,500	EA
14.	Hand watering of tree well	@ \$ 35	EA
15.	Flat of ground cover install (Includes Amendment, Fertilizer, & Mulch)	@ \$ 45	EA
16.	Flat of 4" pot annual color	@ \$ 28	Per Flat
17.	Flat of 4" pot perennial color	@ \$ 75	Per Flat
18.	Planter bed mulch in place (city approved)	@ \$ 130	/Cubic Yard
19.	Turf renovation (incl. de-thatch, over seed, top dress)	@ \$ 0.60	/1,000 Sq. Ft.
20.	Turf aeration	@ \$ 0.375	/1,000 Sq. Ft.
21.	Additional landscape labor	@ \$ 45	/Manhour
22.	Additional landscape supervisor	@ \$ 60	/Manhour
23.	Additional mowing	@ \$ 35	/100 Sq. Ft.
24.	Sod installation	@ \$ 4.50	SF
25.	Seed installation	@ \$ 0.90	SF
26.	Fertilization (shrub bed & turf)	@ \$ 550	AS/Acre
27.	Soil test and analysis	@ \$ 425	Unit
28.	Plant tissue analysis	@ \$ 425	Unit
29.	Plant pathology test	@ \$ 425	Unit
30.	Backflow prevention device inspection	@ \$ 470	Unit

Item No.	Description		Unit Price	Unit
31.	Pesticide application on trees for disease control: Blight (Not Shot Hole Bore)	@	\$ 200	Per Tree
32.	Landscape Design Services	@	\$ 175	Per Hour
33.	Submit disease/pest control records to county agricultural commissioner	@	\$ 350	Per occurrence
34.	Insect and disease control of groundcover or shrubs	@	\$ 850	10,000 Sq. Ft.

Note: All Contractors are required to complete the Unit Price List as part of the RFP submittal.



CITY of CALABASAS

ITEM 3 ATTACHMENT D

PROFESSIONAL SERVICES AGREEMENT

CONTRACT SUMMARY

Name of Contractor:	All Terrain Landscaping Inc.
City Department in charge of Contract:	Landscape Division – Public Works
Contact Person for City Department:	Heather Melton – Landscape District Maintenance Manager
Period of Performance for Contract:	May 1, 2024 – April 30, 2029
Not to Exceed Amount of Contract:	\$578,869.86 Five hundred seventy-eight thousand eight hundred ninety-nine dollars and eighty-six cents
Scope of Work for Contract:	Landscape Maintenance of Common Areas within Clairidge at Calabasas Homeowners’ Association

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: \$1,000,000.00

yes no - Is Professional insurance required in this contract?

If yes, please provide coverage amounts:

Other:

**PROFESSIONAL SERVICES AGREEMENT
Providing for Payment of Prevailing Wages**

(City of Calabasas/All Terrain Landscaping Inc.)

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s January 30, 2024 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s January 30, 2024 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: May 1, 2024.
- 3.4 “Expiration Date”: April 30, 2029.

4. **TERM**

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

5. **CONSULTANT’S SERVICES**

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of **five hundred seventy-eight thousand eight hundred sixty-nine dollars and eighty-six cents (\$578,869.86)** 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. **Abel Escamilla** shall be Consultant’s project administrator and shall have direct responsibility for management of Consultant’s performance under this Agreement. No change shall be made in Consultant’s project administrator without City’s prior written consent.
- 5.5 To the extent that the Scope of Services involves trenches deeper than 4’, Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:

(1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work, the City shall issue a change order under the procedures described in the contract.

6. COMPENSATION

6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

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

6.4 This Agreement is further subject to the provisions of Article 1.7 (commencing at

Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

- 6.5 To the extent applicable, at any time during the term of the Agreement, the Consultant may at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code section 22300. At the request and expense of the consultant, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the Consultant. Upon satisfactory completion of the contract, the securities shall be returned to the Consultant.

7. OWNERSHIP OF WRITTEN PRODUCTS

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

8. RELATIONSHIP OF PARTIES

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

9. CONFIDENTIALITY

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

10. INDEMNIFICATION

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

subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

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

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) combined single limit.

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

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor. Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700

of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

- 11.2 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

- 11.8 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.
- 11.9 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.
- 11.10 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.
- 11.11 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond or other security acceptable to the City guaranteeing payment of losses and expenses.
- 11.12 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant’s liability or as full performance of Consultant’s duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

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

13. RECORDS AND INSPECTIONS

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

therefrom and to inspect all program data, documents, proceedings, and activities with respect to this Agreement.

14. PERMITS AND APPROVALS

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

15. NOTICES

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

If to City:

City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
Attn: Heather Melton
Telephone: (818) 224-1600
Hmelton@cityofcalabasas.com

If to Consultant:

All Terrain Landscaping Inc.
7210 Jordan Ave. D#45
Canoga Park, CA 91303
Attn: Abel Escamilla
Telephone: (818) 201-4107
Email:
aescamilla818@hotmail.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, medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable and actual court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with

respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

- 18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or 1777.7 of the Labor Code.

19. PREVAILING WAGES

- 19.1 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is subject to prevailing wage law, including, but not limited to, the following:
- 19.1.1 The Consultant shall pay the prevailing wage rates for all work performed under the Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Consultant shall pay the wage rate of the craft or classification most closely related to the omitted classification. The Consultant shall forfeit as a penalty to City \$50.00 or any greater penalty provided in the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Agreement employed in the execution of the work by Consultant or by any subcontractor of Consultant in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Consultant.

- 19.1.2 Consultant shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Consultant is responsible for compliance with Section 1777.5 by all of its subcontractors.
- 19.1.3 Pursuant to Labor Code § 1776, Consultant and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Consultant in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.
- 19.1.4 Notwithstanding anything to the contrary, Consultant shall defend, indemnify, and hold harmless the City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Consultant to comply with such prevailing wage laws.”
- 19.2 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:
- 19.2.1 Consultant shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours’ labor shall constitute a legal day’s work. Work performed by Consultant’s employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas/All Terrain Landscaping Inc.

day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Consultant shall forfeit as a penalty to City \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by Consultant or by any Subcontractor of Consultant, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the provisions of the Labor Code.

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”
All Terrain Landscaping, Inc.

By: _____
Alicia Weintraub, Mayor

By: _____
Abel Escamilla, President

Date: _____

Date: _____

By: _____
Kindon Meik, City Manager

By: _____
Co-Authorized Signer, Level of Officer

Date: _____

Date: _____

By: _____
Curtis Castle, Public Works Director/City Engineer

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

Landscape maintenance for Clairidge at Calabasas Homeowners' Association.

Maintenance consists of but is not limited to landscape planters, landscape slopes, turf areas, irrigation system, various hardscape areas, and sidewalks within the community.

In addition, unanticipated activities such as irrigation repair, emergency or weather-related repairs, refurbishment to planters and slopes, and needs for special events.

Any additional services required by the City of Calabasas will be reviewed and approved by the Landscape District Maintenance Manager or the Public Works Director/City Engineer.

**EXHIBIT B
APPROVED FEE SCHEDULE**

See price sheets and a separate unit price list.

Any additional services required by the City of Calabasas will be reviewed and approved by the Landscape District Maintenance Manager or Public Works Director/City Engineer.

NON-COLLUSION AFFIDAVIT

State of California)
) ss.
County of Los Angeles)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.”

Signature of Bidder

Business Address

Place of Residence

Subscribed and sworn to before me this ___ day of _____, 20__.

Notary Public in and for the County
of
State of California.

My Commission Expires _____, 20__.

WORKERS' COMPENSATION INSURANCE
CERTIFICATE

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: _____

(Contractor)

By:

(Signature)

(Title)

Attest:

By:

(Signature)

(Title)



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 20, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: AUTHORIZATION TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH WAISMAN CONSTRUCTION INC., TO INCREASE THE NOT TO EXCEED AMOUNT TO \$120,000

MEETING DATE: MARCH 27, 2024

SUMMARY RECOMMENDATION:

The City Council is recommended to authorize amendment #1 of the professional services agreement with Waisman Construction Inc. to increase the not-to-exceed amount to \$120,000. This amendment will facilitate additional electrical upgrades and repairs at the Calabasas Community Center and other City parks and facilities.

BACKGROUND:

Following a comprehensive renovation, the Calabasas Community Center reopened, featuring electrical enhancements and LED lighting. However, unforeseen challenges arose during the LED lighting projects for the parking lots and gymnasium due to incompatible fixtures, necessitating the purchase and installation of new fixtures alongside LED bulbs. This unforeseen expenditure exhausted more of the original contract budget than anticipated, hindering other essential electrical repairs such as upgrades to lighting control panels and switchgear as well as general repairs required in the facility.

DISCUSSION/ANALYSIS:

Staff identified lighting deficiencies in the parking lots and gymnasium during the Community Center's renovation and sought quotes from electricians for LED upgrades. Waisman Construction Inc. provided the most competitive proposal.

Waisman Construction - \$18,865.92
7 Seas Construction Services - \$22,070
Blue Ribbon Acoustics & Electric - \$29,200

Throughout the renovation, Waisman Construction Inc. encountered various electrical issues, including outdated fixtures, deteriorated wiring, and improperly installed circuit breakers. While the most critical concerns were addressed, the original contract amount was depleted before addressing other issues such as lighting control panels and general repairs in the facility that cannot be performed by City staff.

Furthermore, in recognition of the potential for unforeseen issues to arise, this amendment will empower Waisman Construction Inc. to provide timely assistance should such circumstances occur. This provision ensures that the City can address any emergent challenges promptly, maintaining the integrity and functionality of its facilities.

FISCAL IMPACT/SOURCE OF FUNDING:

\$60,000 in Contractual Services from the Calabasas Community Center's operating budget.

REQUESTED ACTION:

The City Council is recommended to authorize amendment #1 of the professional services agreement with Waisman Construction Inc. to increase the not-to-exceed amount to \$120,000.

ATTACHMENTS:

Professional Services Agreement Amendment #1

ITEM 4 ATTACHMENT
AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT
City of Calabasas and Waisman Construction, Inc.

This Amendment No. 1 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 28th day of March, 2024 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Waisman Construction, Inc. 21430 Strathern St., Unit D Canoga Park, CA 91304 (“Contractor/Consultant”).

This “Amendment” modifies the original Agreement between the “City” and the “Contractor/Consultant” dated January 31, 2024 in the following fashion:

- A. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.1 – Scope of Services as set forth in Contractor/Consultant’s [Month, Day, Year] proposal to City attached hereto as Exhibit [A-1] and incorporated herein by this reference.
- B. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.2 – Approved Fee Schedule as set forth in Contractor/Consultant’s [Month, Day, Year] fee schedule to City attached hereto as Exhibit [B-1] and incorporated herein by this reference.
- C. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.4 – Expiration Date of the Agreement to read as follows:

3.4 “Expiration Date”: _____.

Section 4 of the Agreement is also amended to incorporate the new Expiration Date.
- D. City and Contractor/Consultant desire to amend the Agreement by modifying Section 6 so that the total compensation and costs payable to Contractor/Consultant under this Agreement is a not-to-exceed sum of \$120,000.
- E. City and Contractor/Consultant desire to amend the Agreement by modifying Section 5 – Consultant/Contractor’s Services to include those additional services as set forth in Contractor/Consultant’s [Month, Day, Year] proposal to City attached hereto as Exhibit [C-1] and incorporated herein by this reference.

Initials: (City) _____ Waisman Construction, Inc. _____
Page 1 of 2

v. 4.0 (Last Update: 05/04/22)

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

“City”
City of Calabasas

“Consultant/Contractor”
Waisman Construction, Inc.

By: _____
Alicia Weintraub, Mayor

By: _____
Guy Waisman, President

Date: _____

Date: _____

By: _____
Kindon Meik, City Manager

Date: _____

By: _____
Erica Green, Community Services Director

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC
City Clerk

Date: _____

Approved as to form:

By: _____
Matthew T. Summers, City Attorney

Date: _____



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 20, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER

SUBJECT: COUNCIL, COMMUNITY, AND STAFF PRIORITIES AND FUTURE BUDGET EXPENDITURES

MEETING DATE: MARCH 27, 2024

SUMMARY:

The intent of this report is to summarize Council, community, and staff priorities as they relate to future budgetary expenditures. Staff requests direction from the City Council on additional community outreach and engagement regarding possible funding initiatives to maintain the stability of the General Fund.

STRATEGIC PRIORITIES/FUTURE AGENDA ITEMS

Discussion of a potential transaction and use tax (sales tax add on) is identified as a Group B priority on the Future Agenda Prioritization listing. Additionally, the City Council has asked for information on the amount of annual revenue that would be generated by increasing the transient occupancy tax (TOT) collected by hotels within Calabasas. The timing of a possible transaction and use tax initiative or a transient occupancy tax initiative requires that these topics be discussed before other Group A priorities.

BACKGROUND:

At the February 28, 2023, Council meeting, the Budget Task Force solicited direction from the City Council on items to include in the upcoming FY 2024-2025

budget. In an effort to advance that discussion, staff compiled a list of potential General Fund projects, programs, and initiatives along with estimated initial and ongoing costs (see Attachment A). Items on the list summarize Council and community priorities as identified during strategic planning and future agenda workshops, previous budget planning study sessions, community surveys and forums, and past Council meeting discussions. The list also includes capital projects and operational expenses anticipated by staff over the next five years. It is important to note that the list is not comprehensive and therefore can be updated by the City Council and staff as needed.

The underlying question during each budgetary cycle is how to maintain the City's essential City services and the existing quality of life programs while addressing unfunded infrastructure and community-wide improvement projects. At the February Council meeting referenced above, Mayor pro Tem Kraut asked the Council to consider General Fund expenditures that could be reduced and/or eliminated going forward in order to offset new expenses and increasing costs. This is consistent with the direction provided by the Task Force last year during the budget process. In response, City staff spent considerable time reviewing department budgets and decreased General Fund expenses by approximately 3.5% in order to balance the FY 2023-2024 budget. Staff remains committed to that directive and continues to look at ways to lower operational costs while still maintaining the level of service expected by the community.

We are fortunate that the City of Calabasas has been fiscally prudent since its inception, with a history of balanced budgets. However, we acknowledge the financial challenges the City faces in the future, such as the increased costs of Sheriff services and preparing for an aging infrastructure.

Like many organizations, the City is experiencing the impact of inflation on our expenses. As each year passes, Calabasas expects growth in its revenue, however, that growth will be absorbed by the increased costs to provide services to the community. Increasing operational costs will "crowd out" capital investments, which will result in further reductions in General Fund Expenditures to balance the budget over the next 5-10 years.

Notwithstanding efforts to reduce General Fund expenditures, a simple analysis of the proposed projects and initiatives in Attachment A highlights the need to explore ways in which the City can increase its revenues and maintain the stability of the General Fund. A balanced mix of revenues contributes to the long-term financial sustainability of the City and allows the City to plan for the future, invest in infrastructure improvements, and address emerging challenges without relying solely on one-time revenues. Based on previous direction by the Council,

information regarding the current transient occupancy tax (TOT) as well as a possible transaction and use tax (TUT) or sales tax add-on is provided below.

A transient occupancy tax is levied on hotel stays and is collected by the hotels and then remitted to the City. The City’s current TOT rate is 12% and is expected to generate approximately \$2,650,000 this fiscal year. Any increase in the TOT requires majority approval by Calabasas voters. A one percent (1.0%) increase in the tax rate would result in an additional \$220,000 in revenues annually. The table below summarizes potential revenues based on increased TOT:

TOT Tax Rate	Annual Tax Collected	<i>Annual Increase</i>
12 %	2,650,000	-
13 %	2,870,000	220,000
14 %	3,091,000	440,000
15 %	3,312,000	660,000

The sales tax rate in Calabasas is currently 9.5% and is distributed as shown in the table below:

State General Fund	3.9375%
City General Fund	1.0000%
County Public Safety (Prop 72)	0.5000%
County Realignment (Mental Health/Welfare/Public Safety)	1.5625%
Countywide Transportation	0.2500%
Los Angeles County Measure R (LAMT) - Transit	0.5000%
Los Angeles County Proposition A (LACT) - Transit	0.5000%
Los Angeles County Proposition C (LATC) - Transit	0.5000%
Los Angeles County Measure M (LAMA) - Transit	0.5000%
Los Angeles County Measure H (LACH) - Homelessness	0.2500%
Total Sales Tax Rate	9.5000%

The City’s local sales tax is at 9.5%, however, the City only receives 1% of that total revenue generated. For the 2023-2024 fiscal year, the City is expected to receive approximately \$7,500,000 in sales tax revenues.

A transaction and use tax (TUT) can be added to the base sales tax if approved by local voters. Per Proposition 13, a General Tax TUT may be used towards any General Fund expenditure and requires approval by a simple majority or 50% + 1 of the City's voters. Per Proposition 13, a Special Tax TUT must be allocated to a designated use and requires approval by two thirds or 66.7% of the City's voters. According to the City's sales tax consultant, HdL Companies, a three-quarter cent or 0.75% TUT would add approximately \$4,000,000 in General Fund revenues each year to support Calabasas and its services. A one-half cent or 0.50% TUT would result in an estimated increase of \$2,700,000 annually to the General Fund.

The transaction and use tax exclude groceries, medical and dental services, real estate, rent, utilities, education, personal services, and labor. Furthermore, these new revenues are locally controlled to benefit the residents of Calabasas. They cannot be taken by the State or the County.

It should be noted that the maximum sales tax rate for Los Angeles County is 10.5%. At any given time, the County or other special district may place a measure on the ballot for the last 1% available in the City of Calabasas, ultimately taking away the local control and local use of those future revenue dollars. If the County or special district were to be successful, the City would no longer have the opportunity to place a sales tax revenue measure on the ballot.

In order to examine funding priorities as well as to gauge community sentiment towards a possible TUT, the City contracted with FM3 to survey residents. Results from the survey conducted by FM3 are available in Attachment B.

REQUESTED ACTION:

Based on the initial survey results by FM3, staff recommends additional outreach and engagement to better ascertain community priorities in regards to proposed projects, programs, and initiatives to be considered in future budgets. Staff also recommends ongoing community discussions as it relates to a potential Transaction and Use Tax presented to Calabasas voters on the November 2024 ballot.

FISCAL IMPACT/SOURCE OF FUNDING

To conduct the necessary education, outreach, and engagement the City would enlist the talent and expertise of outside consultants. Estimated costs for these services are expected to be \$55,000 to \$65,000 and would be charged to the General Fund.

ATTACHMENTS:

Attachment A: Budget Priorities - Projects, Programs and Initiatives

Attachment B: FM3 survey results

PUBLIC SAFETY AND EMERGENCY PREPAREDNESS

Description	OneTime Cost	Annual Cost	Five Year Total	Notes
Maintain Current Sheriff Staffing Levels		\$250,000	\$1,250,000	
Increased Sheriff Deputy Presence		\$600,000	\$3,000,000	Estimate based on deputy service unit cost
Private Security Patrols (Open Space)		\$425,000	\$2,125,000	Single patrol vehicle, eight hours per day
Increased Security at City Facilities		\$200,000	\$1,000,000	One additional guard/vehicle
Sheriff Volunteers on Patrol	\$65,000	\$20,000	\$165,000	
Security Cameras at City Facilities	\$1,500,000	\$25,000	\$1,625,000	Cameras and monitoring service
Additional Crossing Guards		\$40,000	\$200,000	Adds guards to unstaffed intersections
ALPR Cameras	\$2,000	\$12,500	\$64,500	Five new cameras
Open Space Cameras	\$250,000		\$250,000	Fifty cameras
Message Sign/Speed Radar Trailers	\$60,000		\$60,000	Three trailers with data reporting software
EOC Training		\$50,000	\$300,000	
Home Hardening Grants and Inspections	\$250,000		\$250,000	
Essential Facility Generators/Back Up Power	\$1,500,000		\$1,500,000	

COMMUNITY SERVICES

Description	OneTime Cost	Annual Cost	Five Year Total	Notes
Community and Teen Events		\$175,000	\$875,000	Amount does not include necessary staff
De Anza Park Renovation	\$500,000		\$500,000	Restrooms, flooring, paint, IT, furniture
Creekside Park Renovation	\$500,000		\$500,000	Restroom improvements and access
Parking Lot Improvements (all facilities)	\$2,000,000		\$2,000,000	Slurry seal for parking lots
Pocket Parks	\$800,000		\$800,000	Four new pocket parks
Senior Center Bus	\$200,000		\$200,000	Senior Center access and excursions
Senior Center Patio Shade Structure	\$350,000		\$350,000	
Community Center Fitness Equipment	\$250,000		\$250,000	
Community Center Kitchen Repairs	\$400,000		\$400,000	Full remodel
Community Center Bathroom Improvements	\$500,000		\$500,000	All bathrooms and locker rooms
CTSC Fitness Equipment	\$250,000		\$250,000	
CTSC Roof Repairs	\$1,500,000		\$1,500,000	
CTSC Electrical Panel	\$200,000		\$200,000	
CTSC Renovation	\$1,500,000		\$1,500,000	Flooring, furniture, paint, IT and AV, etc.
CTSC Kitchen Repairs	\$300,000		\$300,000	
CTSC Upper Pool Deck and ADA Ramp	\$500,000		\$500,000	
Land Acquisitions/Leases for Sports Use			Unknown	

PUBLIC WORKS

Description	OneTime Cost	Annual Cost	Five Year Total	Notes
Road Resurfacing Projects		\$750,000	\$3,750,000	
Sidewalk Repair and Replacement		\$175,000	\$875,000	
Drought Tolerant Landscaping		\$150,000	\$750,000	City medians, parks, and facilities
Climate Action Plan	\$100,000	\$25,000	\$225,000	
Headwaters Corner Improvements	\$750,000		\$750,000	
Public Works Yard	\$8,000,000		\$8,000,000	City fleet (vehicle, buses) storage; EV charging
Open Space Property Acquisitions			Unknown	

COMMUNICATIONS

Description	OneTime Cost	Annual Cost	Five Year Total	Notes
Mac Pro Systems/Videography Equipment	\$115,000		\$115,000	
Master Control/Chambers AV Upgrades	\$250,000		\$250,000	
Founders Hall AV Upgrades	\$100,000		\$100,000	
Website Upgrade	\$75,000		\$75,000	

COMMUNITY DEVELOPMENT






Description	OneTime Cost	Annual Cost	Five Year Total	Notes
General Plan Update	\$1,500,000		\$1,500,000	Split over three fiscal years
Objective Development Standards	\$450,000		\$450,000	Noted in Housing Element
Pre-Approved ADU Plans	\$150,000		\$150,000	Noted in Housing Element
Adaptive Reuse	\$75,000		\$75,000	Noted in Housing Element
Title 17 Updates	\$200,000		\$200,000	
Economic Development Strategic Plan	\$200,000		\$200,000	

City of Calabasas Budget Priority Issues Survey



OPINION
RESEARCH
& STRATEGY

Survey Methodology

Dates	January 21-28, 2024
Survey Type	Dual-mode Voter Survey
Research Population	City of Calabasas Likely November 2024 Voters
Total Interviews	374
Margin of Sampling Error	(Full Sample) $\pm 5.2\%$ at the 95% Confidence Level (Half Sample) $\pm 7.4\%$ at the 95% Confidence Level
Contact Methods	 Telephone Calls  Email Invitations  Text Invitations
Data Collection Modes	 Telephone Interviews  Online Interviews
Survey Tracking	September 2023

(Note: Not All Results Will Sum to 100% Due to Rounding)

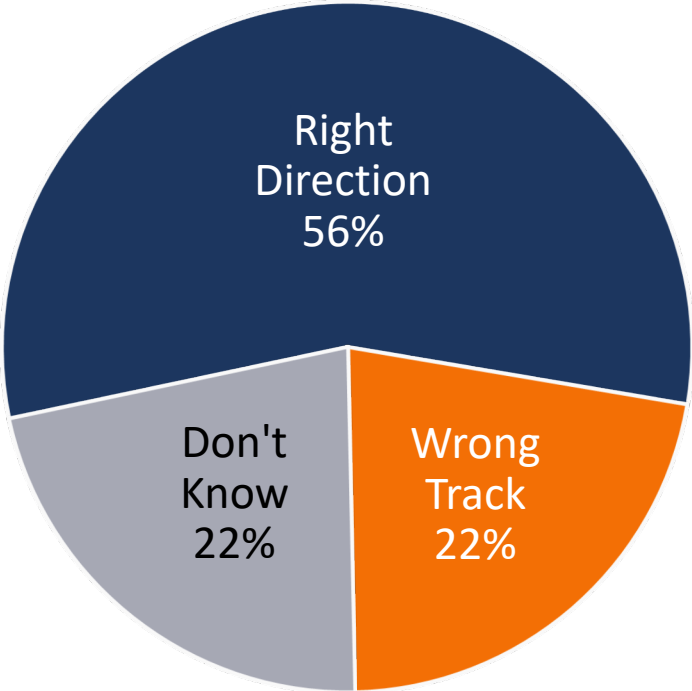


General Perceptions

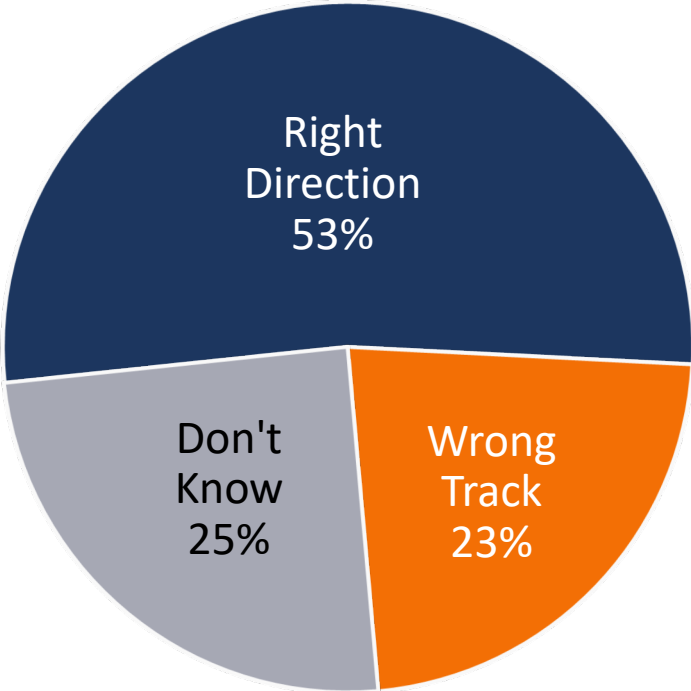
Similar to the fall of 2023, a slight majority have a favorable perception of the direction of the City of Calabasas.

Would you say that things in the City of Calabasas are generally headed in the right direction or do you feel that things are off on the wrong track?

September 2023
(All Registered Voters)



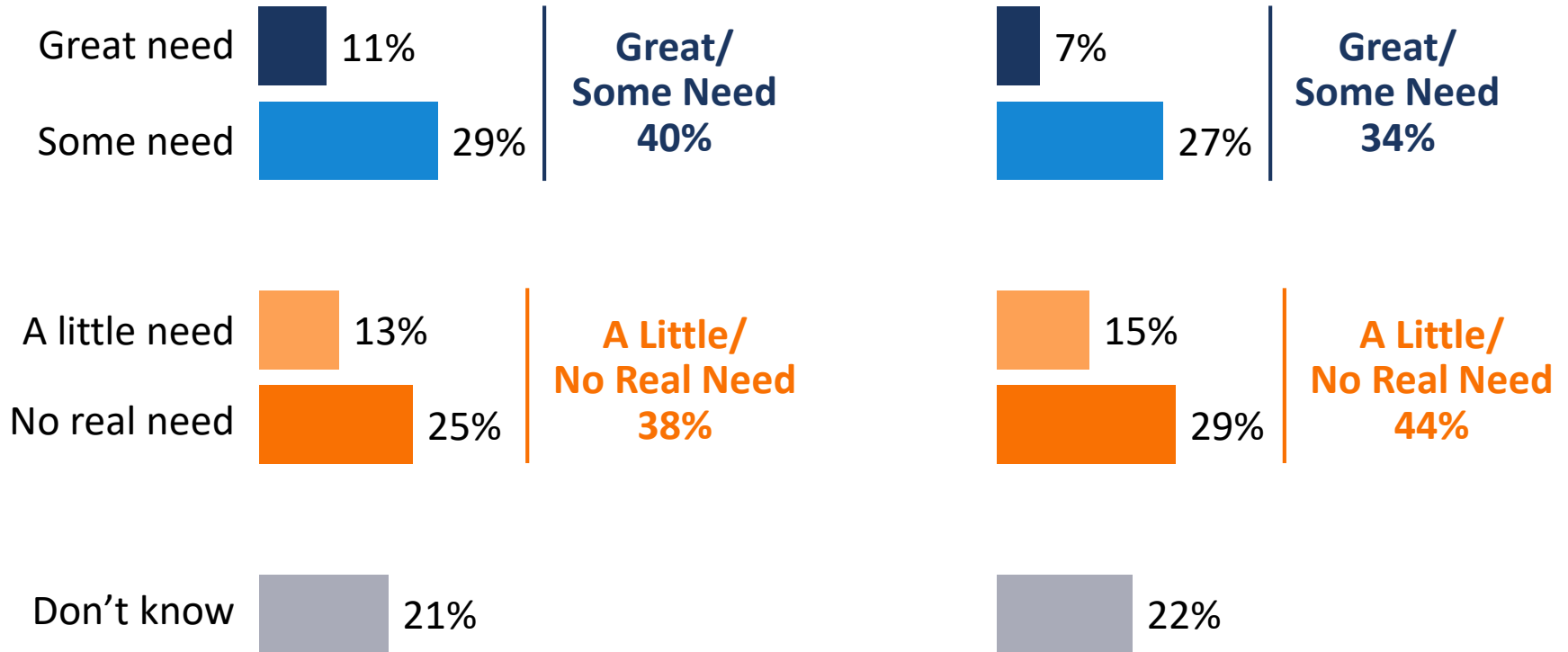
January 2024
(Likely November 2024 Voters)



Among all likely voters, only about one-third perceive the City of Calabasas has at least some need for additional funds; however, less than 10 percent said “great need.”

September 2023
(All Registered Voters)

January 2024
(Likely November 2024 Voters)





Hypothetical Sales Tax Measure Questions

Hypothetical Ballot Title and Summaries Tested in the Survey

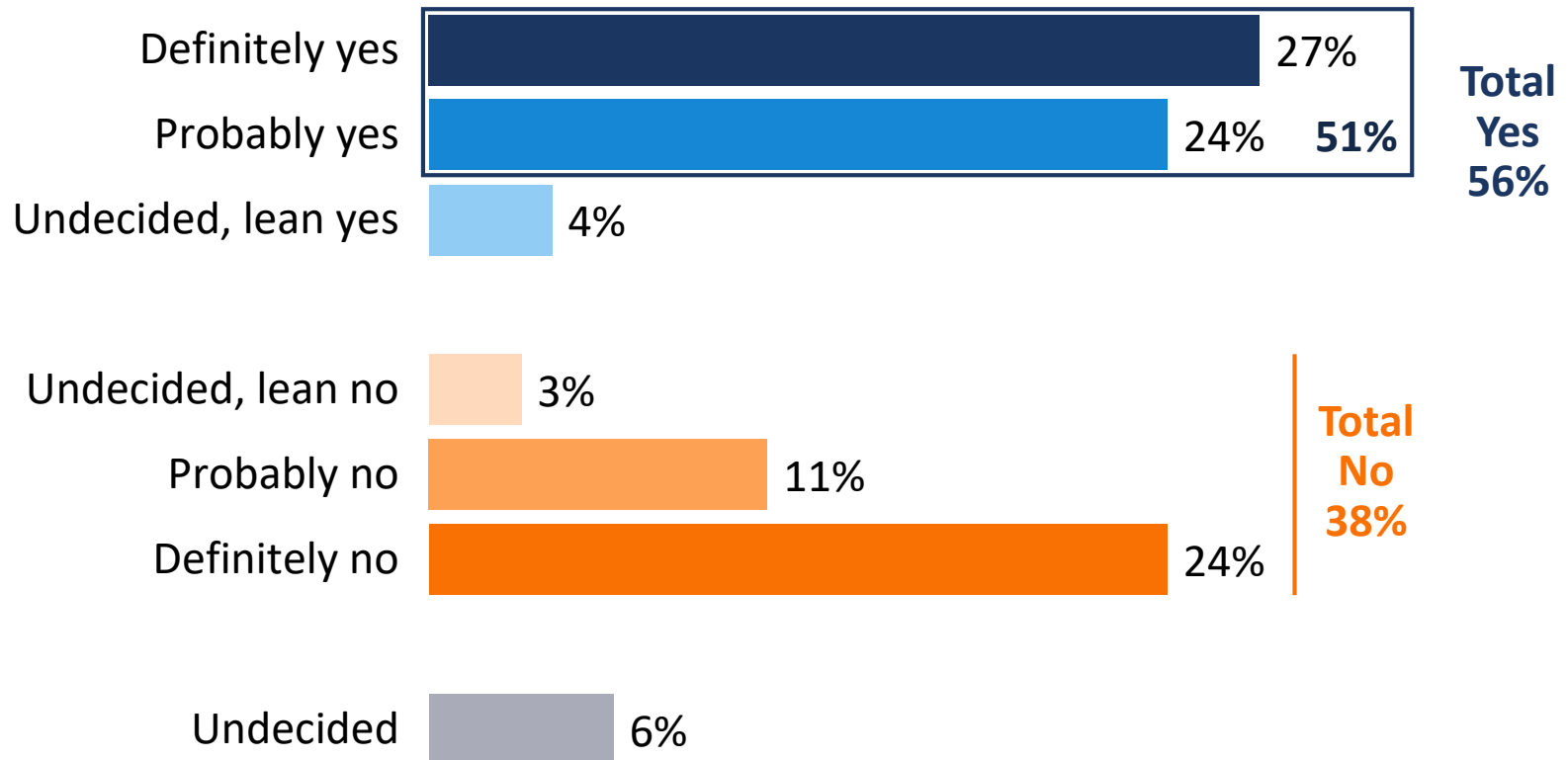
(As Approved by Legal Counsel)

City of Calabasas Public Safety/City Services Measure

Shall the measure funding City of Calabasas' services such as maintaining 911 response; increasing public safety protection, neighbor patrols; helping preventing property crimes/thefts/burglaries; protecting open space/natural areas; addressing homelessness; repairing streets/potholes; preparing for/responding to wildfires; maintaining parks; and for general government use by establishing a 3/4¢ sales tax providing approximately \$4,000,000 annually until ended by voters; requiring audits, public spending disclosure, funds locally controlled, be adopted?

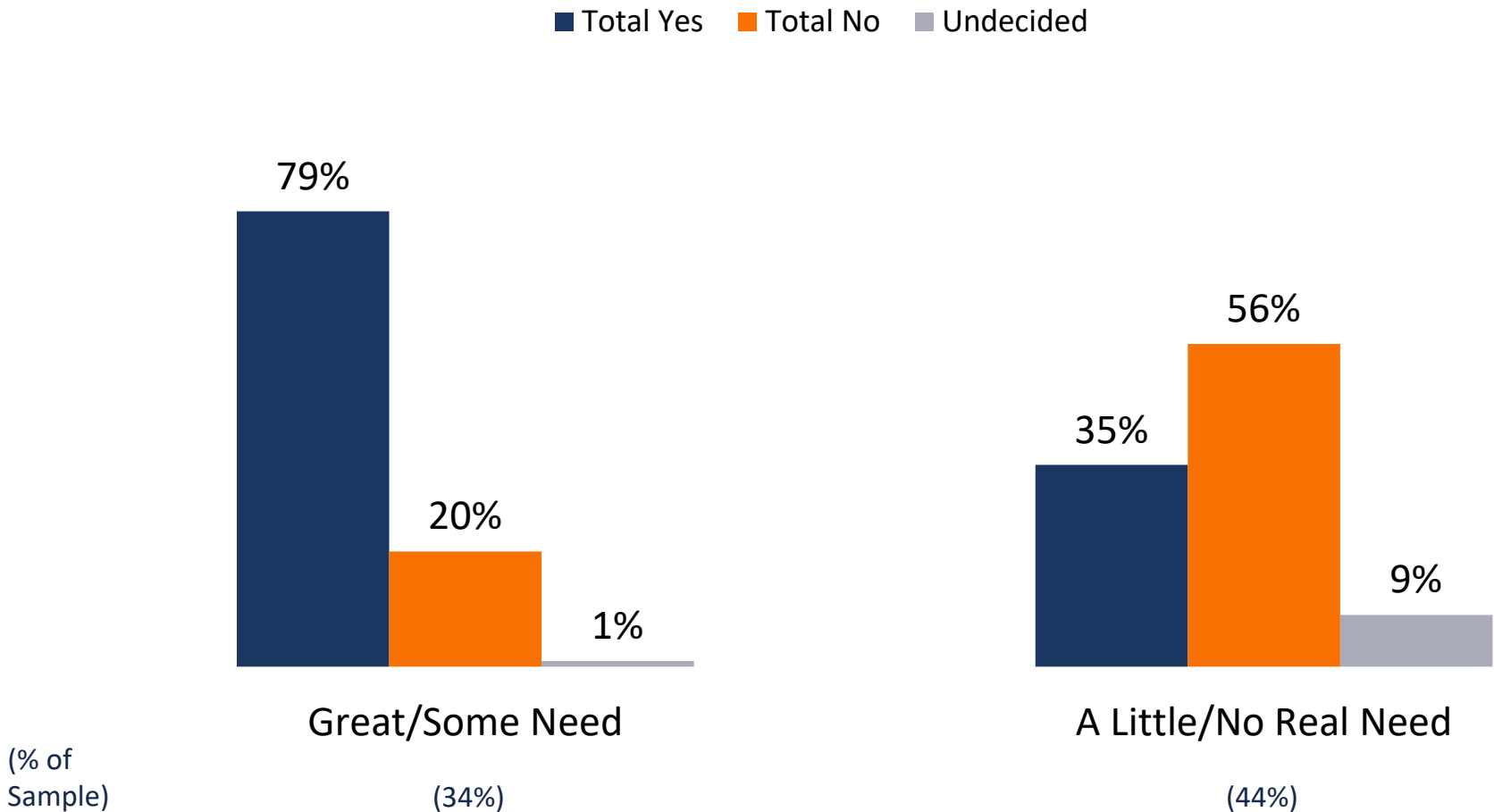
Overall, 56 percent support the simple majority sales tax measure, with roughly one-quarter saying they would definitely vote yes.

(M.O.E. = $\pm 5.2\%$)



The more one perceives the City needs additional funds to provide services, the more likely they are to vote yes.

Initial Vote on the ¾-cent Sale Tax Measure by Calabasas Funding Need



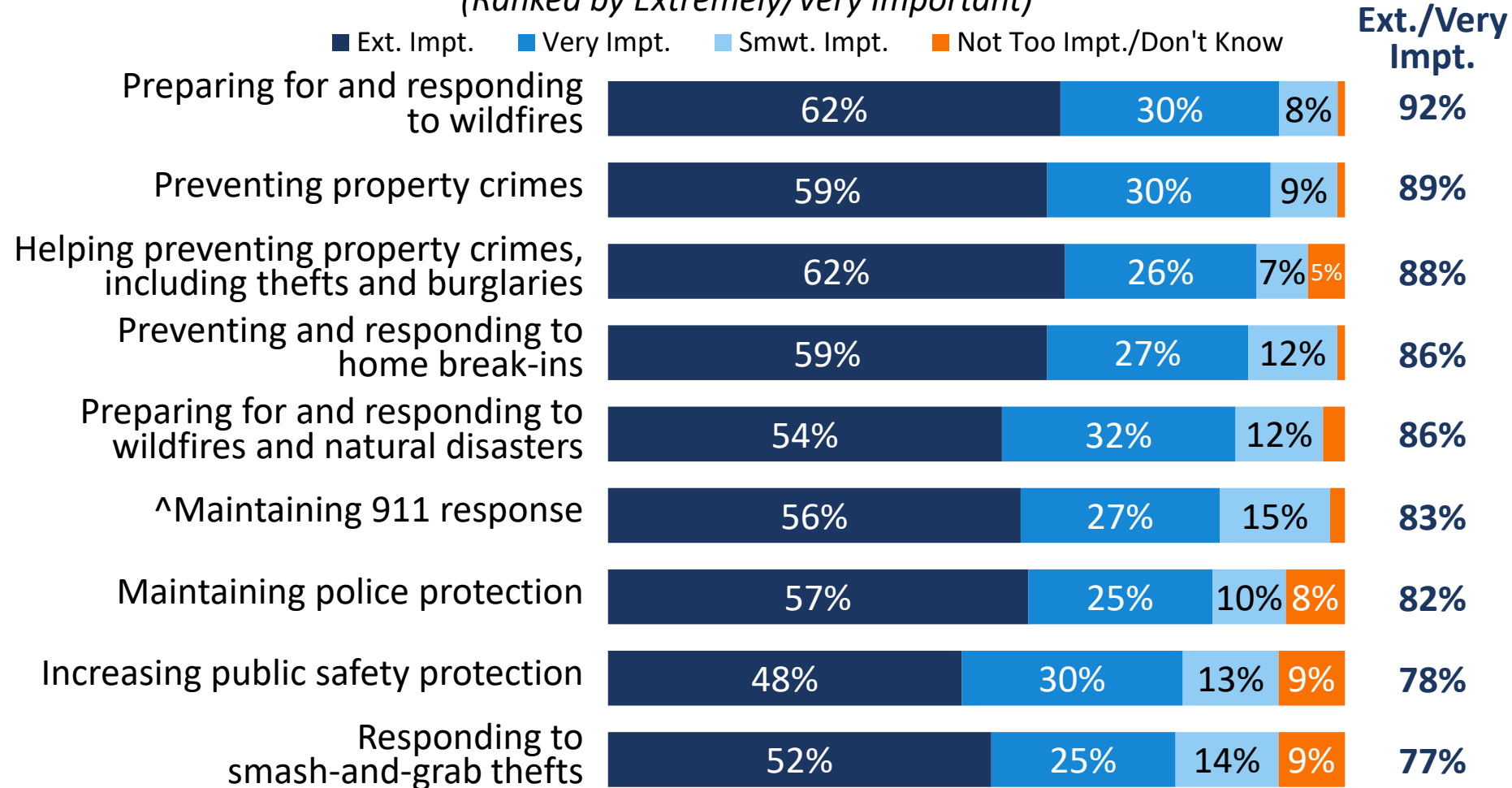
(% of Sample)



Voter Budget Priorities

Public safety services, including preparing for and responding to wildfires; preventing property crimes; preventing and responding to home break-ins; as well as keeping public areas and parks safe and clean; and repairing streets and potholes are considered top priorities by high percentages.

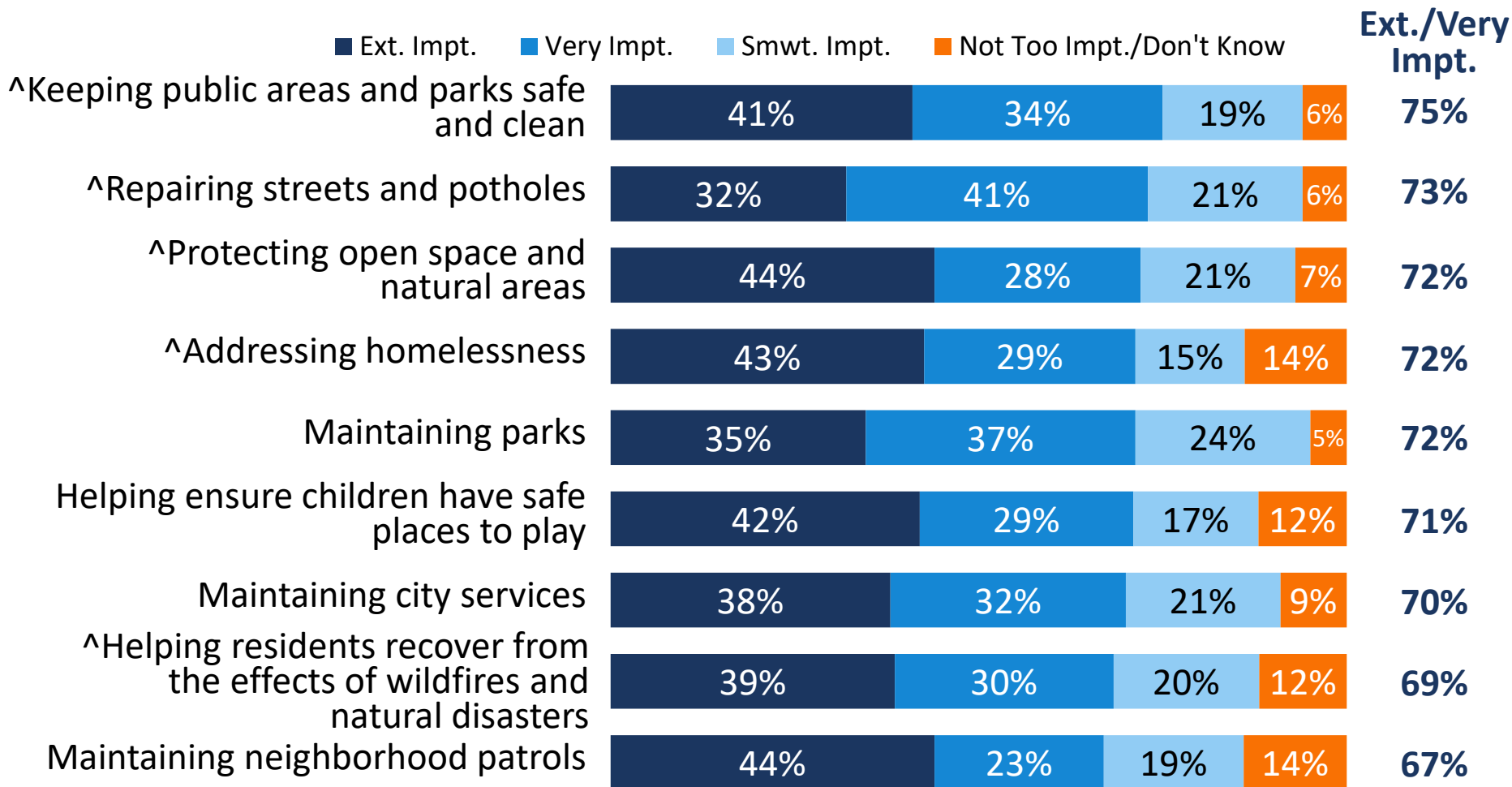
(Ranked by Extremely/Very Important)



Q. I am going to read you a list of possible projects, features, and provisions that might be included in this local ballot measure. Regardless of how you feel about this measure, please tell me how important it is to you personally that each provision or use of funds is included in the measure: extremely important, very important, somewhat important, or not too important. ^Not Part of Split Sample

Continued

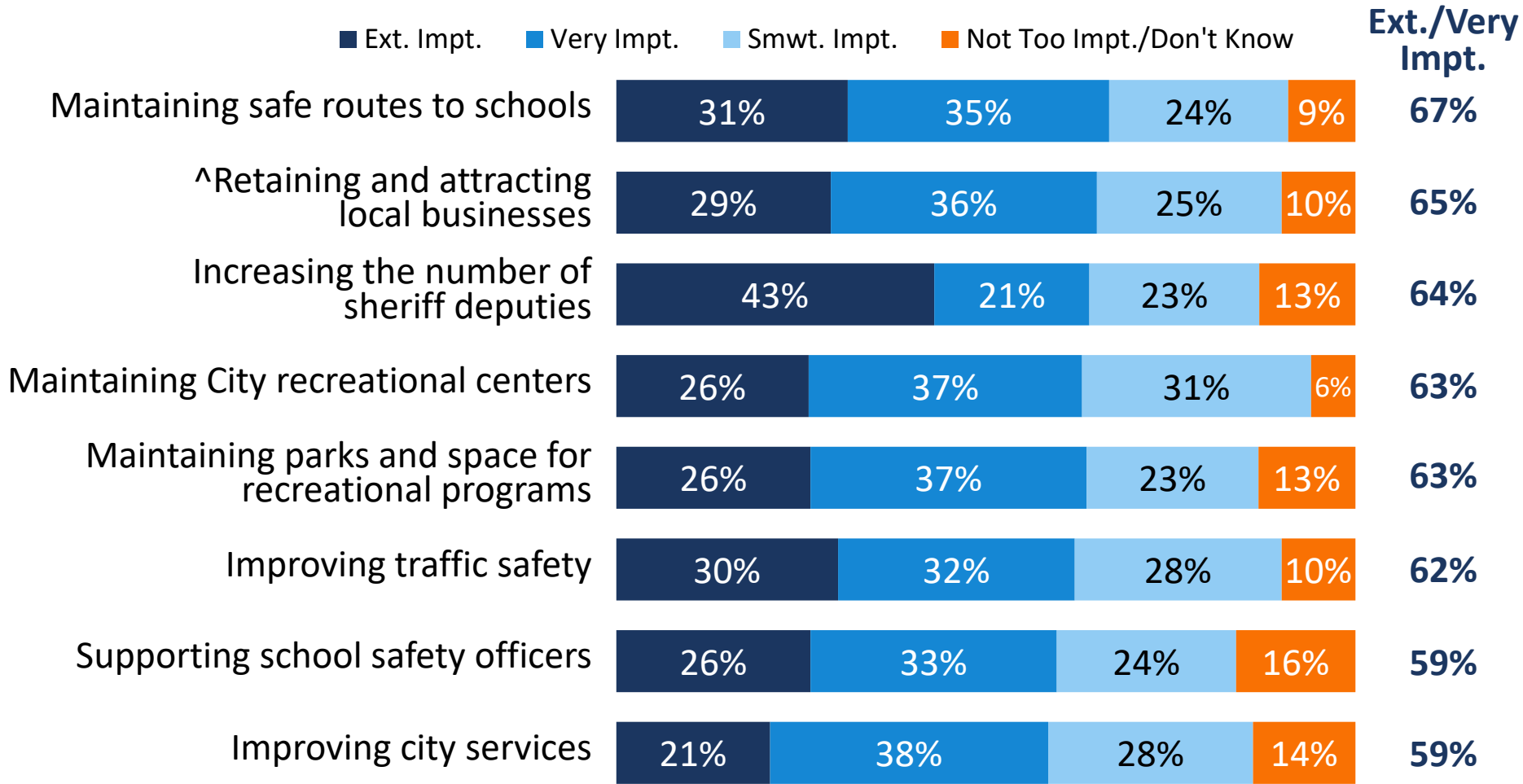
(Ranked by Extremely/Very Important)



Q. I am going to read you a list of possible projects, features, and provisions that might be included in this local ballot measure. Regardless of how you feel about this measure, please tell me how important it is to you personally that each provision or use of funds is included in the measure: extremely important, very important, somewhat important, or not too important. ^Not Part of Split Sample

Continued

(Ranked by Extremely/Very Important)



Q. I am going to read you a list of possible projects, features, and provisions that might be included in this local ballot measure. Regardless of how you feel about this measure, please tell me how important it is to you personally that each provision or use of funds is included in the measure: extremely important, very important, somewhat important, or not too important. ^Not Part of Split Sample



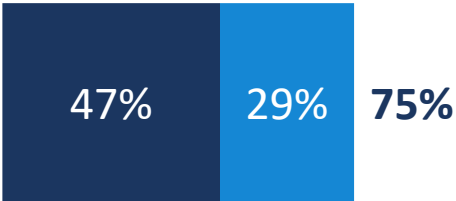
Effects of Education and Critical Statements

Desire to have local control of the funds and how they are spent, emphasis on addressing property crime, and protecting property values are leading reasons to support the measure.

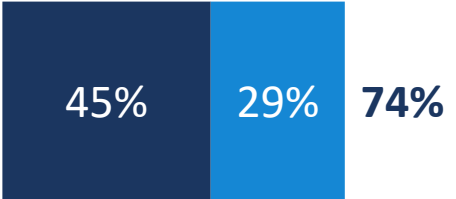
(Ranked by Total More Inclined to Vote Yes)

■ Much More Incl. ■ Smwt. More Incl.

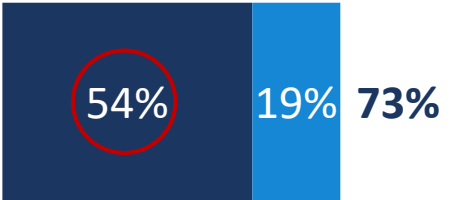
(LOCAL CONTROL) Every year, Los Angeles County collects millions of dollars in sales taxes from Calabasas, but only about 12 cents for every dollar is returned to our city. By law, all funds raised by this measure are legally required to be used in Calabasas, ensuring local control of our tax dollars and a guaranteed source of funding for essential city services.



***(PROPERTY VALUES)** Safe neighborhoods, well-maintained streets and parks, as well as expansive and protected open space and natural areas are all a big part of maintaining property values. This measure will help to maintain or increase the value of our homes.



***(REDUCE CRIME)** There have been an increasing number of individuals coming into Calabasas from outside our community who have been responsible for a rash of home invasions, thefts of catalytic converters, and smash-and-grabs from local businesses. This measure will help provide the funds to expand the number of Sheriffs serving Calabasas and hire trained additional neighborhood private security to keep residents and local businesses and their property safe.

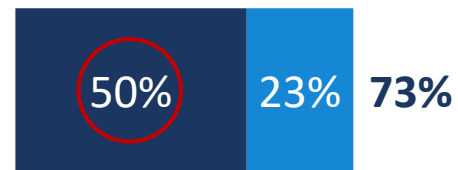


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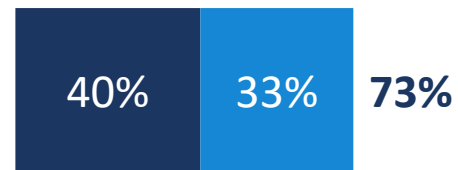
(Ranked by Total More Inclined to Vote Yes)

■ Much More Incl. ■ Smwt. More Incl.

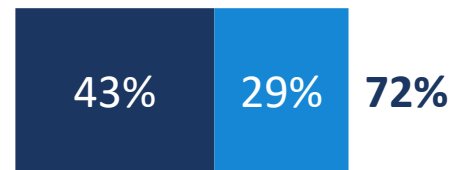
***(PROPERTY CRIME)** Last year in the City of Calabasas, there were almost 300 reported burglaries, robberies and thefts, including more than 80 thefts from vehicles. This measure will help maintain 911 emergency response times, and sheriff patrols in neighborhoods and business areas to keep residents, local businesses, and their property safe.



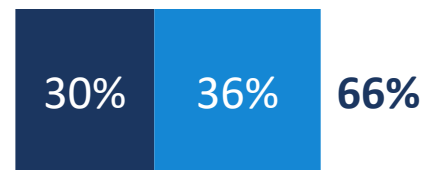
(WILDFIRES) As evidenced by the 2018 Woolsey Fire; fire season is now year-round. This measure will support efforts to reduce the risk of wildfires by helping our community prepare for, respond to and recover from brush fires and other natural disasters.



(ACCOUNTABILITY) This measure includes tough accountability provisions such as public disclosure of all spending and annual independent financial audits. These fiscal safeguards will ensure that funds from this measure will be used efficiently, effectively and as promised.



(STREETS) Prior to last year's rainy season, independent engineers rated nearly one-quarter of the City of Calabasas' streets and roads as "fair," or "poor" and their condition has only gotten worse. It is time we fund these needed street and pothole repairs before the problem gets even worse and more expensive to fix.

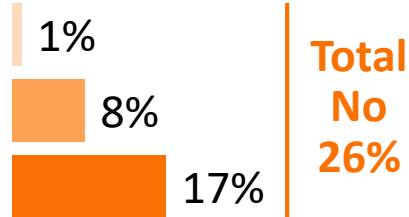
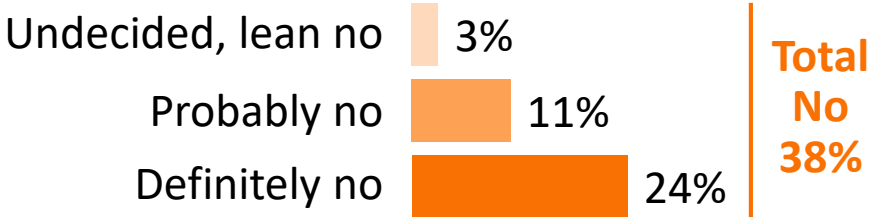
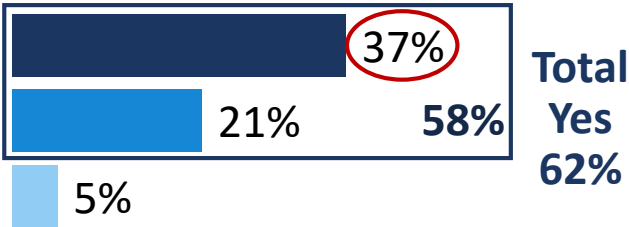
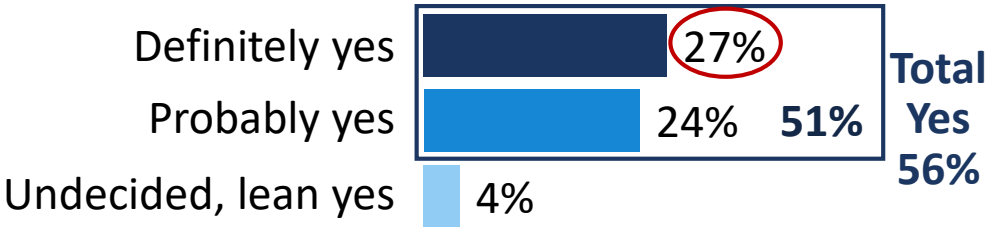


After education, overall support for the 3/4-cent simple majority sales tax measure increases six percentage points from 56 to 62 percent, above the margin of error.

(M.O.E. = ±5.2%)

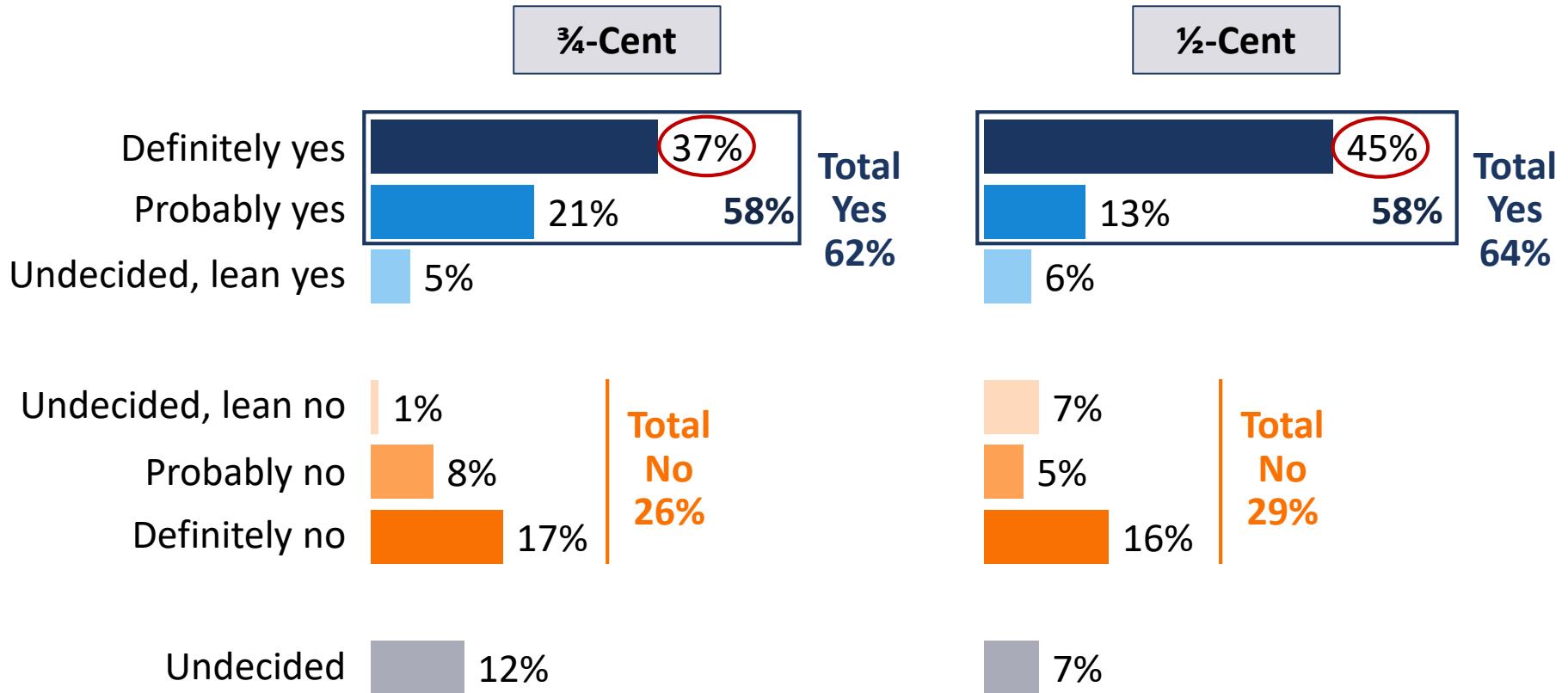
Initial Vote

Vote After Education



Lowering the sales tax rate to a ½-cent does not make a significant difference on the overall level of support for a measure, but the percentage who said they would definitely vote yes increases eight percentage points to 45 percent.

(M.O.E. = ±5.2%)



Q. If the election were held today, do you think you would vote "yes" in favor of this measure or "no" to oppose it?

Q. What if the proposed measure I just described established a ½¢ sales tax, raising \$2,700,000, instead of the ¾¢ sales tax I just described which would raise \$4,000,000? If that were the case, do you think you would vote "yes" in favor of this measure or "no" to oppose it?



Conclusions

Conclusions

Perceptions of the City:

- A slight majority perceives the City is headed in the right direction.
- Local businessowners, the City overall and Council, The Acorn, and EPIC-FSC are all seen favorably by almost 6 in 10 or more.
- Only about one-third perceive the City has at least some need, but only seven percent said “great need.”

$\frac{3}{4}$ -Cent Sales Tax:

- Initially, 56 percent said they would vote yes on the measure, just outside the margin of error, with only slightly more than one-quarter saying definitely yes.
- After education, overall support increases six percentage points on this simple majority measure, from 56 to 62 percent – above the margin of error.

Conclusions; Continued

½-Cent Sales Tax:

- While only asked once, after education, overall support reached 64 percent for a half-cent sales tax, with a survey high of 45 percent saying they would definitely vote yes.

Budget Priorities:

- Preparing for and responding to wildfires
- Preventing property crimes
- Maintaining 911 response
- Protecting open space and natural areas
- Addressing homelessness
- Repairing streets and potholes

Conclusions; Continued

- Statements related to local control, reducing crime and protecting property values were leading reasons to support the measure.
- The measure, with a strong outreach effort, may be viable on the November 2024 ballot – assuming minimal opposition.
- A half-cent sales tax, rather than a three-quarter cent sales tax, may provide the few extra percentage points needed to get the measure successfully over the finish line.



City of Calabasas Budget Priority Issues Survey



OPINION
RESEARCH
& STRATEGY



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 20, 2024
TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: ERICA GREEN, DIRECTOR OF COMMUNITY SERVICES
SUBJECT: CALENDAR OF EVENTS
MEETING DATE: MARCH 27, 2024

SUMMARY RECOMMENDATION:

Staff recommends that the City of Calabasas City Council discuss and provide guidance to staff on the 2024 Calendar of Events.

BACKGROUND:

The Community Services Department (CSD) organizes over 30 special events annually, ranging from city-wide gatherings to ribbon-cutting ceremonies. Following a needs assessment by PROS Consulting in 2023, special events were identified as highly desired activities within the city. Consequently, the CSD established a dedicated Special Events team comprising one full-time and one part-time employee.

DISCUSSION/ANALYSIS:

Events are categorized into Special Events (non-annual) and Annual Events (recurring). Notable events hosted by the CSD include Pumpkin Festival, We Dig Dinosaurs, 4th of July Spectacular, Caribbean Bash, Sunsets Concert Series, and various holiday celebrations.

Additionally, the CSD collaborates with partner agencies to facilitate events within the city, handling logistical aspects such as rental permits and contracts.

The annual expenditure on events amounts to approximately \$400K, with event revenue covering roughly half of this cost.

FISCAL IMPACT/SOURCE OF FUNDING:

No impact to the General Fund.

REQUESTED ACTION:

Staff recommends that the City of Calabasas City Council discuss and provide guidance to staff on the 2024 Calendar of Events.

ATTACHMENT:

Calendar of Events Presentation



CALENDAR OF

EVENINGS

COMMUNITY SERVICES DEPARTMENT



CITY of CALABASAS



DEFINITIONS

Special Event

An event that does not reoccur on a consistent basis (Monsters, Movie and Mayhem, Paint Night, Movie in the Park, etc.)

Annual Special Event

An annual reoccurring event (Pumpkin Festival, SunSets Concert Series, 4th of July, etc.)

Special Events Team

1 Full-Time & 1 Part-time Staff



JUANA CERNA

*RECREATION
COORDINATOR*

Coordinates all city-wide special events, ribbon-cuttings, grand openings, special events, and annual events

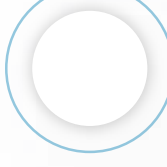


VIVIAN EPITACIO

*RECREATION
SPECIALIST*

Assists in coordination of all city-wide events on a part-time basis

ANNUAL CITY- WIDE SPECIAL EVENTS

-  BUNNY TRAIL EGG HUNT - APRIL
-  4TH OF JULY SPECTACULAR – JULY
Lakeside Fun Run
Splash Party
Fireworks & Festival
-  SUMMER CONCERT SERIES (4) – JULY -
AUGUST
-  DIVE IN MOVIE SERIES (3) – JULY -
AUGUST
-  PUMPKIN FESTIVAL - OCTOBER
-  HOLIDAY EVENT - DECEMBER



Over 23,500 people
attend special events
annually.





2023 SPECIAL EVENTS

Budget Allocation	(non-personnel only)
4th of July	\$85,000.00
Egg Hunt	\$6,000.00
Teen Events	\$7,500.00
Holiday Gala Event	\$10,000.00
Pumpkin Festival	\$125,000.00
Summer Concerts	\$45,000.00
Special Events/Opening/Ribbon Cuttings	\$45,000.00
Senior Center Events	\$20,000.00
CTSC Events	\$10,000.00
TOTAL	\$353,500.00

29 SPECIAL EVENTS

The Community Services Department hosted various special events in the 2023 year. These events included, but not limited to, the 4th of July, Summer Concerts, Dive in Movies, Caribbean Bash, A Morning with Blippi, the Wild Walnut Park Ground Breaking Ceremony, and the Calabasas Community Center Roof Project Kick off. In addition the team assisted outside agencies to host events at City facilities; such as, the Chamber Wine Festival, the TopSeed Tennis Tournament, and the Malibu Foundation Microforest Planting.



2023 SPECIAL EVENTS

	Date	Special Event	Planning Timeframe	Attendance	Budget (does not include personnel)
1	2/4/2023	We Dig Dinosaurs	3 Months	150	\$ 2,500.00
2	2/15/2023	Mocktails & Kisses	3 Months	150	\$ 2,500.00
3	3/16/2023	Lucky Leprechaun's Treasure Hunt	3 Months	100	\$ 1,000.00
4	3/17/2023	Shamrock Rock	3 Months	150	\$ 2,500.00
5	3/17 to 3/26/2023	Men's Pro Tennis Tournament - Top Seed			
6	4/1/2023	Bunny Trail Egg Hunt	4 Months	1,000	\$ 6,500.00
7	5/2/2023	Taco De Tuesday	3 Months	120	\$ 4,000.00
8	5/9/2023	Roof Construction Kick Off - Community Center	2 Months	50	\$ 2,500.00
9	5/12/2023	Calabasas Wine Tasting-Chamber of Commerce			
10	5/13/2023	Cookies & Canvas	5 Months	100	\$ 3,000.00
11	6/11/2023	Annual Summer Concert 1	6 Months	2,000	\$ 12,500.00
12	6/22/2023	Annual CSC Anniversary Celebration	5 Months	300	\$ 3,000.00
13	6/23/2023	Annual Dive in Movie Night 1	3 Months	300	\$ 2,500.00
14	7/4/2023	Annual Lake Side Fun Run	4 Months	500	\$ 4,500.00
15	7/4/2023	Annual 4th of July Splash Party	3 Months	500	\$ 4,500.00
16	7/4/2023	Annual 4th of July Fireworks	7 Months	3,500	\$ 88,000.00
17	7/14/2023	Annual Dive in Movie Night 2	3 Months	350	\$ 2,500.00
18	7/16/2023	Annual Summer Concert 2	6 Months	1,500	\$ 12,500.00
19	7/22/2023	A Morning With Blippi	7 Months	150	\$ 2,500.00
20	7/22/2023	An Afternoon With Blippi	7 Months	150	\$ 2,500.00
21	8/4/2023	Annual Back to School Movie Night	3 Months	300	\$ 3,500.00
22	8/6/2023	Annual Summer Concert 3	6 months	1,500	\$ 12,500.00
23	8/19/2023	Movie In the Park	6 Months	750	\$ 3,000.00
24	8/25/2023	End of Summer Caribbean Bash	3 Months	200	\$ 5,000.00
25	8/27/2023	Annual Summer Concert 4	6 Months	1,500	\$ 12,500.00
26	9/28/2023	Annual Film Festival - Civic Center			
27	9/30/2023	Annual Film Festival - CTSC			
28	10/7/2023	Monsters, Mayhem and a Movie	3 Months	300	\$ 3,000.00
29	10/21/2023	Annual Pumpkin Festival	10 Months	6,500	\$ 135,000.00
30	11/5/2023	Microforest Planting - Malibu Foundation			
31	11/13/2023	Wild Walnut Ground Breaking	2 Months	50	\$ 2,500.00
32	11/18/2023	Annual Holiday Fest	3 Months	300	\$ 5,000.00
33	12/8/2023	Annual Dignitaries Holiday Party	3 Months	120	\$ 11,000.00
34	12/11/2023	Holiday Cheer	3 Months	200	\$ 3,000.00
35	12/12/2023	Menorah Lighting			
		All Special Events		23,790	\$ 353,500.00

2024 SPECIAL EVENTS

Budget	
4th of July	\$88,400.00
Egg Hunt	\$6,240.00
Teen Events	\$7,800.00
Holiday Gala Event	\$10,000.00
Pumpkin Festival	\$135,000.00
Summer Concerts	\$46,800.00
Special Events/Openings/Ribbon Cuttings	\$45,000.00
Senior Center Events	\$20,000.00
CCC Events	\$31,200.00
CTSC Events	\$15,000.00
	\$405,440.00

35 EVENTS PLANNED

The Community Services team will coordinate 35 special events that include multiple ribbon-cutting ceremonies and grand openings, Concerts in the Park, Pumpkin Festival, Egg Hunt, Holiday Cheer and more.



2024 SPECIAL EVENTS

	Date	Special Event	Planning Timeframe	Attendance	Budget (does not include personnel)
1	2/13/2024	Valentine Paint Night	5 Months	100	\$ 2,500.00
2	2/14/2024	Sweet Affair	3 Months	150	\$ 3,000.00
3	3/14/2024	Soft Grand Reopening – Calabasas Community Center	3 Months	130	\$ 12,000.00
4	3/16/2024	<i>Microforest Planting - Malibu Foundation</i>			
5	3/16/2024	Public Grand Reopening-Community Center	3 Months	2,000	\$ 4,000.00
6	3/17 to 3/24/2023	<i>Men's Pro Tennis Tournament - Top Seed</i>			
7	3/23/2024	Bunny Trail Egg Hunt	3 Months		\$ 6,250.00
8	4/12/2024	Sock Hop	3 Months		\$ 6,000.00
9	TBD	CTSC Pool Area Renovation Ribbon Cutting	3 Months		\$ 2,000.00
10	TBD	Sport Court Ribbon Cutting	3 Months		\$ 2,000.00
11	4/19/2024	Neon Skate Night	3 Months		\$ 2,500.00
12		<i>Calabasas Wine Tasting-Chamber of Commerce</i>			
13		<i>Emergency Preparedness Fair - Assemblymember Irwin</i>			
14	6/2/2024	Annual Summer Concert 1	6 months		\$ 12,500.00
15	6/21/2024	Annual Dive in Movie Night	3 Months		\$ 2,500.00
16	6/26/2024	Annual June Anniversary Celebration	5 Months		\$ 3,000.00
17	7/4/2024	Annual 4th of July Fireworks	7 months		\$ 88,400.00
18	7/4/2024	Annual Lake Side Fun Run	4 Months		\$ 4,500.00
19	7/4/2024	Annual 4th of July Splash Party	3 Months		\$ 4,500.00
20	7/19/2024	Dive in Movie Night	3 Months		\$ 2,500.00
21	7/21/2024	Annual Summer Concert 2	6 Months		\$ 12,500.00
22	TBD	Brandon's Village Playground Ribbon Cutting	3 Months		\$ 3,500.00
23	8/2/2024	Back to School Movie Night	3 Months		\$ 2,500.00
24	TBD	August Ice Cream Social	3 Months		\$ 3,000.00
25	TBD	Creekside Playground Ribbon Cutting			\$ 2,000.00
26	8/11/2024	Annual Summer Concert 3	6 months		\$ 12,500.00
27	8/25/2024	Annual Summer Concert 4	6 Months		\$ 12,500.00
28	TBD	Highlands Park Playground Ribbon Cutting	3 Months		\$ 2,000.00
29	TBD	Wild Walnut Park Grand Opening	3 Months		\$ 5,000.00
30	9/20/2024	Murder Mystery Dinner	4 Months		\$ 5,000.00
31		<i>Annual Film Festival - Civic Center</i>			
32	TBD	DeAnza Park Playground Ribbon Cutting	3 Months		\$ 2,000.00
33	9/29/2024	<i>5K Run - Something Yellow</i>			
34		<i>Annual Film Festival - CTSC</i>			
35	10/20/2024	Annual Pumpkin Festival	10 Months		\$ 135,000.00
36	TBD	Holiday Cheer	3 Months		\$ 3,000.00
37	TBD	Annual Holiday Event	4 Months		\$ 5,000.00
38	TBD	Holiday Party	3 Months		\$ 10,000.00
39	TBD	CCC Special Event	3 Months		\$ 5,000.00
40	TBD	CCC Special Event	3 Months		\$ 6,000.00
41	TBD	CCC Annual Event	6 Months		\$ 20,000.00
		All Special Events		2,480	\$ 404,650.00

NEW EVENT IDEAS

01.

4TH OF JULY PICNIC & BBQ - \$45K

02.

FOOD TRUCK FRIDAYS - \$20K

03.

MOVIES IN THE PARK - \$20K

04.

5K FUN RUN - \$75K

05.

COMMUNITY ART EVENT - \$30K

06.

MUSIC FESTIVAL \$100K



Thank you



CITY of CALABASAS





CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 5, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT: ANNUAL PROGRESS REPORT FOR 2023 REGARDING THE CITY OF
CALABASAS GENERAL PLAN 2021-2029 HOUSING ELEMENT**

MEETING DATE: MARCH 27, 2024

SUMMARY RECOMMENDATION:

Receive and file the attached annual progress report for 2023 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 2023 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 2023 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 A2 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, 2023. Note that entitled projects do not count towards progress of meeting RHNA because RHNA performance is reported on the basis of building permits.

2023 Entitlement Activity (Table A2)	
Income Category	New Units Entitled in 2023
Very Low	4
Low	12
Moderate	1
Above Moderate	122
TOTALS:	139

Table A2 of the progress report (which is replicated below) also documents all residential building activity, based on building permits issued from January 1 to December 31 of 2023.

2023 Building Activity (Table A2)	
Income Category	New Units
Very Low	3
Low	0
Moderate	0
Above Moderate	12
TOTALS:	15

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 2021-2023	Remaining RHNA
Very Low	132	3	129
Low	71	0	71
Moderate	70	8	62
Above Moderate	81	14	67
TOTALS:	354	25	329

As indicated in the table above, a total of 25 new residential units in the City were issued construction permits since the reporting period began in 2021. Therefore, 329 units remain to be built (permitted) in the 2021 – 2029 (6th RHNA) housing cycle.

The units identified in the “Very Low”, “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. All 3 of the Very Low units included in the table above are ADUs, for which the owner has informed Staff that the unit will be 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	The program was resumed in 2023 after a break due to COVID-19, and two residents have been assisted so far. More are on the waitlist to be helped once the first two projects are completed.
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 2023. The subsidies increased from \$262/month to \$276/month in August 2023.
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 2023 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

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
			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.	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 2023 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 zoning designations and standards were updated coincident with the Housing Element adoption. Also, the City released a Notice of Funding Availability (for \$4.5 million) in 2022 to accomplish affordable housing development on a property in the City, and the identified future housing sites were specifically mentioned. Although the state grants for this funding have since expired, City funds for affordable housing development remain available. Staff also fields inquiries on a regular basis from housing developers, and we advise them of the identified future housing sites.
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.	Entitlements were obtained for a 119-unit housing project on one of the largest sites identified in the housing element (Site 11). Staff has continued to coordinate with owners of the other sites and responded to inquiries as they came in, including conversations with a housing developer regarding Site 12 within the Craftsman's Corner annexation area.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
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 2022. An Affordable Housing webpage has since 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. The City continues to work with property owners interested in development opportunities on sites identified in the AHO.
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).	Staff is compiling 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 2024.
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.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Annexation of Craftsman's Corner Territory	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 2024.
Development of Affordable Housing			
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 California Green Building Code (CalGreen). The 2022 Green Building Ordinance was adopted by the City, which went into effect January 2023.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
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 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 2024.
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 2023 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. In 2023 staff began compiling research for preparation of objective design standards; the updated design standards are programed for completion and adoption in 2025.
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	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.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
		the City's 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 2023.
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 Zone 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 2022, 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. Although the state grants for this funding have since expired, City funds for affordable housing development remain available to interested developers.

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 28, 2024. The City's Residential Rehabilitation and Rental Assistance programs on their own do not satisfy the City's obligation to plan for, zone for, and permit production of new affordable housing units under RHNA, as implemented through HCD. The following tables identifies 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 2023 annual progress report regarding the 2021-2029 Housing Element of the 2030 General Plan.

ATTACHMENTS:

Attachment A: 2023 Annual Housing Element Progress Report to HCD
Attachment B: PowerPoint Presentation

Jurisdiction	Calabasas	
Reporting Year	2023	(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	Project Type	Notes		
1					2	3	4	5							6	7	8	9	10		11	12	13	
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	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915.2	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below								0	5	12	0	0	1	126	144	119	0							
	2068-003-020	4799 Commons Way	The Commons Lane	SPR-2023-005	5+	R	5/1/2023			12				107	119	119		NONE	Yes	Yes	Approved	Discretionary		
	2072-016-018	23656 Aster Trail	N/A	SPR-2023-007	2 to 4	O	7/6/2023							2	2			NONE	No	No	Pending	Discretionary		
	2080-010-012	22534 Calipatria Dr	N/A	SPR-2023-010	SFD	O	9/7/2023							1	1			NONE	No	No	Pending	Discretionary		
	2072-014-005	23616 Valley View	N/A	SPR-2023-016	SFD	O	12/14/2023							1	1			NONE	No	No	Pending	Discretionary		
	2068-019-022	4440 Park Aurora	N/A	SPR-2023-017	2 to 4	O	12/21/2023							2	2			NONE	No	No	Pending	Discretionary		
	2052-018-038	26002 Philrich	N/A	ZCL-2023-042	ADU	O	2/10/2023		1						1			NONE	No	No	Approved	Ministerial		
	2078-017-044	22941 De Kalb	N/A	ZCL-2023-045	ADU	O	2/19/2023							1	1			NONE	No	No	Approved	Ministerial		
	2052-016-021	26232 Veva Way	N/A	ZCL-2023-129	ADU	O	5/11/2023		1						1			NONE	No	No	Approved	Ministerial		
	2068-022-021	4230 Park Alisal	N/A	ZCL-2023-145	2 to 4	O	5/24/2023		2						2			NONE	No	No	Approved	Ministerial		
	2069-096-013	4010 Prado de las Frutas	N/A	ZCL-2023-146	ADU	O	5/25/2023							1	1			NONE	No	No	Approved	Ministerial		
	2052-017-010	5542 Ruthwood Dr	N/A	ZCL-2023-159	ADU	O	6/10/2023							1	1			NONE	No	No	Approved	Ministerial		
	2080-003-013	22650 Jameson Dr	N/A	ZCL-2023-164	ADU	R	6/20/2023							1	1			NONE	No	No	Approved	Ministerial		
	2064-024-023	4355 Oak Glen St	N/A	ZCL-2023-184	ADU	O	7/19/2023							1	1			NONE	No	No	Approved	Ministerial		
	2069-014-014	4261 Temma Ct	N/A	ZCL-2023-217	ADU	O	9/5/2023							1	1			NONE	No	No	Approved	Ministerial		
	2069-094-003	3855 Prado del Trigo	N/A	ZCL-2023-216	ADU	O	9/13/2023							1	1			NONE	No	No	Approved	Ministerial		
	2069-088-025	4225 Prado de los Pajaros	N/A	ZCL-2023-214	ADU	O	9/6/2023							1	1			NONE	No	No	Pending	Ministerial		
	2052-014-031	5236 Cangas Dr	N/A	ZCL-2023-222	ADU	R	9/13/2023		1						1			NONE	No	No	Approved	Ministerial		
	2079-007-045	4005 Pulido Ct	N/A	ZCL-2023-226	ADU	O	9/13/2023							1	1			NONE	No	No	Pending	Ministerial		
	2052-020-085	26070 Redbluff Dr	N/A	ZCL-2023-233	ADU	O	10/25/2023							1	1			NONE	No	No	Approved	Ministerial		
	2072-019-031	23719 Aster Trail	N/A	ZCL-2023-234	ADU	R	10/9/2023						1		1			NONE	No	No	Approved	Ministerial		
	2078-011-028	22360 Liberty Bell Rd	N/A	ZCL-2023-248	ADU	O	11/1/2023							1	1			NONE	No	No	Pending	Ministerial		
	4455-006-035	24101 Dry Canyon Cold Creek Rd	N/A	ZCL-2023-261	ADU	O	11/16/2023							1	1			NONE	No	No	Pending	Ministerial		
	2080-003-013	22650 Jameson Dr	N/A	ZCL-2023-277	ADU	O	12/28/2023							1	1			NONE	No	No	Pending	Ministerial		

Jurisdiction	Calabasas	
Reporting Year	2023	(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 A2

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													
1					2	3	4							5	6	7							8	9			
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	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	Entitlement Date Approved	# of Units issued Entitlements	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	Building Permits Date Issued	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	
Summary Row: Start Data Entry Below							0	4	12	0	0	1	122		139	0	3	0	0	0	0	0	12		15	0	1
	2068-003-020	4799 Commons Way	The Commons Lane	SPR-2023-005	5+	R			12				107	12/6/2023	119										0		
	2069-094-002	3865 Prado del Trigo	N/A	ZCL-2022-376	ADU	O							1	1/9/2023	1										0		
	2069-008-053	24615 Park Miramar	N/A	ZCL-2022-313	ADU	O							1	1/13/2023	1										0		
	2069-037-036	23918 Park Granada	N/A	ZCL-2022-370	ADU	R	1							1/27/2023	1										0		
	2078-017-044	22941 De Kalb Dr	N/A	ZCL-2023-045	ADU	O							1	3/14/2023	1							1	9/5/2023	1			
	2052-016-021	26232 Veva Way	N/A	ZCL-2023-129	ADU	R	1							6/22/2023	1										0		
	2069-096-013	4010 Prado de las Frutas	N/A	ZCL-2023-146	ADU	O							1	6/30/2023	1								1	12/14/2023	1		
	2052-018-038	26002 Philrich Cir	N/A	ZCL-2023-042	ADU	O	1							7/13/2023	1		1							12/21/2023	1		
	2052-017-010	5542 Ruthwood Dr	N/A	ZCL-2023-189	ADU	O							1	7/19/2023	1							1	11/3/2023	1			
	2080-003-013	22650 Jameson Dr	N/A	ZCL-2023-164	ADU	R							1	7/20/2023	1										0		
	2068-022-021	4230 Park Alisal	N/A	ZCL-2023-145	2 to 4	R	1							8/7/2023	1										0		
	2064-024-023	4355 Oak Glen St	N/A	ZCL-2023-145	ADU	O							1	8/18/2023	1											0	
	2069-094-003	3855 Prado del Trigo	N/A	ZCL-2023-216	ADU	O							1	10/5/2023	1											0	
	2052-014-031	5236 Cangas Dr	N/A	ZCL-2023-222	ADU	O							1	10/10/2023	1											0	
	2069-014-014	4261 Temma Ct	N/A	ZCL-2023-217	ADU	O							1	10/16/2023	1											0	
	2069-002-031	23736 Park Madrid	N/A	ZCL-2022-139	ADU	R							1	10/18/2023	1											0	
	2072-019-031	23719 Aster Trail	N/A	ZCL-2023-234	ADU	R						1		10/23/2023	1											0	
	2052-020-085	26070 Redbluff Dr	N/A	ZCL-2023-233	ADU	O							1	10/25/2023	1											0	
	2072-011-007	3462 Lilac Trl	N/A	SPR-2020-002	2 to 4	O							2	12/7/2023	2											0	
	2079-016-018	4022 Bon Homme Rd	N/A	SPR-2022-012	SFD	O							1	8/3/2023	1											0	
	2068-025-005	23684 Park Sevilla	N/A	ZCL-2020-158	ADU	R	1							5/25/2021	1		1						3/29/2023	1			
	2069-101-021	25242 Prado de Rosado	N/A	ZCL-2021-304	ADU	R	1							12/22/2021	1		1						1/31/2023	1			
	2052-019-074	5534 Parkmor Rd	N/A	ZCL-2022-009	ADU	R							1	2/7/2022	1							1	4/5/2023	1			
	2052-014-022	5235 Edgeware Dr	N/A	ZCL-2022-258	ADU	O							1	9/2/2022	1							1	1/31/2023	1			
	2068-026-007	23675 Park Sevilla	N/A	ZCL-2022-266	ADU	O							1	9/8/2022	1							1	6/7/2023	1			
	2072-019-018	23749 Canyon Dr	N/A	ZCL-2021-295	ADU	O							1	2/14/2022	1							1	7/25/2023	1			
	2072-007-018	3525 Poppy Dr	N/A	ZCL-2022-223	ADU	O							1	11/28/2022	1							1	7/6/2023	1			
	2052-016-041	26227 Veva Way	N/A	ZCL-2022-364	ADU	R							1	12/27/2022	1							1	4/5/2023	1			
	2069-008-051	24655 Park Miramar	N/A	ZCL-2022-287	ADU	O							1	12/21/2022	1							1	10/24/2023	1			
	2052-026-024	26197 Adamor Rd	N/A	ZCL-2021-016	2 to 4	O							2	10/19/2021	2							2	4/28/2023	2			
	2080-004-001	3747 Eddingham Ave	N/A	ZCL-2021-019	ADU	R	1							2/18/2021	1		1						8/1/2022	1		1	
	2069-091-024	25481 Prado de Amor	N/A	ZCL-2022-204	ADU	O							1	7/7/2022	1							1	11/7/2022	1			
	4455-008-018	24111 Saint Andrews Ln	N/A	PL1501953	SFD	O							1	9/28/2016	1							1	7/31/2018	1			
	2069-090-054	25300 Prado de la Magia	N/A	PL1606851	SFD	O							1	4/6/2017	1							1	12/21/2017	1			
	2069-089-024	25355 Prado de la Felicidad	N/A	PL1801481	SFD	O							1	10/4/2018	1							1	9/12/2019	1			

Jurisdiction	Calabasas	
Reporting Year	2023	(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	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	3	-	-	-	-	-	-	3	129
Low	Deed Restricted	71	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	71
Moderate	Deed Restricted	70	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		4	-	4	-	-	-	-	-	-	-	8	62
Above Moderate		81	-	-	2	12	-	-	-	-	-	-	14	67
Total RHNA		354												
Total Units			4	-	6	15	-	-	-	-	-	-	25	329
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.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

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.

- VLI Deed Restricted
- VLI Non Deed Restricted
- LI Deed Restricted
- LI Non Deed Restricted
- MI Deed Restricted
- MI Non Deed Restricted
- Above Mod Income

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Calabasas	
Reporting Year		2023	(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	The program was resumed in 2023 after a break due to COVID-19, and two residents have been assisted so far. More are on the waitlist to be helped once the first two projects are completed.
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 2023. The subsidies increased from \$262/month to \$276/month in August 2023.
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 2023 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 2023 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 zoning designations and standards were updated coincident with the Housing Element adoption. Also, the City released a Notice of Funding Availability (for \$4.5 million) in 2022 to accomplish affordable housing development on a property in the City, and the identified future housing sites were specifically mentioned. Although the state grants for this funding have since expired, City funds for affordable housing development remain available. Staff also fields inquiries on a regular basis from housing developers, and we advise them of the identified future housing sites.

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.	Entitlements were obtained for a 119-unit housing project on one of the largest sites identified in the housing element (Site 11). Staff has continued to coordinate with owners of the other sites and responded to inquiries as they came in, including conversations with a housing developer regarding Site 12 within the Craftsman's Corner annexation area.
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 2022. An Affordable Housing webpage has since 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. The City continues to work with property owners interested in development opportunities on sites identified in the AHO.
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).	Staff is compiling 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 2024.
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.	10/1/2024	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 2024.
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 California Green Building Code (CalGreen). The 2022 Green Building Ordinance was adopted by the City, which went into effect January 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 2024.
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 2023 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. In 2023 staff began compiling research for preparation of objective design standards; the updated design standards are programed for completion and adoption in 2025.
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 2023.
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 Zone 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 2022, 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. Although the state grants for this funding have since expired, City funds for affordable housing development remain available to interested developers.

Housing Element Progress Report



CITY *of* CALABASAS

2023 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.



2023 Entitlement Activity (Table A2)

Income Category	New Units Entitled in 2023
Very Low	4
Low	12
Moderate	1
Above Moderate	122
TOTALS:	139



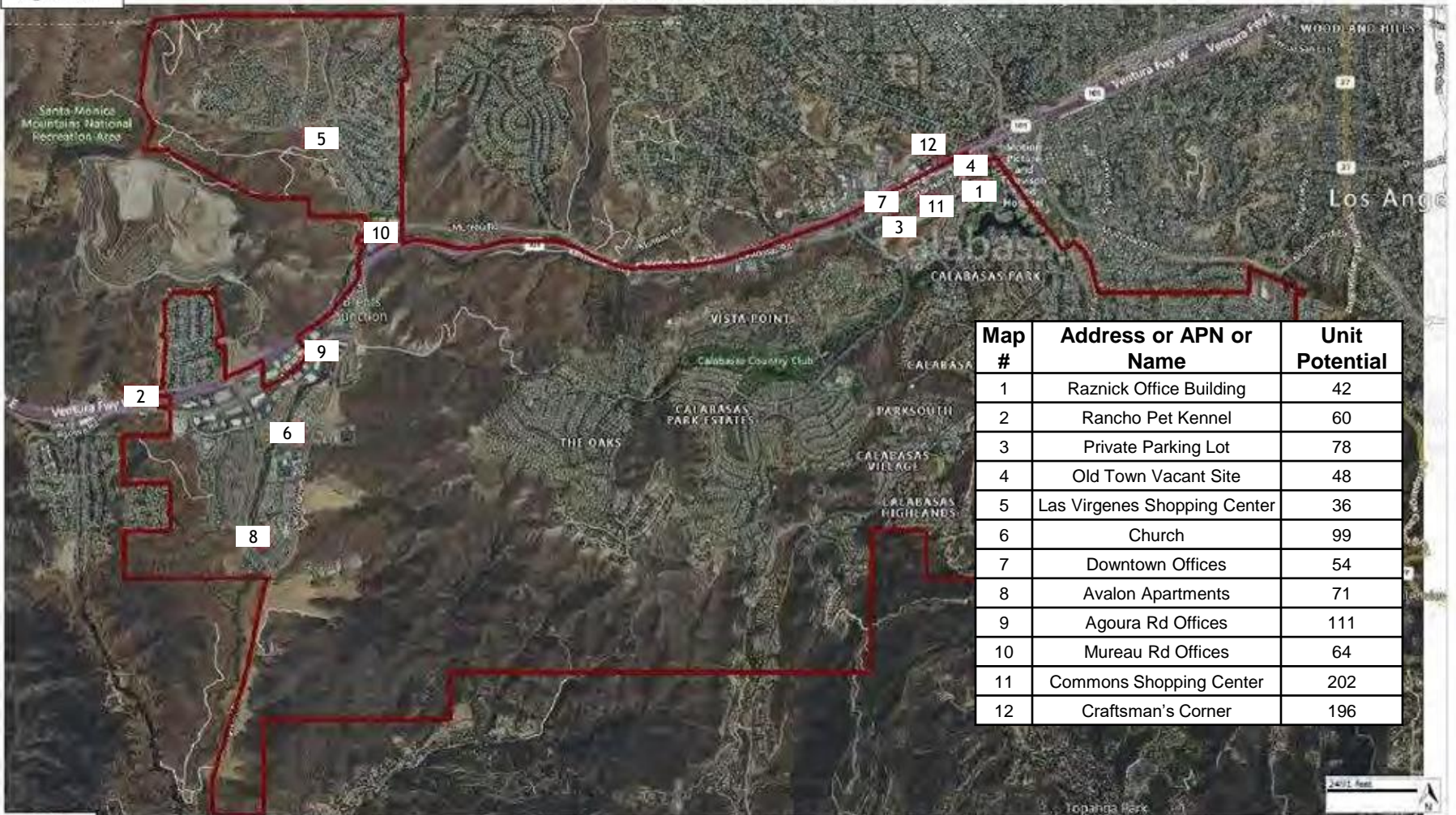
2023 Building Activity (Table A2)	
Income Category	New Units Permitted in 2023 for Construction
Very Low	3
Low	0
Moderate	4
Above Moderate	12
TOTALS:	15

2021-2029 Cumulative Building Summary (Table B)			
Income Category	Assigned RHNA	New Units Permitted 2021-2029	Remaining RHNA
Very Low	132	3	129
Low	71	0	71
Moderate	70	8	62
Above Moderate	81	14	67
TOTALS:	354	25	329



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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2023 Housing Element Progress Report

City Council
March 27, 2024

Affordable Housing

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



Conclusion & Recommendation

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





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Reporting Period: 3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Administrative Services					
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	359.48	Administrative Services
118698	3/6/2024	CRISP IMAGING	PRINTING/COPIES	284.93	Administrative Services
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	64.74	Administrative Services
118795	3/13/2024	US BANK	SUPPLIES/TRAINING	48.46	Administrative Services
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	28.75	Administrative Services
118795	3/13/2024	US BANK	SUPPLIES/TRAINING	20.00	Administrative Services
118795	3/13/2024	US BANK	SUPPLIES/TRAINING	13.95	Administrative Services
Total Amount for 7 Line Item(s) from Administrative Services				\$820.31	
Boards and Commissions					
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	93.39	Boards and Commissions
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	53.60	Boards and Commissions
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	36.12	Boards and Commissions
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	18.60	Boards and Commissions
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	9.03	Boards and Commissions
Total Amount for 5 Line Item(s) from Boards and Commissions				\$210.74	
City Attorney					
118696	3/6/2024	COLANTUONO, HIGHSMITH &	MATTER 0001	49,360.96	City Attorney
118696	3/6/2024	COLANTUONO, HIGHSMITH &	MATTER 0056	12,284.13	City Attorney
118707	3/6/2024	HOPKINS & CARLEY	HR LEGAL SERVICES	3,900.00	City Attorney
118696	3/6/2024	COLANTUONO, HIGHSMITH &	MATTER 0058	3,100.00	City Attorney
118696	3/6/2024	COLANTUONO, HIGHSMITH &	MATTER 0009	800.00	City Attorney
118696	3/6/2024	COLANTUONO, HIGHSMITH &	MATTER 0011	275.00	City Attorney
Total Amount for 6 Line Item(s) from City Attorney				\$69,720.09	
City Council					
118681	3/4/2024	CALABASAS CHAMBER OF COMMERCE	INTL WOMENS DAY SPONSORSHIP	3,000.00	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	875.00	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	875.00	City Council
118766	3/13/2024	KRAUT/PETER//	REIMBURSEMENT VICA LA COUNTY	250.00	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	248.57	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	243.39	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	235.00	City Council



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Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	224.00	City Council
118741	3/6/2024	VALLEY ECONOMIC ALLIANCE/THE//	VEA DONATION	180.00	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	180.00	City Council
118735	3/6/2024	STAPLES	OFFICE SUPPLIES	151.81	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	123.50	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	100.00	City Council
118735	3/6/2024	STAPLES	OFFICE SUPPLIES	98.52	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	50.00	City Council
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	50.00	City Council
Total Amount for 16 Line Item(s) from City Council				\$6,884.79	

City Management

118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	875.00	City Management
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	875.00	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	658.30	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	537.30	City Management
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	150.00	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	140.00	City Management
118735	3/6/2024	STAPLES	OFFICE SUPPLIES	132.27	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	60.50	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	60.39	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	53.72	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	48.00	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	47.01	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	39.42	City Management
118735	3/6/2024	STAPLES	OFFICE SUPPLIES	25.96	City Management
118795	3/13/2024	US BANK	CONFERENCE/LUNCH MTG	-12.10	City Management
Total Amount for 15 Line Item(s) from City Management				\$3,690.77	

Civic Center O&M

118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	9,864.12	Civic Center O&M
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	7,975.25	Civic Center O&M
118794	3/13/2024	TUTTLE FAMILY ENTERPRISES, INC	JANITORIAL SUPPLIES	5,051.98	Civic Center O&M
118794	3/13/2024	TUTTLE FAMILY ENTERPRISES, INC	JANITORIAL SERVICE	4,299.59	Civic Center O&M
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	437.99	Civic Center O&M
118722	3/6/2024	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	390.00	Civic Center O&M



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118762	3/13/2024	GROWING ROOTS	PLANT CARE	275.00	Civic Center O&M
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	183.93	Civic Center O&M
118739	3/6/2024	TUTTLE FAMILY ENTERPRISES, INC	CLAENING FOUNDERS 01/24	150.00	Civic Center O&M
118739	3/6/2024	TUTTLE FAMILY ENTERPRISES, INC	CLEANING FOUNDERS HALL 02/24	150.00	Civic Center O&M
118730	3/6/2024	SECURAL SECURITY CORP	SECURITY-FOUNDERS 01/24	148.24	Civic Center O&M
118795	3/13/2024	US BANK	SUPPLIES	116.87	Civic Center O&M
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	27.76	Civic Center O&M
118795	3/13/2024	US BANK	SUPPLIES	16.41	Civic Center O&M
118795	3/13/2024	US BANK	SUPPLIES	16.40	Civic Center O&M
118795	3/13/2024	US BANK	SUPPLIES	12.01	Civic Center O&M
Total Amount for 16 Line Item(s) from Civic Center O&M				\$29,115.55	

Community Development

118699	3/6/2024	DAPEER, ROSENBLIT & LITVAK	PROSECUTOR	2,947.50	Community Development
118699	3/6/2024	DAPEER, ROSENBLIT & LITVAK	PROSECUTOR	1,375.24	Community Development
118757	3/13/2024	DAPEER, ROSENBLIT & LITVAK	PROSECUTOR	1,029.53	Community Development
118699	3/6/2024	DAPEER, ROSENBLIT & LITVAK	PROSECUTOR	882.90	Community Development
118759	3/13/2024	DUDEK	OAK TREES	626.13	Community Development
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	468.67	Community Development
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	420.00	Community Development
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	332.48	Community Development
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	230.82	Community Development
118699	3/6/2024	DAPEER, ROSENBLIT & LITVAK	PROSECUTOR	157.50	Community Development
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	111.76	Community Development
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	100.00	Community Development
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	100.00	Community Development
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	53.09	Community Development
118742	3/6/2024	VALLEY NEWS GROUP	PUBLIC NOTICE	45.00	Community Development
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	16.79	Community Development
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	16.79	Community Development
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	10.94	Community Development
Total Amount for 18 Line Item(s) from Community Development				\$8,925.14	

Community Services

118779	3/13/2024	PROGRESSIVE DESIGN PLAYGROUNDS	FREEDOM PARK CIP	98,575.80	Community Services
118682	3/6/2024	ACS GLOBAL LLC	SECURITY SYSTEM W/ ACCESS CTRL	60,000.00	Community Services



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Reporting Period:3/02/2024 to 3/15/2024

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118731	3/6/2024	SILBERT/RYEN//	CONCRETE WORK SPORT COURT	18,000.00	Community Services
118761	3/13/2024	FACILITRON, INC.	FACILITY RENTAL	16,870.82	Community Services
118738	3/6/2024	TUFF SHED INC	SPEC DEPT SUPPLIES	9,237.04	Community Services
118776	3/13/2024	OMNI CONCEPTS INC	PARTITION WALL MAINTENANCE	8,679.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	4,640.91	Community Services
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	3,148.12	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	2,796.69	Community Services
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	2,708.14	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	2,272.74	Community Services
118792	3/13/2024	TKE ENGINEERING, INC	ROOF PROJECT MGMNT	2,230.00	Community Services
118687	3/6/2024	BARRI/STEVE//	INSTRUCTOR-GREAT AMERICAN SONG	2,211.65	Community Services
118739	3/6/2024	TUTTLE FAMILY ENTERPRISES, INC	CONTRACT SERVICES	2,032.23	Community Services
118753	3/13/2024	CASTRO/LUIS ARMANDO//	CCC OPENING ENTERTAINMENT	1,800.00	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	1,740.13	Community Services
118703	3/6/2024	FENCE FACTORY RENTALS	PUMPKIN FESTIVAL FENCE	1,575.00	Community Services
118748	3/13/2024	APPLE ONE	TEMP STAFFING ADMIN EXEC ASST	1,472.00	Community Services
118751	3/13/2024	BENDAVID/MICHAEL//	INSTRUCTOR-COUNTRY LINE	1,468.50	Community Services
118734	3/6/2024	SQUARE SIGNS LLC	CCC SIGNAGE	1,360.00	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	1,214.94	Community Services
118717	3/6/2024	KOBlick/WENDY SUE//	INSTRUCTOR-CANASTA	1,202.25	Community Services
118685	3/6/2024	APPLE ONE	TEMP STAFFING-EXEC ASST	1,177.60	Community Services
118748	3/13/2024	APPLE ONE	TEMP STAFFING ADMIN EXEC ASST	1,177.60	Community Services
118798	3/13/2024	WILLIAMS/KYLA//	INSTRUCTOR-SAVVY SR SINGERS	1,095.15	Community Services
118795	3/13/2024	US BANK	SUPPLIES CCC	1,065.49	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	992.62	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	984.51	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	982.32	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	978.82	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	952.96	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	928.01	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	928.01	Community Services
118785	3/13/2024	SARANOW/PATRICIA A//	INSTRUCTOR-SAVVY SR CANASTA	806.26	Community Services
118787	3/13/2024	STEINBERG/MATTHEW JAMES//	CCC OPENING ENTERTAINMENT	800.00	Community Services
118763	3/13/2024	HATFIELD/CAROLINE//	INSTRUCTOR- TAI CHI	767.55	Community Services
118727	3/6/2024	PARAMESH/KALANIDHI//	INSTRUCTOR-CARDS AND GAMES	752.85	Community Services
118783	3/13/2024	ROCKETOLOGY LLC	CCC OPENING ENTERTAINMENT	708.00	Community Services
118719	3/6/2024	LAS VIRGENES MUNICIPAL WATER	WATER-CCC 12/23	696.17	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	656.34	Community Services



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Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118728	3/6/2024	RAMACHANDRAN/PIYANOOT//	INSTRUCTOR-TASTE OF ASIA	656.25	Community Services
118714	3/6/2024	JACKMAN/ANITA//	INSTRUCTOR-ACTING FOR FUN	651.70	Community Services
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	647.10	Community Services
118743	3/6/2024	WEINSTOCK/ARLENE//	INSTRUCTOR-COLORED PENCILS	640.50	Community Services
118712	3/6/2024	ISRAEL/BOB//	YOUTH BASKETBALL OFFICIAL	640.00	Community Services
118723	3/6/2024	MEKJIAN/HENRY//	YOUTH BASKETBALL OFFICIAL	640.00	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	634.78	Community Services
118758	3/13/2024	DEANDA/VICTORIA//	INSTRUCTOR-LOWER BACK STRETCH	625.80	Community Services
118700	3/6/2024	DELLA MENTE WELLNESS, LLC	INSTRUCTOR-FUNCTIONAL FITNESS	586.95	Community Services
118795	3/13/2024	US BANK	SUPPLIES	563.47	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	536.10	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	529.94	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	529.94	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	513.90	Community Services
118763	3/13/2024	HATFIELD/CAROLINE//	INSTRUCTOR-TAI CHI	511.35	Community Services
118689	3/6/2024	BECKER/WENDY//	INSTRUCTOR-VALENTINES DAY	500.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	446.73	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	444.00	Community Services
118795	3/13/2024	US BANK	SUPPLIES CCC	436.23	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	435.00	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	428.29	Community Services
118774	3/13/2024	NICHOLSON/TRISSA MARIE//	INSTRUCTOR-SAVVY SENIOR	418.95	Community Services
118732	3/6/2024	SNYDER/JANET//	INSTRUCTOR-EAST COAST SWING	417.20	Community Services
118790	3/13/2024	TERENZI/MANUELA//	INSTRUCTOR-ITALIAN	414.05	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	384.74	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	379.00	Community Services
118683	3/6/2024	ALLEN/HARVEY//	YOUTH BASKETBALL OFFICIAL	360.00	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	355.88	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	344.98	Community Services
118797	3/13/2024	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	331.76	Community Services
118691	3/6/2024	BICKELMAN/MELANIE//	INSTRUCTOR-CREATIVE ARTS	316.05	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	300.00	Community Services
118684	3/6/2024	ALLEN/JOHNNY D//	INSTRUCTOR-TENNIS	296.04	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	288.88	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	284.67	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	282.11	Community Services
118737	3/6/2024	TEMPLE/BRET//	YOUTH BASKETBALL OFFICIAL	280.00	Community Services
118684	3/6/2024	ALLEN/JOHNNY D//	INSTRUCTOR-TENNIS	273.12	Community Services



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 3/02/2024 to 3/15/2024

Date: 3/19/2024

Time: 7:57:23AM

Page 6 of 17

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	269.35	Community Services
118747	3/13/2024	ANIMAL & INSECT PEST MGMT INC	PEST CONTROL	268.92	Community Services
118771	3/13/2024	MELTON/HEATHER//	REIMBURSEMENT-CCC PURCHASES	263.61	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	262.80	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	260.47	Community Services
118745	3/6/2024	WM CORPORATE SERVICES, INC	COMM. CTR TRASH	259.98	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	251.84	Community Services
118720	3/6/2024	LEE/CRAIG ALAN//	YOUTH BASKETBALL OFFICIAL	240.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	239.35	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	218.99	Community Services
118762	3/13/2024	GROWING ROOTS	CONTRACTUAL SERVICES	205.00	Community Services
118706	3/6/2024	HINES/LEONARDO//	YOUTH BASKETBALL OFFICIAL	200.00	Community Services
118722	3/6/2024	LIFTECH ELEVATOR SERVICES INC	CONTRACTUAL SERVICES	195.00	Community Services
118768	3/13/2024	LIFTECH ELEVATOR SERVICES INC	CONTRACTUAL SERVICES	195.00	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	195.00	Community Services
118704	3/6/2024	G & F LIGHTING SUPPLY CO.	LED/LIGHTING	190.26	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	164.20	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	158.36	Community Services
118695	3/6/2024	CLARK PEST CONTROL	PEST CONTROL	158.00	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	157.23	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	154.34	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	153.28	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	151.39	Community Services
118694	3/6/2024	CHARTER COMMUNICATIONS	BROADBAND CCC 01/24-02/24	149.98	Community Services
118702	3/6/2024	DEPARTMENT OF JUSTICE	FINGERPRINTING	135.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	131.39	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	125.11	Community Services
118709	3/6/2024	IMBER/LINDSAY//	YOUTH BASKETBALL OFFICIAL	120.00	Community Services
118688	3/6/2024	BASTO/EDUARDO//	YOUTH BASKETBALL OFFICIAL	120.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	120.00	Community Services
118695	3/6/2024	CLARK PEST CONTROL	PEST CONTROL	117.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	114.98	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	111.66	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	107.85	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	105.38	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	99.93	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	99.11	Community Services
118795	3/13/2024	US BANK	SUPPLIES	97.64	Community Services



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 3/02/2024 to 3/15/2024

Date: 3/19/2024

Time: 7:57:23AM

Page 7 of 17

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	96.24	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	91.12	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	88.52	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	85.41	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	84.58	Community Services
118744	3/6/2024	WHITE/DAVID//	YOUTH BASKETBALL OFFICIAL	80.00	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	80.00	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	75.69	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	71.12	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	66.21	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	62.17	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	60.00	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	52.00	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	51.84	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	47.36	Community Services
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	44.82	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	42.89	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	42.86	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	40.50	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	38.58	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	38.05	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	37.22	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	37.08	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	36.36	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	34.81	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	33.86	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	33.13	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	32.80	Community Services
118795	3/13/2024	US BANK	POSTAGE/SUPPLIES/SUBSCRIPTIONS	31.34	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	30.13	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	29.55	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	29.52	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	28.60	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	28.46	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	26.77	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	25.73	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	23.65	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	22.79	Community Services



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118795	3/13/2024	US BANK	POSTAGE/SUPPLIES/SUBSCRIPTIONS	21.86	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	21.47	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	20.77	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	18.54	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	18.45	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	18.16	Community Services
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	17.99	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	16.86	Community Services
118795	3/13/2024	US BANK	SUPPLIES	15.29	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	14.95	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	14.13	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	14.00	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSHIP	12.84	Community Services
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	10.69	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	9.64	Community Services
118795	3/13/2024	US BANK	SUPPLIES/SENIOR PROGRAMS	7.98	Community Services
118719	3/6/2024	LAS VIRGENES MUNICIPAL WATER	FIRE PROTECTION	7.50	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSHIP	6.01	Community Services
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSHIP	5.11	Community Services
118720	3/6/2024	LEE/CRAIG ALAN//	YOUTH BASKETBALL OFFICIAL	-40.00	Community Services
118688	3/6/2024	BASTO/EDUARDO//	YOUTH BASKETBALL OFFICIAL	-40.00	Community Services
118795	3/13/2024	US BANK	EVENT SUPPLIES/LICENSES	-48.25	Community Services
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	-85.41	Community Services
Total Amount for 177 Line Item(s) from Community Services				\$287,499.42	

Finance

118782	3/13/2024	ROBERT HALF INC	TEMP STAFFING- ACCTG SPVSR	4,612.80	Finance
118782	3/13/2024	ROBERT HALF INC	TEMP STAFFING- ACCTG SPVSR	4,612.80	Finance
118782	3/13/2024	ROBERT HALF INC	TEMP STAFFING- ACCTG SPVSR	4,612.80	Finance
118784	3/13/2024	ROGERS, ANDERSON, MALODY,	2022-23 AUDIT	2,500.00	Finance
118795	3/13/2024	US BANK	POSTAGE/REFRESHMENTS	48.60	Finance
Total Amount for 5 Line Item(s) from Finance				\$16,387.00	

Library

118760	3/13/2024	ENVISIONWARE INC	PC RESERVATION/PRNT SOFTWARE	4,319.05	Library
118701	3/6/2024	DEMCO, INC.	SUPPLIES	600.87	Library



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118710	3/6/2024	INGRAM LIBRARY SERVICES	BOOKS	533.60	Library
118692	3/6/2024	CANON FINANCIAL SERVICES INC	PRINTER LEASE	486.33	Library
118795	3/13/2024	US BANK	CONFERENCE REGISTRATION	410.00	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	410.00	Library
118756	3/13/2024	CR PRINT	BOOKMARKS	367.92	Library
118750	3/13/2024	BAKER & TAYLOR, LLC	BOOKS	345.74	Library
118795	3/13/2024	US BANK	MEMBERSHIP FEES	241.00	Library
118750	3/13/2024	BAKER & TAYLOR, LLC	BOOKS	198.74	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	196.01	Library
118750	3/13/2024	BAKER & TAYLOR, LLC	BOOKS	164.46	Library
118750	3/13/2024	BAKER & TAYLOR, LLC	BOOKS	126.33	Library
118750	3/13/2024	BAKER & TAYLOR, LLC	BOOKS	120.55	Library
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE LIB STAFF	76.35	Library
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE LIB CIRC	35.66	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	34.49	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	30.66	Library
118710	3/6/2024	INGRAM LIBRARY SERVICES	BOOKS	21.52	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	21.49	Library
118710	3/6/2024	INGRAM LIBRARY SERVICES	BOOKS	20.10	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	19.69	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	18.83	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	18.60	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	18.28	Library
118750	3/13/2024	BAKER & TAYLOR, LLC	BOOKS	17.84	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	17.07	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	16.41	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	15.30	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	9.74	Library
118795	3/13/2024	US BANK	BOOKS/SOFTWARE	6.24	Library
Total Amount for 31 Line Item(s) from Library				\$8,918.87	

LMD #22

118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	586.41	LMD #22
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	130.08	LMD #22
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	50.47	LMD #22
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	36.06	LMD #22
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	21.63	LMD #22



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	16.92	LMD #22
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	14.90	LMD #22
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	5.97	LMD #22
Total Amount for 8 Line Item(s) from LMD #22				\$862.44	
<u>LMD #24</u>					
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	249.10	LMD #24
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	41.35	LMD #24
Total Amount for 2 Line Item(s) from LMD #24				\$290.45	
<u>LMD #27</u>					
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	12.95	LMD #27
Total Amount for 1 Line Item(s) from LMD #27				\$12.95	
<u>LMD #32</u>					
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	11.62	LMD #32
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	6.10	LMD #32
Total Amount for 2 Line Item(s) from LMD #32				\$17.72	
<u>LMD 22 - Common Benefit Area</u>					
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	1,900.24	LMD 22 - Common Benefit Area
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	514.74	LMD 22 - Common Benefit Area
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	478.11	LMD 22 - Common Benefit Area
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	17.64	LMD 22 - Common Benefit Area
Total Amount for 4 Line Item(s) from LMD 22 - Common Benefit Area				\$2,910.73	
<u>Media Operations</u>					
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	14,966.53	Media Operations
118789	3/13/2024	T-MOBILE USA INC	CITY CELL PHONES	1,660.00	Media Operations
118749	3/13/2024	AT&T	PHONES- 01/24-02/24	1,278.11	Media Operations
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	807.20	Media Operations
118791	3/13/2024	TIME WARNER CABLE	TV SERVICES/CABLE 02/24-03/24	746.82	Media Operations



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	650.88	Media Operations
118686	3/6/2024	AT&T	TELEPHONE SERVICES 02/24-03/24	594.52	Media Operations
118752	3/13/2024	BURRIS/ROBERT//	CONTRACTUAL SERVICES	475.00	Media Operations
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	449.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	430.96	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	383.24	Media Operations
118770	3/13/2024	MAP COMMUNICATIONS INC	CONTRACTUAL SERVICES	336.03	Media Operations
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	306.59	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	183.95	Media Operations
118749	3/13/2024	AT&T	CH PHONES 01/24-02/24	155.55	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	150.00	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	134.20	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	111.04	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	88.99	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	69.73	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	68.62	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	45.00	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	42.42	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	40.00	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	29.12	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	26.25	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	25.00	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	24.00	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	20.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	3.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	3.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	3.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	3.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	3.98	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	3.98	Media Operations
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	2.99	Media Operations
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	1.99	Media Operations
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	-172.18	Media Operations
Total Amount for 37 Line Item(s) from Media Operations				\$24,153.41	

Non-Departmental - Finance

118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	4,609.11	Non-Departmental - Finance
118740	3/6/2024	U.S. BANK	CFD 98-1	2,235.00	Non-Departmental - Finance



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118692	3/6/2024	CANON FINANCIAL SERVICES INC	PRINTER LEASE	1,678.04	Non-Departmental - Finance
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	656.98	Non-Departmental - Finance
118724	3/6/2024	NBS GOVERNMENT FINANCE GROUP	SB1029 ADTR PREP	584.23	Non-Departmental - Finance
118724	3/6/2024	NBS GOVERNMENT FINANCE GROUP	SB1029 ADTR PREP	584.23	Non-Departmental - Finance
118780	3/13/2024	QUADIENT LEASING USA, INC.	POSTAGE MACHINE LEASE	576.73	Non-Departmental - Finance
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	389.79	Non-Departmental - Finance
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE LMD	351.45	Non-Departmental - Finance
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE CH	335.54	Non-Departmental - Finance
118735	3/6/2024	STAPLES	KITCHEN SUPPLIES	230.83	Non-Departmental - Finance
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	207.09	Non-Departmental - Finance
118795	3/13/2024	US BANK	SUPPLIES/TRAINING	131.39	Non-Departmental - Finance
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE SR	117.60	Non-Departmental - Finance
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE B&S	86.78	Non-Departmental - Finance
118795	3/13/2024	US BANK	DUES/CATERING/CONFERENCES	68.96	Non-Departmental - Finance
118693	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE DEANZA	59.24	Non-Departmental - Finance
118735	3/6/2024	STAPLES	KITCHEN SUPPLIES	57.45	Non-Departmental - Finance
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	36.77	Non-Departmental - Finance
118795	3/13/2024	US BANK	POSTAGE/REFRESHMENTS	30.45	Non-Departmental - Finance
118795	3/13/2024	US BANK	MYC SUPPLIES/CONFERENCE	16.43	Non-Departmental - Finance
118755	3/13/2024	CONEJO AWARDS	EMPLOYEE NAME BADGES	15.02	Non-Departmental - Finance
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	8.99	Non-Departmental - Finance
Total Amount for 23 Line Item(s) from Non-Departmental - Finance				\$13,068.10	
<u>Police / Fire / Safety</u>					
118718	3/6/2024	L.A. CO. SHERIFF'S DEPT.	SHERIFF SERVICES 01/24	456,613.69	Police / Fire / Safety
118718	3/6/2024	L.A. CO. SHERIFF'S DEPT.	SHERIFF SERVICES 01/24	21,149.83	Police / Fire / Safety
118718	3/6/2024	L.A. CO. SHERIFF'S DEPT.	VIEWPOINT SPECIAL EVENT 01/24	7,775.62	Police / Fire / Safety
118718	3/6/2024	L.A. CO. SHERIFF'S DEPT.	TOBACCO STING 01/24	4,772.39	Police / Fire / Safety
Total Amount for 4 Line Item(s) from Police / Fire / Safety				\$490,311.53	
<u>Public Safety & Emergency Preparedness</u>					
118773	3/13/2024	MUNICIPAL RESOURCE GROUP, LLC	COOP PROGRAM WORKBOOK	1,912.50	Public Safety & Emergency Preparedness
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	312.08	Public Safety & Emergency Preparedness
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	250.00	Public Safety & Emergency Preparedness
118795	3/13/2024	US BANK	MTG REFRESHMENTS/PHONES	137.60	Public Safety & Emergency Preparedness
118795	3/13/2024	US BANK	BANNERS/AWARDS/MTG REFRESHMT	125.49	Public Safety & Emergency Preparedness



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period: 3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	27.38	Public Safety & Emergency Preparedness
118795	3/13/2024	US BANK	MTG REFRESHMENTS/PHONES	26.97	Public Safety & Emergency Preparedness
118735	3/6/2024	STAPLES	OFFICE SUPPLIES	15.01	Public Safety & Emergency Preparedness
118735	3/6/2024	STAPLES	OFFICE SUPPLIES	7.49	Public Safety & Emergency Preparedness
Total Amount for 9 Line Item(s) from Public Safety & Emergency Preparedness				\$2,814.52	

Public Works

118705	3/6/2024	GOVCONNECTION INC	AUTOCAD SUBSCRIPTION RENEWAL	28,011.36	Public Works
118793	3/13/2024	TKM ENGINEERING	CONTRACTUAL SERVICES 885079	7,800.00	Public Works
118716	3/6/2024	KIMLEY-HORN AND ASSOCIATES	CONTRACTUAL SERVICES	5,902.50	Public Works
118788	3/13/2024	SUNBELT RENTALS, INC.	EMERGENCY STORM	3,288.27	Public Works
118697	3/6/2024	COUNTY OF LOS ANGELES	SEWER INFRASTRUCTURE MGMNT	1,686.50	Public Works
118685	3/6/2024	APPLE ONE	TEMP STAFFING- ADMIN	1,472.00	Public Works
118795	3/13/2024	US BANK	BANNERS/AWARDS/MTG REFRESHMT	1,265.77	Public Works
118748	3/13/2024	APPLE ONE	TEMP STAFFING- ADM ASST	1,177.60	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	334.41	Public Works
118795	3/13/2024	US BANK	MEMBERSHIPS/FUEL	180.00	Public Works
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	121.41	Public Works
118795	3/13/2024	US BANK	BANNERS/AWARDS/MTG REFRESHMT	117.98	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	100.64	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	55.00	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	52.77	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	43.79	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	32.00	Public Works
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	20.74	Public Works
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	10.19	Public Works
Total Amount for 19 Line Item(s) from Public Works				\$51,672.93	

Recoverable / Refund / Liability

118690	3/6/2024	BERGER/BRIAN//	PERMIT FEE REFUND	513.00	Recoverable / Refund / Liability
Total Amount for 1 Line Item(s) from Recoverable / Refund / Liability				\$513.00	

Tennis & Swim Center

118775	3/13/2024	NOHO CONSTRUCTORS	POOL DECK PROGRESS PAYMENT	39,000.00	Tennis & Swim Center
118778	3/13/2024	OUT-FIT	EXERCISE EQUIPMENT	16,339.33	Tennis & Swim Center



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118715	3/6/2024	JOHNSON HEALTH TECH RETAIL INC	WEIGHT ROOM EQUIPMENT	9,900.00	Tennis & Swim Center
118721	3/6/2024	LIEBERMAN & ASSOCIATES	KITCHEN AS BUILTS	6,000.00	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	4,410.00	Tennis & Swim Center
118721	3/6/2024	LIEBERMAN & ASSOCIATES	KITCHEN AS BUILTS	4,000.00	Tennis & Swim Center
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	3,341.13	Tennis & Swim Center
118711	3/6/2024	INNER-I ...SECURITY IN FOCUS	LOCKING SYSTEM	3,025.00	Tennis & Swim Center
118795	3/13/2024	US BANK	STORAGE/AWARDS/SUPPLIES	2,693.64	Tennis & Swim Center
118726	3/6/2024	ONTARIO REFRIGERATION SVC INC	HVAC REPAIRS	2,170.25	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	1,500.00	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	1,490.00	Tennis & Swim Center
118795	3/13/2024	US BANK	POSTAGE/SUPPLIES/SUBSCRIPTIONS	954.60	Tennis & Swim Center
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	954.60	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	918.12	Tennis & Swim Center
118778	3/13/2024	OUT-FIT	EXERCISE EQUIPMENT	891.85	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	889.55	Tennis & Swim Center
118777	3/13/2024	ONTARIO REFRIGERATION SVC INC	HVAC MAINTENANCE	772.00	Tennis & Swim Center
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	743.02	Tennis & Swim Center
118754	3/13/2024	CHARIOT FIRE & ELECTRIC INC.	FIRE ALARM MAINTENANCE	732.13	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	600.00	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	583.46	Tennis & Swim Center
118708	3/6/2024	IAM PACIFIC WELLNESS	FITNESS EQUIPMENT/REPAIRS	572.09	Tennis & Swim Center
118769	3/13/2024	LIVE ART PLANTSCAPES INC	PLANT MAINTENANCE	555.00	Tennis & Swim Center
118795	3/13/2024	US BANK	SUPPLIES/AWARDS/POSTAGE	547.49	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	500.63	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	487.18	Tennis & Swim Center
118730	3/6/2024	SECURAL SECURITY CORP	EVENT SECURITY	444.72	Tennis & Swim Center
118708	3/6/2024	IAM PACIFIC WELLNESS	FITNESS EQUIPMENT/REPAIRS	426.29	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	332.49	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	324.63	Tennis & Swim Center
118708	3/6/2024	IAM PACIFIC WELLNESS	FITNESS SERVICE	275.00	Tennis & Swim Center
118725	3/6/2024	NEWBURY PARK TREE SERVICE INC	IRRIGATION REPAIRS	273.84	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	262.74	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	250.54	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	232.00	Tennis & Swim Center
118725	3/6/2024	NEWBURY PARK TREE SERVICE INC	IRRIGATION REPAIRS	231.04	Tennis & Swim Center
118781	3/13/2024	QUENCH USA, INC.	WATER SUPPLIES	216.82	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	215.50	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	213.96	Tennis & Swim Center



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period:3/02/2024 to 3/15/2024

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	205.37	Tennis & Swim Center
118725	3/6/2024	NEWBURY PARK TREE SERVICE INC	IRRIGATION REPAIRS	173.14	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	138.48	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	138.48	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	130.28	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	126.35	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	108.41	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	101.96	Tennis & Swim Center
118767	3/13/2024	LAS VIRGENES MUNICIPAL WATER	WATER 01/24-02/24	89.96	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	87.56	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	86.00	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	85.34	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	52.05	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	42.41	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	40.47	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	39.32	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	36.07	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	28.45	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	27.07	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	16.41	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES	11.27	Tennis & Swim Center
118795	3/13/2024	US BANK	MAINTENANCE SUPPLIES/MEMBRSH	10.94	Tennis & Swim Center
118795	3/13/2024	US BANK	SOFTWARE/SUPPLIES	5.36	Tennis & Swim Center
Total Amount for 63 Line Item(s) from Tennis & Swim Center				\$110,051.79	

Transportation

118796	3/13/2024	VENTURA TRANSIT SYSTEM, INC.	LINE 1/FLEX ROUTE 01/24	21,708.83	Transportation
118796	3/13/2024	VENTURA TRANSIT SYSTEM, INC.	LINE 1/FLEX ROUTE 01/24	17,123.77	Transportation
118746	3/13/2024	ALL CITY MANAGEMENT SVCS, INC.	CROSSING GUARD 1/21-2/3	10,171.21	Transportation
118746	3/13/2024	ALL CITY MANAGEMENT SVCS, INC.	CROSSING GUARD 1/7-1/20	10,113.30	Transportation
118796	3/13/2024	VENTURA TRANSIT SYSTEM, INC.	CNG 01/24	6,413.82	Transportation
118736	3/6/2024	SWARCO MCCAIN INC	QUICNET SOFTWARE MAINT AGMNT	6,170.00	Transportation
118764	3/13/2024	IDEAL GENERAL SERVICES, INC.	MICROTRANSIT 01/20-02/11	5,895.00	Transportation
118772	3/13/2024	MNS ENGINEERS INC	WEST CALABASAS RD PROJ	4,890.00	Transportation
118765	3/13/2024	INLAND SIGNS INC	STREET NAME SIGNS 23 ORDER	2,776.11	Transportation
118713	3/6/2024	ISSAKHANI/MARINA//	CONTRACTUAL SERVICES	2,520.00	Transportation
118733	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	1,113.78	Transportation



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period:3/02/2024 to 3/15/2024

Date: 3/19/2024

Time: 7:57:23AM

Page 16 of 17

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
118796	3/13/2024	VENTURA TRANSIT SYSTEM, INC.	VEHICLE MAINTENANCE	1,052.53	Transportation
118786	3/13/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC 01/24-02/24	929.47	Transportation
118729	3/6/2024	ROBISON/MARK//	REIMBURSE-CITY CARS OIL CHANGE	128.84	Transportation
118795	3/13/2024	US BANK	FUEL CITY VEHICLE	124.42	Transportation
118729	3/6/2024	ROBISON/MARK//	REIMBURSE-CITY CARS OIL CHANGE	123.92	Transportation
118729	3/6/2024	ROBISON/MARK//	REIMBURSE-CITY CARS OIL CHANGE	123.92	Transportation
118795	3/13/2024	US BANK	FUEL	123.45	Transportation
118795	3/13/2024	US BANK	FUEL	120.08	Transportation
118795	3/13/2024	US BANK	FUEL	118.42	Transportation
118795	3/13/2024	US BANK	FUEL	108.73	Transportation
118795	3/13/2024	US BANK	FUEL CITY VEHICLE	106.37	Transportation
118795	3/13/2024	US BANK	FUEL	105.62	Transportation
118795	3/13/2024	US BANK	FUEL CITY VEHICLE	100.89	Transportation
118795	3/13/2024	US BANK	FUEL CITY VEHICLE	100.06	Transportation
118795	3/13/2024	US BANK	LICENSE/REGISTR/IT ACCESSORIES	97.31	Transportation
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	97.08	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	96.49	Transportation
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	92.49	Transportation
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	89.33	Transportation
118795	3/13/2024	US BANK	MEMBERSHIPS/FUEL	83.05	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	82.46	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	70.28	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	69.37	Transportation
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	68.10	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	65.68	Transportation
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	65.65	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	61.83	Transportation
118795	3/13/2024	US BANK	FUEL	60.31	Transportation
118795	3/13/2024	US BANK	FUEL/DUES/LUNCH MTG	59.41	Transportation
118795	3/13/2024	US BANK	ZOOM/MEMBERSHIPS/MTG REFRESHMT	51.30	Transportation
118795	3/13/2024	US BANK	CONFERENCE/EQUIPMENT/SOFTWARE	45.96	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	44.58	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	43.79	Transportation
118697	3/6/2024	COUNTY OF LOS ANGELES	TRAFFC SIGNAL MAINT	33.88	Transportation
118795	3/13/2024	US BANK	FUEL/MAINT SUPPLIES	28.46	Transportation
118795	3/13/2024	US BANK	FUEL	27.68	Transportation
118795	3/13/2024	US BANK	FUEL/CCC SUPPLIES	19.93	Transportation



CITY of CALABASAS

Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING
Reporting Period: 3/02/2024 to 3/15/2024

Date: 3/19/2024

Time: 7:57:23AM

Page 17 of 17

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Total Amount for 48 Line Item(s) from Transportation				<u>\$93,716.96</u>	
GRAND TOTAL for 517 Line Items				<u>\$1,222,569.21</u>	



Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 3/02//2024 to 3/15/2024

Date: 3/19/2024

Time: 7:59:01AM

Page 1 of 1

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Tennis & Swim Center					
14803	3/13/2024	CASCIONE/GAYLENE//	INSTRUCTOR-DANCE/BALLET	3,898.87	Tennis & Swim Center
14801	3/6/2024	SOUTHERN CALIFORNIA EDISON	ELECTRIC-01/24-02/24	3,341.14	Tennis & Swim Center
14809	3/13/2024	ZACHARATOS/GERASSIMOS T//	INSTRUCTOR-KARATE	1,688.75	Tennis & Swim Center
14800	3/6/2024	PHILIDELPHIA INSURANCE	TOP SEED LIABILITY INSURANCE	1,111.67	Tennis & Swim Center
14808	3/13/2024	US BANK	GAS/SUPPLIES	236.78	Tennis & Swim Center
14798	3/6/2024	CANON FINANCIAL SERVICES INC	PRINTER LEASE	215.31	Tennis & Swim Center
14808	3/13/2024	US BANK	GAS/SUPPLIES	191.62	Tennis & Swim Center
14799	3/6/2024	CANON SOLUTIONS AMERICA, INC	PRINTER USAGE	184.60	Tennis & Swim Center
14804	3/13/2024	CISNEROS/EDWIN ALEXANDER//	TS UNIFORMS	125.92	Tennis & Swim Center
14808	3/13/2024	US BANK	GAS/SUPPLIES	124.00	Tennis & Swim Center
14808	3/13/2024	US BANK	SUBSCRIPTION	120.00	Tennis & Swim Center
14808	3/13/2024	US BANK	GAS/SUPPLIES	118.00	Tennis & Swim Center
14806	3/13/2024	PITNEY BOWES	POSTAGE	100.00	Tennis & Swim Center
14805	3/13/2024	LAS VIRGENES MUNICIPAL WATER	WATER 01/24-02/24	89.85	Tennis & Swim Center
14807	3/13/2024	STAPLES	OFFICE SUPPLIES	57.86	Tennis & Swim Center
14808	3/13/2024	US BANK	GAS/SUPPLIES	57.67	Tennis & Swim Center
14808	3/13/2024	US BANK	SUPPLIES	11.82	Tennis & Swim Center
14802	3/6/2024	UPS FREIGHT	POSTAGE	4.40	Tennis & Swim Center
Total Amount for 18 Line Item(s) from Tennis & Swim Center				\$11,678.26	
GRAND TOTAL for 18 Line Items				\$11,678.26	

Future Agenda/Information Items

No.	10-Apr-24	Agenda Section	Department
1	Fire Standards	New Business	CD
2	Finance -audit reports	New Business	FIN
No.	24-Apr-24	Agenda Section	Department
1	Adoption of LMD/LLAD Resolutions	Consent	PW
2	Replacement Playgrounds Contract Award	Consent	CS
3	Freedom Park Ramp Entry Contract Award	Consent	CS
4	Council position on California Business Roundtable Initiative on November 2024 ballot	New Business	CM/FIN
No.	8-May-24	Agenda Section	Department
1			

Staff Driven Agenda Items

No.	Future Meetings	Agenda Section	Department
1	Strategic Priorities/2024 Work Plan Discussion	New Business	CM
2	First presentation/review of budget	New Business	FIN
3	Microtransit Program	Continued Business	PW
4	Adoption of election Resolutions	Consent	CC
5	Second presentation/review of budget	Continued Business	FIN
6	Adoption of salary/benefits Resolution	Consent	FIN
7	Budget adoption	Public Hearing	FIN
8	League of CA Cities Voting Delegate	Consent	CC
9	Conflict of Interest Code update	Consent	CC
10	West Village Project	New Business	CD
11	Broadband project update	Continued Business	COMMS
12	Adoption of election certification Resolution	New Business	CC
13	Open Space Ordinance	New Business	CC

City Council Future Agenda Items Prioritization

No.	Group A	Legislative Body/Taskforce	Agenda Section	Department	Council Review
1	Earthquake Insurance	Public Safety Commission	New Business	Public Safety	02/28/24
2	Public Safety evacuation routes and HOA gates review/analysis/coordination	Public Safety Commission	New Business	Public Safety	02/14/24
3	Ordinance adding Chapter 5.22 – Provision of Security by Commercial Retailers to the Calabasas Municipal Code	Public Safety Taskforce/City Council	New Business	Public Safety	
4	Discussion about having a full-time security guard stationed at the Calabasas Civic Center	City Council	New Business	Public Safety	03/13/24
5	Discussion regarding a lobbyist/grant writer	City Council	New Business	CM	
6	Calendar of special events (teen activities/ Ciclovía)	City Council/PRE/MYC/City Council	New Business	CS	
7	Solar panel and battery backup assessment at City facilities	Budget Taskforce	New Business	CM	
8	Tennis & Swim Center operations update	City Council	New Business	CS	

Future Agenda/Information Items

City Council Future Agenda Items Prioritization					Council Review
No.	Group B	Legislative Body/Taskforce	Agenda Section	Department	
1	Report on options on of increasing enforcement of the CMC, including City to prosecute violations of the law to include use of the City Prosecutor	City Attorney	New Business	CA	
2	Discussion regarding gun violence prevention	Public Safety Taskforce	New Business	Public Safety	
3	City Legislative Platform	City Council	New Business	CM	
4	Environmental Commission recommendation recognition program for sustainable properties and Green Business Program	Environmental Commission (in progress)	Cont'd Business	PW	
5	Business license/registry discussion	City Council for initial discussion	New Business	Comm. Dev.	
6	Council discussion of a potential transaction and use (sales) tax	City Council	New Business	CM	
7	Council position on California Business Roundtable Initiative on November 2024 ballot	City Attorney (Supreme Court decision expected by February)	New Business	CA	

No.	Group C	Legislative Body/Taskforce	Agenda Section	Department	Council Review
1	Discussion or presentation on ways to deter catalytic converter thefts; review state laws. <u>Encourage catalytic converter edging</u>	Public Safety Taskforce	New Business	Public Safety	
2	Development Code update regarding green LEED standards	Environmental Commission/Planning Commission	New Business	PW	
3	Roundabout at the intersection of Las Virgenes Road and Thousand Oaks Blvd.	Special, when it comes back	Cont'd Business	PW	
4	Formation of a water taskforce on equitable access to water	Work with LVMWD and Mayor pro Tem Kraut			
5	Green Procurement Policy recommendation from Planning/Environmental Commissions	Pause for Enviromental Manager	Cont'd Business	PW	

Future Agenda/Information Items

2023 Strategic Priorities' Status	
1	Identify potential real property acquisitions for the purposes of future parkland or open space designation. In progress
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). Complete
3	Create an economic development plan to attract businesses, fill vacant properties, and promote advantages of conducting business in Calabasas. In progress
4	Conduct a feasibility study regarding the stationing of cell towers on publicly owned sites to expand coverage areas. In progress
5	Review Los Angeles Sheriff Departments services and consider opportunities to realign funding and services, with specific focus on open space breaks, HOA/neighborhood watch coordination, and remediation of street racing. Complete
6	Develop a City Readiness & Education Initiative for Earthquake and Fire emergencies. Support home hardening programs, fire safe councils, and emergency equipment procurement. In progress
7	Reopen the Calabasas Community Center. Complete
8	Conduct feasibility study of adding basketball courts, soccer fields, or skate parks to improve recreation programs and opportunities for teenagers. Complete
9	Upgrade playground equipment, trails, and pathways at City parks. In progress
10	Complete a full and permanent build out of Wild Walnut Park to include a dog and children's park. In progress
11	Complete annexation of Craftsman's Corner. Develop a plan to annex other properties within the City's sphere of influence. In progress
12	Provide options that allow for the relief of traffic congestion within the City. In progress

2024 Meeting Dates	
22-May	25-Sep
29-May - Special	9-Oct
12-Jun	23-Oct
19-Jun - Special	05-Nov General Municipal Election
10-Jul - Canceled	13-Nov
24-Jul - Canceled	27-Nov - Canceled
14-Aug	04-Dec - Special
28-Aug	11-Dec - Council Reorg/Election Cert
11-Sep	25-Dec - Canceled