



CITY of CALABASAS



**CITY COUNCIL AGENDA
WEDNESDAY, JUNE 12, 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

ANNOUNCEMENTS/INTRODUCTIONS

ORAL COMMUNICATION – PUBLIC COMMENT

CONSENT ITEMS

1. Approval of May 22, 2024, meeting minutes
2. Consider Engagement Letter with Rogers, Anderson, Malody & Scott, LLP (Rams) for the Annual Audit of the Financial Statements for June 30, 2024
3. Adoption of Resolution 2024-1903, changing the start time of City Council meetings to be 6:00 p.m. or 7:00 p.m., as set by the agenda
4. Authorization to approve the Amendment No. 2 to the Professional Services Agreement with Ontario Refrigeration Service, Inc., amending the expiration to December 31, 2025 and the not to exceed amount to \$120,000
5. City Council consideration to change the primary and alternate liaison appointments to the Clean Power Alliance Committee
6. Recommendation To authorize City Manager to negotiate and execute, with any minor modifications deemed necessary, a Professional Services Agreement with Laz Transportation Services for the City's Operation and Maintenance of Public Transit and Transportation Services with a total contract amount not-to-exceed \$4,096,625.85 for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager
7. Recommendation to approve a Professional Services Agreement with All City Management Services, Inc. for school crossing guard services with a total contract amount not-to-exceed \$755,864 (including a 10% contingency) for three years expiring on June 30, 2027, with the option to renew for two additional one-year periods, at the discretion of the City Manager

NEW BUSINESS

8. Ordinance No. 2024-403 authorizing an Amendment to the contract between the City Council of the City of Calabasas and the Board of Administration California Public Employees Retirement System
9. Urgency Ordinance No. 2024-404 authorizing an Amendment to the contract between the City Council of the City of Calabasas and the Board of Administration California Public Employees Retirement System

PUBLIC HEARING

10. Public hearing regarding Landscape Lighting Act District Nos. 22, 24, 27, & 32 Levy of Assessments, Adoption of Resolution 2024-1904, approving a Final Engineer's Report in Connection with Landscape Lighting Act District Nos. 22, 24, 27, & 32 and Confirming Diagrams and Assessments for such Districts for Fiscal Year 2024-2025

INFORMATIONAL REPORTS

11. Check Register for the period of May 11-24, 2024

TASK FORCE REPORTS

CITY MANAGER'S REPORT

FUTURE INFORMATION/AGENDA ITEMS

ADJOURN

The City Council will adjourn to a special meeting on Wednesday, June 19, 2024, at 7:00 p.m.



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF
(818) 878-1808



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

Dear Mr. Meik:

Listed below are the year-to-date crime statistic comparisons for the City of Calabasas for the month of April 2024.

I. CRIME STATISTICS				
Part I Crimes	April 24'	YTD April 2024	YTD April 2023	+/- Change
Homicide	0	0	0	0
Rape	0	1	1	0
Robbery	0	3	2	1
Armed	0	1	2	-1
Strong-Arm	0	2	0	2
Assault	5	11	9	2
Domestic (Felony)	1	6	2	4
Burglary	8	31	24	7
Residential	4	20	11	9
Business	4	11	13	-2
Larceny Theft	15	75	68	7
Grand Theft (\$950+)	4	25	16	9
Vehicle Burglary	4	18	14	4
Unlocked Vehicle	3	15	20	-5
From Locker	0	0	0	0
From Boat	0	0	0	0
From Aircraft	0	0	0	0
Petty Theft	4	17	18	-1
Grand Theft Auto	2	9	2	7
Arson	0	1	0	1
Total Part I Crimes	30	131	106	25
Domestic Violence Misdemeanor	4	14	6	8
Swatting	0	1	0	1

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

A Tradition of Service
— Since 1850 —

Part I Crimes	YTD April 2021	YTD April 2022	YTD April 2023	YTD April 2024
Homicide	0	0	0	0
Rape	5	2	1	1
Robbery	6	2	2	3
Armed	1	1	2	1
Strong-Arm	5	1	0	2
Assault	4	6	9	11
Domestic (Felony)	1	1	2	6
Burglary	10	26	24	31
Residential	6	19	11	20
Business	4	7	13	11
Larceny Theft	76	80	68	75
Grand Theft (\$950+)	17	19	16	25
Vehicle Burglary	14	22	14	18
Unlocked Vehicle	18	18	20	15
From Locker	0	0	0	0
From Boat	0	0	0	0
From Aircraft	0	0	0	0
Petty Theft	27	21	18	17
Grand Theft Auto	8	10	2	9
Arson	0	1	0	1
Total Part I Crimes	109	127	106	131
Domestic Violence Misdemeanor	4	14	6	8
Swatting	0	1	0	1

II. NOTEWORTHY INCIDENTS

- On April 9th a male adult was arrested for felony domestic violence on 3500 Block of Poppy Dr.
- On April 9th a resident of 22000 Block of Paul Revere Dr. reported losing a firearm.
- A Flock alert on April 12th resulted in the recovery of a stolen Dodge pickup valued at \$100K.
- A Chevrolet Suburban was reported stolen from LAPD in October 2023 and recovered on April 15th at Craftsman Road and Douglas Fir Road.
- A male adult, a resident of Auburn, CA, was arrested for attempted vehicle burglary and tampering at 23901 Calabasas Road.
- A Ventura resident was arrested for driving under the influence on the 4900 block of Las Virgenes Road.
- At approximately 2030 hours, Suspects used a ladder to access an upstairs balcony to commit a burglary at 23473 Palm Drive. A safe and additional items were stolen.
- An Oak Park resident was arrested for driving under the influence and possession of a loaded firearm at Las Virgenes Road and Lost Hills Road.

III. TRAFFIC

See attached.

VI. JUVENILE INTERVENTION TEAM

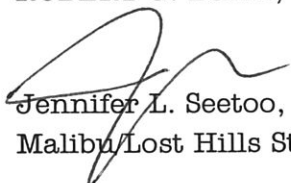
See attached.

V. ARREST STATISTICS

	YEAR TO DATE 2024		CURRENT MONTH April '24	
	ADULT	JUVENILE	ADULT	JUVENILE
Criminal Homicide	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	5	0	2	0
Burglary	0	0	0	0
Larceny Theft	3	3	1	2
Grand Theft Auto	1	0	0	0
Arson	1	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	15	1	4	0
Weapon Laws	2	0	1	0
Offenses Against Family	1	0	0	0
Narcotics	2	0	0	0
Liquor/Tobacco Laws	0	0	0	0
Drunk/Alcohol/Drugs	3	0	0	0
Disorderly Conduct	0	0	0	0
Vagrancy	1	0	1	0
Gambling	0	0	0	0
Drunk Driving Vehicle/Boat	7	0	2	0
Vehicle/Boating Laws	12	1	2	0
Vandalism	2	0	1	0
Warrants	18	0	7	0
Receiving Stolen Property	0	0	0	0
Federal Offense w/o Money	0	0	0	0
Federal Offense w/ Money	0	0	0	0
Felony, Miscellaneous	2	0	1	0
Misdemeanor, Miscellaneous	3	0	0	0
ARREST TOTALS	79	6	22	2

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	14	15	54	56	-2
Fatal Collisions	0	1	0	1	-1
Injury Collisions	6	3	19	14	+5
Property Collisions	8	10	35	40	-5
Private Property Collisions	2	2	14	9	+5
DUI Collisions with Injuries	0	0	0	0	0
DUI Collisions with Property Damage	1	0	3	0	+3
Total Pedestrian Collisions	0	1	1	2	-1
Pedestrians Killed	0	0	0	0	0
Pedestrians Injured	0	1	1	3	-2
Total Hit & Run Collisions	2	7	11	17	-6
Hit & Run Fatalities	0	0	0	0	0
Hit & Run Injuries	1	0	3	1	+2
Hit & Run Property Only	1	7	8	16	-8
CITATION SUMMARY*	This Month	Month Year Prior	Total YTD	Total Prior YTD	Change +/-
Traffic Total	147	281	610	883	-273
Hazardous Violations	66	154	306	512	-206
Non-Hazardous Violations	60	32	207	128	+79
Parking Violations	19	92	89	237	-148
DUI Arrests	2	3	8	6	+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

5/9/2024 City of CALABASAS

Date Range Reported: 4/1/2024 to 4/30/2024

	This Period	Year-to-Date
Total Collisions	14	56
Total Collisions Involving Fatality	0	0
Total Collisions Involving Injury	6	19
Total Collisions Involving Property Damage	8	37
Total Fatalities	0	0
Total Injuries	7	22
Total DUI Collisions	1	3
DUI Collisions Involving Fatality	0	0
DUI Collisions Involving Injury	0	0
DUI Collisions Involving Property Damage	1	3
Total DUI Fatalities	0	0
Total DUI Injuries	0	0
DUI Arrests	2	8
Total Non-DUI Collisions	13	53
Non-DUI Collisions Involving Fatalities	0	0
Non-DUI Collisions Involving Injuries	6	19
Non-DUI Collisions Involving Property Damage	7	34
Total Non-DUI Fatalities	0	0
Total Non-DUI Injuries	7	22
Private Property Collisions	2	14
Total Bicycle Collisions	0	1
Total Pedestrian Collisions	0	2
Total Citations	106	550
Hazardous Citations	81	467
Non-Hazardous Citations	25	83
Seat Belt Citations	0	0
Child Restraint Citations	0	2
Traffic Enforcement Index	13.5	24.6
Traffic Collision Index	1.3	1.9
DUI Index	0	0
Safety Restraint Index	0	0.00
Most Frequent Primary Collision Factor	Unsafe Speed	Unsafe Speed
Most Frequently Cited Violation	'AY VEHICLE, DISOBEY SIGNS	22350: UNSAFE SPEED

Footnotes:

Traffic Enforcement Index	Haz Citations + DUI Arrests / Fatal & Injury Collisions (20:1)
Traffic Collision Index	Non-Injury Collisions / Fatal + Injury Collisions (2.5:1)
DUI Index	DUI Arrests / DUI Fatal + Injury Collisions (10:1)
Safety Restraint Index	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: 4/1/2024 to 4/30/2024*

Total No. of Collisions: 14 Injury: 6 Non-Injury: 8 Fatal: 0 Private Property: 2

Total No. of Citations: 126 Hazardous Cites: 66 Non-Hazardous Cites: 60

Collisions by Reporting Districts

<u>Reporting District</u>	<u>No.</u>	<u>Location</u>
2241	3	at Separate Locations
2242	2	at Las Virgenes Rd and Meadow Creek Ln
2244	2	at Separate Locations
2245	3	at Separate Locations
2246	1	at Park Granada and Parkway Calabasas
2248	2	at Separate Locations
2249	1	at 22855 Mulholland Hwy and Private Property

Collision Occurred Most Frequently On:

<u>Street Name</u>	<u>Number of Collisions</u>
Las Virgenes Rd	8
2 at Agoura Rd	
2 at Lost Hills Rd	
2 at Meadow Creek Ln	
2 at at Separate Locations	
Parkway Calabasas	2
2 at Park Granada	
Calabasas Rd	1
1 at Parkway Calabasas	
Mulholland Hwy	1
1 at Old Topanga Canyon Rd (W)	

Primary Collision Factors:

<u>Violations</u>	<u>Description</u>	<u>Number of Collisions</u>
22350	Unsafe Speed	3
		3
21453(a)	Red Signal; Failure To Stop	2
23152(b)	Dui, .08 Bac Or Greater	1
22107	Unsafe Turning Movement	1
22106	Unsafe Start Or Backing	1
21804(a)	Failure To Yield Exiting Private Property Or Alley	1
21658(a)	Lane Straddling; Unsafe Lane Change	1
20001(a)	Hit And Run - Felony	1

Violations Most Frequently Cited:

<u>Violations</u>	<u>Description</u>	<u>Number of Citations</u>
38300	Off-Highway Vehicle, Disobey Signs	23
22350	Unsafe Speed	22
4000(a)(1)	Vehicle Registration Required	14
23123.5A		9
22349A		8
22101D		5
21655.5B		4
4000A1		4
22107	Unsafe Turning Movement	3
22450(a)	Failure To Stop For Posted Stop Sign	3
23123(a)	Using Wireless Hand Held Phone While Driving	3
23123A		3
26708(a)(3
5200(a)	License Plates, Two On A Vehicle Front/Rear	3
5200A		3
12500(a)	Unlicensed Driver	2
12500A		2
16028(a)	Proof Of Financial Liability-Traffic Accident	2
16028A		2
22101(d)	Req'd Or Prohibited Turn; Fail To Obey Sign	2
22450A		2
4464	Altered License Plates	2
5201.1(c)	Altering License Plate To Avoid Detection	2
12951(a)	Drivers License, Not In Possession	1
14601.2A		1
21453(a)	Red Signal; Failure To Stop	1
21453A		1
21461A		1
21651(a)(1
21651A2		1

21658A		1
21703	Following Too Closely	1
21755(a)	Unsafe Passing On Right	1
22100.5	U-Turn From Left Lane	1
22102	Violation U-Turn; Business District	1
23103(a)	Reckless Driving	1
23103A		1
23123.5(a)	Texting While Driving	1
23152(b)	Dui, .08 Bac Or Greater	1
23152(g)	Dui-Combined Alcohol And Drugs	1
24252(a)(1
26710(a)	Defective Windshield & Rear Windows	1
27153	Exhaust Products	1
28071	Bumpers Required On Vehicle	1
2815	Fail To Obey School Crossing Guard	1
2818	Traverse Flare Or Cone Pattern	1
4159	Registration Of Vehicles,notify Dmv Within 10 Days	1
4462.5	Evidence Of Registration, Intent To Avoid Fees	1

Collisions Involving Pedestrians: 0

Most Frequent Violations

Collisions Involving Bicyclists: 0

Most Frequent Violations

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

Monthly Traffic Collision Report

5/9/2024 City of CALABASAS

Date Range Reported: 4/1/2024 to 4/30/2024

Collisions

Total Non-Injury Collisions	8
Total Injury and Fatal Collisions	6
Total Collisions (Injury + Non-Injury)	14

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	6
Number of Non-DUI Collisions Involving Property Damage	7
Total Number of Non-DUI Collision Deaths	0
Total Number of Non-DUI Collision injuries	7

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	1
Total Number of PDO Hit & Run Collisions	1

Traffic Citations

Total Number of Radar Citations Issued	26
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	0
Total Number of Financial Responsibility Citations Issued	4
Total Number of Hazardous Citations Issued	81
Total Number of Non-Hazardous Citations Issued	25
Total Number of Citations Issued	106

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	13.5
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**LOST HILLS JUVENILE INTERVENTION UNIT
ACTIVITY REPORT FOR APRIL 2024
CALABASAS**

SCHOOL ISSUES

The J-Team attended the School Attendance Review Board (SARB) meeting with LVUSD at the District office. The J-Team helped LVUSD with security measures related to the termination of an employee. Additionally, the J-Team carried out follow-up investigations concerning a theft incident at Calabasas High School.

INTERVENTIONS

- The J-Team conducted follow-up investigations regarding a burglary incident at Lupin Hill Elementary. Several local juveniles were identified as Lindero Middle School and AE Wright Middle School students.
- The J-Team also conducted multiple appointments for booking juvenile subjects involved in an organized retail theft incident at Sephora of Calabasas.
- An AC Stelle student was counseled regarding the distribution of obscene material through social media. Both parents and students were receptive to the counseling.
- The J-Team conducted a follow-up meeting with a 3rd-grade student and their mother regarding a threat made at Viewpoint School. It was determined that the threat was non-viable and was stated in response to constant bullying by the other student involved. The student and parent were receptive to counseling.

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, the team met with Captain Jennifer Seetoo to inform her about our unit's investigations and current issues involving juveniles in our city.
4. The J-team 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 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 J-team conducted 290 Residential Verifications for sex registrants within the city of Calabasas jurisdiction.
11. The J-team conducted a Safety walk-through at Camp Kinneret.
12. The J-Team assisted the Community Relations Team with a Calabasas residence inspection warrant at the city's request.
13. The J-Team conducted a consensual search for ammunition at a Calabasas residence following a 5150 WIC hold for a former LVUSD employee.
14. The J-team contacted the Department of Youth Development at Lost Hills Station regarding referral statistics.

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, MAY 22, 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, Mayor pro Tem Kraut, Councilmembers Albrecht, Bozajian and Shapiro

Absent: None

1. Conference with Legal Counsel: Initiation of Litigation
(Gov't Code section 54956.9(d)(4))
Number of Potential Cases: 1

2. 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]

There was no public comment.

Mayor Weintraub called the Open Session to order at 7:00 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: Bezdecny, Castle, Dyer, Green, Holden, Meik, Melton, Mendoza, Russo, Summers and Trujillo

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Interim City Clerk Analuz Mendoza.

APPROVAL OF AGENDA

Councilmember Albrecht 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

Mr. Summers reported that the City Council met in Closed Session to discuss Item No. 1. He stated that the City Council directed staff to initiate the litigation process and noted that Item No. 2 was deferred to a future meeting.

PRESENTATIONS

- LVMWD Water Supply and the Future of Water

Mike McNutt, Andy Coradeschi and Gary Burns made a presentation to the City Council.

Councilmembers shared their thoughts and thanked Mike McNutt and Board members Andy Coradeschi and Gary Burns for their presentation.

NEW BUSINESS

1. Consideration and approval of appointment of Randi Feilich to the Environmental Commission

Mayor pro Tem Kraut moved, seconded by Councilmember Shapiro to appoint Randi Feilich to the Environmental Commission. MOTION CARRIED 5/0 as follows:

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

2. Oath of Office to newly appointed Commissioner

Mayor Weintraub administered the Oath of Office to Randi Feilich.

Ms. Feilich expressed appreciation to the City Council for her appointment.

Mayor Weintraub continued with the meeting.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Mayor pro Tem Kraut:

- Extended an invitation to the Organized Retail Crime Task Force Lunch and Learn hosted by the Calabasas Chamber of Commerce at Founders Hall on June 6.

Councilmember Albrecht:

- Reported that California Public Utilities Commission (CPUC) issued a proposal rejecting AT&T's request to withdraw as a carrier of last resort (COLR) and indicating that the CPUC intends to initiate a new Rulemaking process to address COLR telecommunications service obligations.
- Extended an invitation to the "Be Prepared" Safety Fair at the Calabasas Community Center on June 8.

Councilmember Shapiro:

- Congratulated the Calabasas Chamber of Commerce on their successful 25th Annual Calabasas Wine Tasting & Silent Auction.
- Congratulated staff for a wonderful Sports Court Reopening and Community Event at De Anza Park.
- Congratulated the CHS Theatre Program for the Jerry Herman nominations and the Girls' Track & Field team for their outstanding achievements.
- Congratulated culminating Class of 2024.
- Wished everyone a Happy Memorial Day and thanked those who have served our Country.

Mayor Weintraub:

- Reported that there will not be fireworks at CHS this year.
- Extended invitation to the SunSets Concert Series – Summer Nights Tribute to Grease at the Calabasas Lake on June 2.
- Acknowledge May as Mental Health Awareness Month. Additionally, she encouraged everyone to participate in the Mayor's Youth Council essay contest on mental health in August.

ORAL COMMUNICATIONS – PUBLIC COMMENT

Mark Levinson, Mike McNutt and Bill Ward spoke during public comment.

CONSENT ITEMS

3. Approval of May 8, 2024, meeting minutes

4. Recommendation to award a construction contract for the 2024 Street Resurfacing Project, Specification No. 23-24-05, to All American Asphalt, for the total amount of \$1,154,460.00 and to allocate \$1,259,411.00 to the project budget
5. Adoption of Resolution No. 2024-1902 to include a list of projects funded by Senate Bill 1 (the Road Repair and Accountability Act) to the Fiscal Year 2024-25 budget for the Capital Improvement Program
6. Adoption of Resolution Nos. 2024-1899, 2024-1900 and 2024-1901, regarding the Calabasas General Municipal Election to be held on November 5, 2024

Mayor pro Tem Kraut requested Item No. 3 be pulled from Consent. He stated that he was present for Closed Session Item. No. 1 and recused himself for Item No. 2 during the May 8 City Council meeting.

Mr. Summers validated Mayor pro Tem Kraut's participation in Closed Session Item No. 1.

Councilmember Shapiro requested Item No. 4 be pulled from Consent.

Councilmember Albrecht requested Item No. 5 be pulled from Consent.

Mr. Castle addressed the City Council regarding Item No. 4.

Ms. Holden addressed the City Council regarding Item Nos. 4 and 5.

Councilmember Shapiro moved, seconded by Mayor pro Tem Kraut to approve Consent Item Nos. 3-6 with modifications. MOTION CARRIED 5/0 as follows:

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

CONTINUED BUSINESS

7. Public meeting regarding Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27, & 32 assessment proceedings

There were no public comments. Staff noted a Public Hearing would be held on June 12.

NEW BUSINESS (Continued)

8. Adoption of Resolution No. 2024-1896 Approving the Funding Agreement for \$496,000 with Los Angeles County Metropolitan Transportation Authority for the City's Zero-Emission Bus Rollout Project and Adoption of Resolution No. 2024-1897 to Appropriate Funds for the Project.

Ms. Bezdecny and Mr. Castle presented the report.

Mayor pro Tem Kraut moved, seconded by Councilmember Kraut to approve the adoption of Resolution No. 2024-1896 Approving the Funding Agreement for \$496,000 with Los Angeles County Metropolitan Transportation Authority for the City's Zero-Emission Bus Rollout Project and Adoption of Resolution No. 2024-1897 to Appropriate Funds for the Project. MOTION CARRIED 5/0 as follows:

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

The meeting recessed at 8:10 p.m.

The meeting reconvened at 8:20 p.m.

9. Presentation and review of City Manager recommended Budget for FY 2024-2025.

Mr. Ahlers and Mr. Meik presented the report.

Brian Cameron spoke during public comment.

The City Council provided direction to staff.

INFORMATIONAL REPORTS

5. Check Register for the period of April 27-May 10, 2024

No action taken on this Item.

TASK FORCE REPORTS

Mayor pro Tem Kraut reported his participation in a Santa Monica Mountains Conservancy meeting on May 20.

Councilmember Bozajian reported that he and others attended the California Contract Cities Association Annual Municipal Seminar May 16-19. Additionally, he reported his upcoming attendance to the League of California Cities General Membership meeting on June 6.

Councilmember Albrecht reported his upcoming attendance to an Economic Development Task Force meeting.

Councilmember Shapiro reported that he attended a Mayor's Youth Council meeting. He also reported that Mayor Weintraub and he welcomed students from Bay Laurel Elementary for a tour of Council Chambers and a mock meeting. Additionally, he reported his participation in a Recreation/Youth/Senior Task Force and a Development and Infrastructure Task Force meeting. Further, he reported his attendance to several Budget Task Force meetings. Moreover, he reported that he attended the Steve Allen Awards hosted by the Valley Economic Alliance. Lastly, he reported that he attended the SCAG Legislative / Communications & Membership Committee meeting.

Mayor Weintraub reported that she attended the Sports Court Reopening and Community Event at De Anza Park. She also reported her participation in a Mayor's Youth Council meeting, a Recreation/Youth/Senior Task Force meeting. Lastly, she reported that she attended a COG meeting.

CITY MANGER'S REPORT

Mr. Meik expressed appreciated to staff in recognition of Public Works week. Additionally, he shared that staff is considering a Public Works yard to store future zero-emission busses.

Mayor Weintraub acknowledged Public Works staff and thanked them for their work.

FUTURE INFORMATION/AGENDA ITEMS

Councilmember Bozajian requested a Memorandum regarding charter cities.

ADJOURN

The City Council adjourned at 9:48 p.m. to a regular meeting scheduled on Wednesday, June 12, 2024, at 7:00 p.m.


Analuz Mendoza, Interim City Clerk
Certified Municipal Clerk



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 3, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER 

SUBJECT: CONSIDER ENGAGEMENT LETTER WITH ROGERS, ANDERSON, MALODY & SCOTT LLP (RAMS) FOR THE ANNUAL AUDIT OF THE FINANCIAL STATEMENTS FOR JUNE 30, 2024

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

Staff recommends the City Council authorize the City Manager or the Chief Financial Officer to sign the engagement letter with the City's independent auditors, Rogers, Anderson Malody & Scott LLP (RAMS) to perform the annual audit of the City's financial statements for the period ending June 30, 2024. This year's cost is \$36,700. This amount agrees with the five-year contract with RAMS.

BACKGROUND:

The City of Calabasas (City) is in the fifth year of a five-year agreement with RAMS to conduct the City's annual audit and produce the Annual Comprehensive Financial Report (ACFR).

DISCUSSION/ANALYSIS:

This engagement letter puts forth the duties RAMS will perform along with the responsibilities of the City for this year's audit.

FISCAL IMPACT/SOURCE OF FUNDING:

The amount of \$36,700 is appropriated in this year's annual budget.

REQUESTED ACTION:

The City Council authorizes the City Manager or the Chief Financial Officer to approve and sign the engagement letter from RAMS dated May 8, 2024.

ATTACHMENTS:

1. RAMS Engagement Letter, dated May 8, 2024
2. RAMS letter regarding financial statement audit, compliance audit and planned scope and timing of the audit, dated May 8, 2024
3. Report on the Firm's System of Quality Control, dated June 4, 2021



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

May 8, 2024

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San Bernardino, CA 92408
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ramscpa.net

To Management, the Honorable Mayor, and City Council
City of Calabasas
Calabasas, California

PARTNERS

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Bradferd A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Brenda L. Odle, CPA, MST (Partner Emeritus)
Terry P. Shea, CPA (Partner Emeritus)

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Laura Arvizu, CPA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA
Monica Wysocki, CPA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants

This letter is provided in connection with our engagement to audit the financial statements and to audit compliance over major federal award programs of the City of Calabasas (the entity) as of and for the year ended June 30, 2024. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit, the compliance audit, and the planned scope and timing of our audits.

Our Responsibilities

As stated in our engagement letter dated May 8, 2024, we are responsible for conducting our audits in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), for the purpose of forming and expressing an opinion on the financial statements, and on major federal award program compliance. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility as it relates to the schedule of expenditures of federal awards is to evaluate its presentation for the purpose of forming and expressing an opinion as to whether it is presented fairly in all material respects in relation to the financial statements as a whole.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether the introductory or statistical information is properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

Planned Scope of the Audit

Our audits will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit procedures will also include determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs.



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City of Calabasas

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or material noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the Uniform Guidance.

Our audits will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements, the risk of material noncompliance in the major federal award programs, and as a basis for designing the nature, timing, and extent of further audit procedures. However, we will communicate to you at the conclusion of our audit, significant matters that are relevant to your responsibilities in overseeing the financial reporting process, including any material weaknesses, significant deficiencies, and violation of laws or regulations that come to our attention. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Certain significant risks are presumptive in most audits and merit attention by the auditors due to the direct impact over financial reporting and internal control processes. Although we are currently in the planning stage of our audit, the following presumptive significant risks are applicable to our audit and require special audit considerations:

- *Management's override of internal controls over financial reporting:* Auditors must consider and respond to the risk of management override of internal controls, which is the intervention by management in handling financial information and making decisions contrary to internal control policy.
- *Revenue recognition:* Auditors must consider and respond to the risk of management subversion of generally accepted accounting principles in determining how and when revenue is recognized.
- *Significant estimates:* Auditors must consider and respond to the risk of management bias in significant accounting estimates. Financial statement areas containing significant estimates can include, but are not limited to, net pension liability and related deferred inflows/outflows, net OPEB liability and related deferred inflows/outflows, leases receivable and related deferred inflows of resources, lease and subscription liabilities, right-to-use assets, depreciation and amortization expenses, and fair value measurements.

We expect to begin our audit on approximately June 17, 2024. Gardenya Duran, CPA, CGMA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the information and use of the City Council and management of the entity and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

Rogers, Anderson, Malachy & Scott, LLP.



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
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ramscca.net

May 8, 2024

To Management, the Honorable Mayor, and City Council
City of Calabasas
Calabasas, California

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The following represents our understanding of the services we will provide the City of Calabasas.

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Calabasas (the entity), as of June 30, 2024, and for the year then ended and the related notes, which collectively comprise the entity's basic financial statements as listed in the table of contents. In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and, if applicable, in accordance with *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form our opinions and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.



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City of Calabasas

Accounting principles generally accepted in the United States of America, (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. General and Major Special Revenue Fund Budgetary Comparison Schedules
3. Pension Related Schedules
4. OPEB Related Schedules

Supplementary information other than RSI will accompany the entity's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1. Other Major Funds and Non-major Funds Budgetary Comparison Schedules
2. Combining Statements/Schedules

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Introductory Section
2. Statistical Section

Schedule of Expenditures of Federal Awards, if applicable

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). As part of an audit in accordance with these standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and in accordance with *Government Auditing Standards*. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

Management, the Honorable Mayor, and City Council
City of Calabasas

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the entity's basic financial statements. Our report will be addressed to the City Council of the entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on the Appropriations Limit upon completion of our audit.

Audit of Major Program Compliance

Our audit of the entity's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Management, the Honorable Mayor, and City Council
City of Calabasas

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
- For maintaining records that adequately identify the source and application of funds for federally funded activities;
- For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
- For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- For taking prompt action when instances of noncompliance are identified;
- For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;

Management, the Honorable Mayor, and City Council
City of Calabasas

- For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- For submitting the reporting package and data collection form to the appropriate parties;
- For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit;
 - Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
 - A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
- For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- For the accuracy and completeness of all information provided;
- For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Management, the Honorable Mayor, and City Council
City of Calabasas

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the entity. However, we will provide advice and recommendations to assist management of the entity in performing its responsibilities.

The following are nonattest services that may be requested by the entity, which can include, but is not limited to the following:

- To propose adjusting or correcting journal entries to be reviewed and approved by management,
- To assist management with drafting financial statements based on the entity's trial balances,
- Other agreed upon procedures,
- Annual Financial Transaction Report preparation,
- To assist management with completing the Data Collection Form and submitting to the Federal Audit Clearinghouse, if applicable, and

The entity's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitoring the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards, and
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Other

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

In addition, we will perform an agreed upon procedures engagement related to the entity's Appropriations Limit. The procedures have been agreed to by the entity and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII B of the California Constitution*) and will be performed solely to assist the entity in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The entity's management will be responsible for the Appropriations Limit worksheet.

Management, the Honorable Mayor, and City Council
City of Calabasas

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. For example, such transmissions might include, but not be limited to exchanging documents via our secure portals. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Gardenya Duran, CPA, CGMA is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising our firm's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the financial statement audit will be \$33,000, and for the single audit will be \$3,700 for the first major program (or examination if allowed per U.S. Department of Treasury exemption for Coronavirus State and Local Fiscal Recovery Funds) and \$3,000 for each additional major program. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the entity's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Our fee for this engagement assumes the following: the entity will be adequately prepared for the audit and the entity's financial operations and working trial balance will be consistent from year to year. If, after we receive the working trial balances, we notice there are excessive new accounts over the prior year, or if there are excessive subsequent journal entries, or prepared by client workpapers that do not agree to the working trial balances, or there are new funds/functions within the entity, or other changes that necessitate a significant amount of time to address, we will need to come to an agreed-upon change order to address any possible additional costs incurred by the firm. If the need for additional work does come to our attention, we will immediately notify entity staff. If you choose to have us perform the additional work, then such work will be performed at the same hourly rates applicable to the audit work and set forth in an addendum to the contract between the entity and our firm.

Management is also responsible for the implementation of new standards issued by the Governmental Accounting Standards Board. We will provide reasonable assistance in the preparation of the items noted herein, but any significant time needed to complete the financial statements will be billed separately.

Our proposed fee is also dependent on all items requested being completed in the format requested or in a mutually agreed-upon format and uploaded to the Engagement Organizer hosted by our firm in a timely manner in accordance with the agree-upon audit timeline.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Management, the Honorable Mayor, and City Council
City of Calabasas

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report. Upon expiration of this period, we will be free to destroy our records related to the engagement. However, we do not keep original client documents, so we will return those as they are used during each engagement. It is management's responsibility to retain and protect the records for possible future use, including examination by regulators and federal agencies.

We require that a copy of the final trial balance (i.e., a trial balance ready to audit) be delivered to us at least 10 business days prior to the start of the audit, otherwise we may reschedule the start of the audit.

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of our firm and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulator's, federal agencies, and to the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of our firm's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulators. The regulator's may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Non-solicit Clause

We value each and every one of our clients as well as each and every one of our employees. We have spent a great deal of time and resources to locate, train and retain our employees. We respectfully request that you do not solicit our employees to work for you. If you do hire one of our employees within 2 years of when they last worked for our firm, we will be due a finder's fee equal to 50% of the annual salary they were earning as of their last day of employment. Payment will be due within 10 days of your receipt of our invoice.

To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Management, the Honorable Mayor, and City Council
City of Calabasas

International Alliance Membership

Our firm is an independent member firm of Alliot Global Alliance, which is an international alliance of independent accounting, law, and specialist firms. Alliot Global Alliance and its member firms are legally distinct and separate entities. These entities are not and shall not be construed to be in the relationship of a parent firm, subsidiary, partner, joint venture, agent, or a network. No Alliot Global Alliance member firm has any authority (actual, apparent, implied, or otherwise) to obligate or bind Alliot Global Alliance or any other Alliot Global Alliance member firm in any manner whatsoever. Equally, neither Alliot Global Alliance nor any other member firm has any authority to obligate or bind us or any other member firm. All Alliot Global Alliance members are independent firms, and as such, they each render their services entirely on their own account (including benefit and risk). In connection with the engagement contemplated by this letter or any other services from time to time provided by us, we may seek advice from or may recommend the retention of an Alliot Global Alliance member firm. Alliot Global Alliance and its other member firms shall have no liability for advice rendered by us or such consulted or retained Alliot Global Alliance member firm. Nor shall we have liability for advice rendered by any of the other Alliot Global Alliance member firms, even if consulted or recommended to you by our firm.

Please electronically sign this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities. Please download a copy of the letter for your records once you have completed the signature process.

As a reminder, we will not initiate services until we receive the signed letter.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Rogers, Anderson, Malody & Scott, LLP.

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Calabasas by:

Name: RON AHLERS *Ron Ahlers*

Title: CHIEF FINANCIAL OFFICER

Date: JUNE 3, 2024

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

June 4, 2021

To the Partners of Rogers, Anderson, Malody & Scott, LLP, and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.



GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



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CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 23, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANALUZ MENDOZA, INTERIM CITY CLERK

SUBJECT: ADOPTION OF RESOLUTION 2024-1903, CHANGING THE START TIME OF CITY COUNCIL MEETINGS TO BE 6:00 P.M. OR 7:00 P.M., AS SET BY THE AGENDA

MEETING

DATE: JUNE 12, 2023

BACKGROUND AND DISCUSSION:

Calabasas Municipal Code section 2.04.010.A. requires the City Council set the City Council meeting time by a resolution adopted by the City Council. On June 10, 2009, the Calabasas City Council adopted Resolution No. 2009-1189 to set the City Council meeting start time at 7:00 p.m. At the May 22nd City Council meeting, the City Council requested a resolution to change the start time of City Council meeting to be 6:00 p.m. or 7:00 p.m., as set by the agenda.

DISCUSSION/ANALYSIS:

Pursuant to the City Council's request, Resolution 2024-1903 changes the start time of City Council meeting to be 6:00 p.m. or 7:00 p.m., as set by the agenda. Resolution 2024-1903 also repeals Resolution No. 2009-1189.

REQUESTED ACTION:

Adopt of Resolution No. 2024-1903 changing the starting time of City Council meetings to 6:00 p.m. or 7:00 p.m., as set by the agenda.

ATTACHMENTS:

Resolution No. 2024-1903

RESOLUTION NO. 2024-1903

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, CHANGING THE START TIME OF THE CITY COUNCIL MEETING TO 6:00 P.M. OR 7:00 P.M., AS SET BY THE AGENDA.

WHEREAS, on June 10, 2009, the Calabasas City Council adopted Resolution No. 2009-1189 to set the City Council meeting start time at 7:00 p.m.; and

WHEREAS, the Calabasas City Council desires to change the start time of the City Council meeting to begin at 6:00 p.m. or 7:00 p.m., as set by the agenda; and

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF CALABASAS, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The City Council meetings shall begin at either 6:00 p.m. or 7:00 p.m., which shall be set by the City Council agenda.

SECTION 2. Resolution No. 2009-1189 shall be repealed.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this ___ day of _____, 2024.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

Analuz Mendoza, Interim
City Clerk

Matthew T. Summers
City Attorney
Colantuono, Highsmith & Whatley



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 28, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ONTARIO REFRIGERATION SERVICE, INC., AMENDING THE EXPIRATION TO DECEMBER 31, 2025 AND THE NOT TO EXCEED AMOUNT TO \$120,000

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION

That the City Council authorizes the amendment to the professional services agreement with Ontario Refrigeration Service Inc., extending the expiration date to December 31, 2025, and increasing the not-to-exceed amount to \$120,000. This agreement will enable the Community Services Department to maintain the aging HVAC systems at its facilities until an HVAC replacement program is implemented by the City.

BACKGROUND

The HVAC systems at the Calabasas Tennis and Swim Center (9 units) and the Calabasas Community Center (13 units) are 25 years old or older and are experiencing significant mechanical issues. The Community Services Department needs to extend the contract with Ontario Refrigeration Service Inc. to repair and maintain these units until a comprehensive HVAC replacement program is established. Ontario Refrigeration Service Inc. has maintained the units at the Calabasas Community Center for many years and at the Calabasas Tennis and Swim Center for the past two years. Due to the age of the units and the addition of the Calabasas Community Center aging units to the department's operations,

monthly maintenance is required, necessitating an increase to the original contract amount to \$60,000 in August 2023. Since then, monthly maintenance and upkeep have been performed on the 22 units, and at the Tennis and Swim Center, one unit had to be replaced because it was beyond repair. These actions depleted the contract funds more quickly than anticipated.

DISCUSSION/ANALYSIS

The HVAC units at the Calabasas Tennis and Swim Center and the Calabasas Community Center provide both air conditioning and heating, depending on the season. With the hot summer months approaching, it is crucial to have a reliable service company on contract to address any HVAC issues that may arise before the systems can be replaced. Maintaining cool spaces during the summer is essential, and the newly constructed gymnasium floor at the Calabasas Community Center must be kept at a constant temperature of 60 degrees to prevent compaction and expansion, which could cause warping and void the warranty.

Ontario Refrigeration Service Inc. has extensive knowledge of these aging systems and is well-equipped to keep them operational, ensuring the comfort of our visitors until the units are replaced.

FISCAL IMPACT/SOURCE OF FUNDING

An additional \$60,000 is requested to be added to the existing contract, funded from the Contractual Services accounts for the Department's facilities. No additional budget allocation is required, as the services will be funded from the current City Council approved budgets.

REQUESTED ACTION

Staff request that the City Council authorizes the amendment to the professional services agreement with Ontario Refrigeration Service Inc., extending the expiration date to December 31, 2025, and increasing the not-to-exceed amount to \$120,000.

ATTACHMENTS: Professional Services Agreement

AMENDMENT No. 2 TO PROFESSIONAL SERVICES AGREEMENT

City of Calabasas and Ontario Refrigeration Service Inc.

This Amendment No. 2 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 12th day of June, 2024 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Ontario Refrigeration Service Inc., 635 S. Mountain Ave, Ontario, CA 91762 (“Contractor/Consultant”).

This “Amendment” modifies the original Agreement between the “City” and the “Contractor/Consultant” dated April 5, 2023 and Amendment #1 dated August 9, 2023 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”: December 31, 2025.

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) _____ (Contractor/Consultant) _____

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”
Ontario Refrigeration Service, Inc

By: _____
Alicia Weintraub, Mayor

By: _____
Phillip Talleur, Chief Executive Officer

Date: _____

Date: _____

By: _____
Kindon Meik, City Manager

By: _____
Darrel Barnes, Executive Vice President,
Sales

Date: _____

Date: _____

By: _____
Erica Green, Community Services Director

Date: _____

Attest:

By: _____
Analuz Mendoza
Interim City Clerk

Date: _____

Approved as to form:

By: _____
Matthew T. Summers, City Attorney

Date: _____



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 23, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL MCCONVILLE, DEPUTY CITY MANAGER
CAROLINE LEWIS, MANAGEMENT ANALYST

SUBJECT: CITY COUNCIL CONSIDERATION TO CHANGE THE PRIMARY AND ALTERNATE LIAISON APPOINTMENTS TO THE CLEAN POWER ALLIANCE COMMITTEE

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

That the City Council approve a reassignment of the liaison roles on the Clean Power Alliance Committee.

BACKGROUND/DISCUSSION:

Due to scheduling conflicts with other City Council Committee Appointments, Councilmembers Albrecht and Shapiro are recommending that Councilmember Albrecht assume the role of Primary liaison (formerly Alternate), with Councilmember Shapiro assuming the role of Alternate liaison (formerly Primary) to the Clean Power Alliance Committee. Staff is also recommending the removal of Michael McConville as an Alternate appointment due to adequate availability arising from the proposed reassignments.

REQUESTED ACTION:

That the City Council approve a reassignment of the liaison roles on the Clean Power Alliance Committee.

ATTACHMENTS:

Revised Council Liaisons Appointments List

Current Council Liaisons Appointments

Revised 6.12.24

ATTACHMENT

Budget Taskforce	Shapiro Kraut
Commission Procedures/Council Protocols Taskforce	Bozajian Kraut
Economic Development Taskforce	Weintraub Albrecht
Public Safety/Emergency Preparedness Taskforce	Shapiro Weintraub
Open Space/Annexations Taskforce	Bozajian Kraut
School Site Taskforce	Shapiro Weintraub
Homeless Taskforce	Weintraub Kraut
Development and Infrastructure Taskforce	Weintraub Shapiro
Sustainability Taskforce	Shapiro Albrecht
Mayor's Youth Council Taskforce	Mayor
Recreation/Youth/Senior Services Taskforce	

Current Council External Committee Appointments

Revised 6.12.24

<u>Agoura Hills/Calabasas Community Center Joint Powers Authority Board</u>	Bozajian Kraut
<u>Calabasas Chamber of Commerce</u>	Bozajian Albrecht
<u>California Contract Cities Association</u>	Bozajian Albrecht
<u>California Joint Powers Insurance Authority</u>	Bozajian Albrecht (Alternate)
<u>Clean Power Alliance</u>	Albrecht Shapiro (Alternate) McConville (Alternate)
<u>Headwaters Corner Interpretive Center Board of Directors</u>	Kraut Albrecht
<u>Las Virgenes – Malibu Council of Governments</u>	Weintraub Shapiro
<u>League of California Cities</u>	Bozajian Kraut
<u>Los Angeles County City Selection Committee</u>	Mayor or designee
<u>Los Angeles County West Vector & Vector-Borne Disease Control District</u>	Bozajian
<u>Santa Monica Mountains Conservancy Advisory Board</u>	Kraut Albrecht (Alternate)
<u>Southern California Association of Governments (SCAG)</u>	Shapiro Weintraub (Alternate)
<u>The Valley Economic Alliance</u>	Shapiro Albrecht (Alternate)
<u>Valley Industry Commerce Association (VICA)</u>	Shapiro Kraut (Alternate)



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 3, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
TATIANA HOLDEN, P.E., PUBLIC WORKS DEPUTY DIRECTOR
TRA'A BEZDECNY, ASSISTANT ENGINEER**

**SUBJECT: RECOMMENDATION TO AUTHORIZE CITY MANAGER TO
NEGOTIATE AND EXECUTE, WITH ANY MINOR MODIFICATIONS
DEEMED NECESSARY, A PROFESSIONAL SERVICES AGREEMENT
WITH LAZ TRANSPORTATION SERVICES FOR THE CITY'S
OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND
TRANSPORTATION SERVICES WITH A TOTAL CONTRACT AMOUNT
NOT-TO-EXCEED \$4,096,625.85 FOR THREE YEARS EXPIRING ON
JUNE 30, 2027 WITH THE OPTION TO RENEW FOR TWO
ADDITIONAL ONE-YEAR PERIODS, AT THE DISCRETION OF THE
CITY MANAGER**

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to negotiate and execute, with any minor modifications deemed necessary, a professional services agreement (PSA) with LAZ Transportation Services for the City's operation and maintenance of public transit and transportation services with a total contract amount not-to-exceed \$4,096,625.85 (including a 10% contingency) for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager.

BACKGROUND:

Calabasas has its own transit program providing shuttle and dial-a-ride services to the community. The shuttle operation consists of one fixed-route (Line 1), four peak-hour routes (Lines 2-5), and two seasonal routes (Trolley and Beach Bus). The City owns its own fleet of shuttles and a trolley, but contracts out the operation and maintenance of the vehicles. The current PSA with Ventura Transit Services, Inc. is set to expire on June 30, 2024. The City released a Request for Proposals (RFP) for the operation and maintenance of the Calabasas Transit system for a contract term of July 1, 2024 to June 30, 2027. The RFP was posted on the City's website from April 8, 2024 through May 20, 2024. During the posting period staff received and responded to numerous questions from prospective bidders.

Staff received three proposals from LAZ Transportation Services, MV Transportation, Inc., and Ventura Transit Services, Inc. (VTS). All proposals were reviewed by staff and evaluated for criteria including approach and deliverables, experience and qualifications of the company, operational resources, and cost. Proposals were also reviewed for responsiveness and completeness. After this initial review, all three companies were invited for an interview with staff for further evaluation. Based on the evaluation of the proposals and interviews, staff determined LAZ Transportation Services to be the best qualified company for this contract.

DISCUSSION:

The RFP required that proposers submit a staffing plan, organization chart for the project team, description of the company's background and experience in providing public transit services, references, and qualifications of the company and proposed consultant staff. In their proposals, prospective companies were asked to address each item in the scope of services stated in the RFP. The scope of services includes: summarizing their understanding of the City's transit needs and providing a strategy to meet those needs; providing a service plan that details how each route will be staffed and supervised; submitting a plan to deliver timely and excellent customer service, including a communication protocol with city staff; description of training for drivers and other consultant staff; safety protocols; vehicle inspection and maintenance plan; development of a regulatory reporting program; and a startup plan for the contract. The scope of services also includes providing services for special events, such as the Pumpkin Festival. Proposers were also required to complete a detailed cost estimate which is summarized further below in this report in Table 1.

Proposers were evaluated based on four categories which included: approach and deliverables; experience, qualifications and references; operational resources; and cost. Initial scores were based on the proposals received and all companies scored high enough to move on to the interview process. Final evaluation scores are a combination of the scoring of the proposals and information received during the interviews. The evaluation is summarized below.

Approach and Deliverables:

Proposers were scored on their response to each of the tasks identified in the Scope of Services. These tasks include maintenance, route operation, and safety and emergency procedures.

Maintenance is a crucial aspect for any transit fleet, but is especially important for Calabasas considering the age of our current fleet. The average age of our shuttles is 14 years while the expected useful life is 10 years. It's important to note that City is maintaining these older buses for longer durations due to the upcoming transition to a zero-emission fleet. Calabasas is expecting to receive between two and six electric vehicles during the term of this contract, and maintenance of these new vehicles will be essential for reliability and a longer service life of the new shuttles as well as the older ones. Maintenance starts with daily inspections completed by drivers and regular preventative maintenance completed by the contractor's maintenance staff. Other maintenance may be needed as parts require repairs or replacement. While all proposers discussed maintenance, there were key differences between the three in regards to maintenance.

- LAZ's proposed maintenance facility is 65 miles away and could place unnecessary mileage on the shuttles as well as increase fueling costs. However, their proposal exhibits the best understanding of the maintenance requirements and includes telematics technology allowing the Contractor and City staff to constantly track the status and condition of the fleet. Staff questioned the location of the maintenance facility during the interview and LAZ explained that small and immediate repairs would be completed at a local shop or by roadside/parking lot service. LAZ also maintains contracts with mechanic shops specializing in fleet service. By LAZ utilizing a 3rd-party facility, the City's fleet would receive an additional level of inspection that comes with a company that is focused on providing complete and thorough service, while also having more experience that comes with servicing a high volume of vehicles.

- MV's proposal shows a clear understanding of inspections and preventative maintenance. They would provide a maintenance manager who reports to the general manager and MV has access to 115 maintenance shops.
- VTS's proposal shows a clear understanding of inspections and preventative maintenance. They would provide a maintenance manager who reports to the general manager, however VTS only has one in-house shop and did not go into detail how the shop ensures timely and complete maintenance.

Route operation is the next essential task for a transit program. Ensuring the bus is where it should be, when it should be, is core to a reliant system. In addition to the fixed-routes, this contract is responsible for the operation of special trips for the Senior Center, Summer Concerts, Pumpkin Festival, and other City events.

- LAZ's proposal includes real-time tracking for the contractor, City, and passengers and a secret shopper service for self-evaluation and improvement. The secret shopper service is essentially an unannounced rider who evaluates their experience and reports to management. LAZ's proposed hours were higher than staff's expectation of the hours necessary to complete each route. However, during the interview, it was determined that LAZ provides more time than the other proposers for daily vehicle inspections (which are performed before and after each route). Staff supports the hours proposed by LAZ because allotting the correct amount of time for the pre-trip inspection is critical and ensures that drivers do not feel rushed to skip critical inspection elements. LAZ is also the least expensive per driver-hour, which will keep costs down for special events. LAZ's proposal also includes, at no cost, an app that can provide real-time shuttle bus tracking and destination planning. Staff was planning to issue a separate RFP at a future date for a similar app and anticipates that by awarding this contract to LAZ that the additional RFP will not be needed.
- MV's proposal includes an additional cost-option for tracking, but otherwise relies on dispatch to coordinate route operations. Their proposal is the most in-line with staff's expectations of the hours necessary to complete each route. However, MV's hourly rate varies across the different routes, making potential future route adjustments difficult to budget for.
- VTS's proposal includes utilizing NovusMED for scheduling and dispatching through GPS tracking. However, their proposal is not in line with staff's expectations of the hours necessary to complete each route and averages an additional 69% across the seven routes. VTS was also the most

expensive per driver-hour, which will increase costs for special events, which are typically funded by the City's General Fund.

Experience and Qualifications:

Proposers were scored on the experience of the company and its staff, their qualifications related to providing transit services, and information provided by their references. All three companies received responses that confirmed their abilities to complete contracts. LAZ was determined to be best proposer in this category due to their experience providing service to small- to medium-sized cities including the City of Dana Point and the City of San Clemente, which are similar to Calabasas.

Operational Resources:

Proposers were scored on their financial and operational resources. LAZ received the highest score due to their telematics technology and rider app. MV proposed an optional app that would be an additional cost, and VTS only proposed the existing GPS tracking.

Cost:

For this RFP, staff provided a detailed fee schedule to be filled completed by the proposers to accurately discern the difference between the companies, based on their understanding of the needs of the contract. This fee schedule is divided by driver hours (time necessary to complete the program's routes and special events), maintenance (preventative maintenance, extra maintenance, CNG fueling, and cleaning), and administration (general administration, customer service, and reporting). Staff also created allowance items for special events, extra maintenance activities, and CNG fueling. As this contract is for professional services, cost is a factor, but not the primary factor for consideration.

The fee schedule allows staff to see the anticipated 1st year total, percentage increase for years two and three for the base contract amount, and percentage increase for years four and five for the optional extensions. In addition to this base contract, staff added 10% for contract contingencies. Based on the past six years across two separate contracts from 2018 through 2024, these numbers are in line with staff's expected costs.

Table 1. Proposed Fee Summary

	LAZ	MV	VTS
Driver Hours	\$ 466,687.50	\$ 426,057.44	\$ 723,926.00
Fuel & Maintenance	\$ 131,600.00	\$ 303,020.80	\$ 80,000.00*
Administration	\$ 606,606.00	\$ 470,971.69	\$ 120,588.96*
Year 1 Total	\$ 1,204,893.50	\$ 1,200,049.93	\$ 924,514.96
Year 2 Total	\$ 1,241,040.31	\$ 1,248,051.93	\$ 970,740.71
Year 3 Total	\$ 1,278,271.51	\$ 1,297,974.01	\$ 1,019,277.74
3-Year Base Contract	\$ 3,724,205.32	\$ 3,746,075.87	\$ 2,914,533.41
10% Contingency	\$ 372,420.53	\$ 374,607.59	\$ 291,453.34
3-Year Contract	\$ 4,096,625.85	\$ 4,120,683.46	\$ 3,205,986.75
Year 4 Extension	\$ 1,316,619.66	\$ 1,336,913.23	\$ 1,070,241.63
Year 5 Extension	\$ 1,356,118.25	\$ 1,377,020.63	\$ 1,123,753.71

*The VTS Fee Schedule does not have charge for maintenance or reporting

If City and Contractor decide to extend the contract, it would be for no more than the annual extension amount shown above plus a 10% (approximately \$130,000/year in Years 4 and 5).

Determination:

In summary, staff recommends awarding this contract to LAZ. LAZ offers robust technology, has experience with cities similar to Calabasas, prioritizes maintenance and inspections, and offers the lowest hourly driver rate which would benefit the City when providing shuttle service for City-funded events. Further, LAZ’s proposed telematics maintenance software and rider app will greatly improve the efficiency of the City’s reporting process with Metro and the federal government. The technology will also allow the City to refine the routes based on accurate ridership and revenue data.

FISCAL IMPACT/SOURCE OF FUNDING:

The City’s transit program is completely funded by Metro Local Return Funds, specifically regional sales tax funds from [Propositions A & C](#) (Prop A & C). The City receives a portion of the county-wide funds every year from Metro and utilizes them to run and maintain the transportation program. The City is required to report various data such as ridership, revenue, and operational costs to Metro and the Federal Transit Authority to continue to receive funding and must submit a financial report to Metro every year. The amount of money received and budgeted through Metro has completely covered the City’s transit operational

costs and will continue to cover the cost of this new contract, without the need of the General Fund.

Within the City’s budget, expenditures for the program come out of Fund 29 Transportation Projects, with the exception of most special trips as discussed above, which are funded by City’s General Fund because they do not qualify as public transit service. The budget is broken down by account in Table 2.

Table 2. Budget by Account (Year 1, FY2024/25)

Account No.	Account Name	Budget
29-333-5252-29	Public Transit Fueling*	\$ 75,000.00
29-333-5252-32	Transit Administration	\$ 606,606.00
29-333-5252-34	Pumpkin Festival	\$ 2,375.00
29-333-5252-35	Summer Beach Bus	\$ 21,375.00
29-333-5252-39	Flexible Shuttle Route	\$ 186,437.50
29-333-5252-49	Trolley	\$ 9,500.00
29-333-5252-51	Vehicle Maintenance	\$ 56,600.00
29-333-5252-53	Line 1 Fixed Route	\$ 237,500.00
General Fund	Special Events	\$ 9,500.00
Total		\$ 1,204,893.50

*CNG only, gas and diesel are through a separate vendor

REQUESTED ACTION:

Staff recommends that City Council authorize the City Manager to negotiate and execute, with any minor modifications deemed necessary, a professional services agreement (PSA) with LAZ Transportation Services for the City’s operation and maintenance of public transit and transportation services with a total contract amount not-to-exceed **\$4,096,625.85** (including a 10% contingency) for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager.

ATTACHMENTS:

- Attachment A: Professional Services Agreement with LAZ Transportation Services
- Attachment B: Cost Analysis

PROFESSIONAL SERVICES AGREEMENT**CONTRACT SUMMARY**

Name of Contractor:	LAZ Transportation Services LLC
City Department in charge of Contract:	Public Works
Contact Person for City Department:	Tra'a Bezdecny
Period of Performance for Contract:	July 1, 2024 - June 30, 2027
Not to Exceed Amount of Contract:	\$3,724,205.32
Scope of Work for Contract:	Operation and Maintenance of Public Transit and Transportation Services

Insurance Requirements for Contract:

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

yes no - Is Auto insurance required in this contract?

yes no - Is Professional insurance required in this contract?

California requires Worker's Compensation insurance. If the vendor has no employees, a Worker's Compensation Affidavit is required.

Other:

Proper documentation is required and must be attached.

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES
(City of Calabasas / LAZ Transportation Services LLC)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into as of the last date indicated below by and between the City of Calabasas, a California municipal corporation (“City”), and LAZ Transportation Services LLC a California limited liability company (“Consultant”) (collectively, “parties”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: operation and maintenance of public transit and transportation services, as more fully described on Exhibit B attached hereto.
- 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.
- 2.3 Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 et seq.), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant risk of the disclosure of confidential information.
- 2.4 Campaign Contributions - This Agreement is subject to Government Code Section 84308, as amended by SB 1439. That statute requires Consultant to disclose any campaign contribution by the Consultant or the Consultant’s agent to City Councilmembers or other City officials of more than \$250 in the aggregate in the preceding 12 months. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form with Consultant’s execution of 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” means such professional services as are set forth in Consultant’s May 20, 2024 proposal to City as described on “Exhibit A” and fully incorporated herein by this reference.

- 3.2 “Approved Fee Schedule” means such compensation rates as are set forth in Consultant’s May 20, 2024 fee schedule to City attached hereto as “Exhibit B” and fully incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.3 “Commencement Date” means July 1, 2024.
- 3.4 “Termination Date” means June 30, 2027.
- 3.5 “City Agreement Administrator” means Tra’a Bezdecny.
- 3.6 “Consultant Project Administrator” means Ryan Dollar and Paula Henry.

4. **TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 18 (“Termination”) below.

5. **CONSULTANT’S SERVICES**

- 5.1 Time is of the essence in Consultant’s performance of services under this Agreement.
- 5.2 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 three million seven hundred twenty-four thousand two hundred five dollars and thirty-two cents (**\$3,724,205.32**) unless specifically approved in advance and in writing by City. Consultant shall notify the City Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the maximum amount payable above. Consultant shall concurrently inform the City Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the maximum amount payable above.
- 5.3 Consultant shall perform all work to the highest 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.*).

- 5.4 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.
- 5.5 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. Ryan Dollar and Paula Henry shall be the Consultant Project Administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No other person shall serve as Consultant Project Administrator without City's prior written consent.
- 5.6 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 5.7 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the City Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subconsultants performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subconsultants.
- 5.8 Consultant shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.
- 5.9 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.
- 5.10 Pursuant to California Labor Code Sections 1773.2 and 1775, the Consultant shall forfeit as a penalty to City \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Contract employed in the

execution of the work by Consultant or by any Subcontract under 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.

5.11 Pursuant to Labor Code § 1776, each consultant and subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. 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.

(2) The employer has complied with the requirements of Labor Code §§ 1771, 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 verified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.”

6. COMPENSATION

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

6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.

6.3 The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

6.4 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis pursuant to the Approved Fee Schedule and without amendment of this Agreement, so long

as such payment does not cause the maximum amount payable above to be exceeded.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. 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.

Under no circumstances shall Consultant look to the City as its employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant’s previously earned California Public Employees Retirement System (“CalPERS”) retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers’ compensation, and other applicable federal and state taxes.

9. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Consultant shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the City Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

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, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision 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 when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other expenses of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 10.3 City shall have the right to offset against 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 of this Agreement and any amount due City from Consultant arising from Consultant's failure either to (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 of this Agreement are not limited by the provisions of any workers' compensation or similar statute. Consultant expressly waives its statutory immunity under such statutes 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 Section 10 of this Agreement 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. If Consultant fails to obtain such indemnity obligations from others, Consultant agrees to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and 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 whether or not any insurance policies apply to a claim, demand, damage, liability, loss, cost or expense.
- 10.7 In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.8 Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

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.
- 11.2 Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured.
- 11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:
- 11.3.1 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.

- 11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.3.3 Worker's Compensation insurance if and as required by the laws of the State of California.
- 11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the City Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants in his or her sole discretion.
- 11.5 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.
- 11.6 Consultant agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.7 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 required coverages are in effect and naming City and its officers, employees, agents and volunteers as Additional Insureds. Prior to commencement of work under this Agreement, Consultant shall file with City's Risk Manager such certificate(s) and Forms CG 20 10 07 04 and CG 20 37 07 04 or the substantial equivalent showing City as an Additional Insured.
- 11.8 Consultant shall provide proof that policies of insurance required by this Agreement 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.
- 11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as Additional Insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of

cancellation imposes no obligation, and to delete the word “endeavor” with regard to any notice provisions.

- 11.10 The insurance provided by Consultant shall be primary to any other 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.
- 11.11 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.
- 11.12 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 in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.13 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.
- 11.14 Consultant may be self-insured under the terms of this Agreement only with express written approval from the City.
 - 11.14.1 All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.
 - 11.14.2 Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or the City.
- 11.15 City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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 If any claim, action, or proceeding is brought against City relating to Consultant’s performance in connection with this Agreement, Consultant shall render any

reasonable assistance that City may require in the defense of that claim, action, or proceeding.

13. 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.

14. RECORDS AND INSPECTIONS

Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

15. PERMITS AND APPROVALS

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

16. NOTICES

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

If to City:

Tra'a Bezdecny
Assistant Engineer
100 Civic Center Way
Calabasas, CA 91302
Telephone: (818) 224-1600

If to Consultant:

Ryan Dollar
LAZ Transportation Services LLC
1200 Wilshire Blvd., Suite 100B
Los Angeles, CA 90017
Telephone: (904) 718-6853

With courtesy copy to:

Matthew T. Summers, City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd, Suite 850
Pasadena, California 91101
Telephone: (213) 542-5719
Facsimile: (213) 542-5710
Email: msummers@chwlaw.us

17. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 10, Section 13, Paragraph 12.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

18. TERMINATION

- 18.1 City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty 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 promptly returned to City upon the termination or expiration of this Agreement.
- 18.2 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 as provided in Section 5.2 above and as otherwise provided in this Agreement.

19. GENERAL PROVISIONS

- 19.1 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.
- 19.2 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.
- 19.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are 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 shall govern 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 and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.4 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 any other 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 signed by one authorized to bind the party to be charged with the waiver.
- 19.5 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.
- 19.6 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 from 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 or all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees expended in the action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los

Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

- 19.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 19.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 19.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those 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 on behalf of the City and Consultant.
- 19.10 Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training, Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 19.12 This Agreement shall be binding on successors and assigns of the parties.
- 19.13 Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 19.14 **Recitals.** The Recitals are incorporated herein by this reference.

(Signature page follows)

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement as of the last date indicated below:

“City”

“Consultant”

LAZ Transportation Services LLC

By _____
Alicia Weintraub, Mayor

By: _____
Ryan Dollar, Vice President

Date: _____

Date: _____

By _____
Kindon Meik, City Manager

By: _____
Paula Henry, Vice President

Date: _____

Date: _____

By _____
Curtis Castle, Public Works Director

Date: _____

Attest:

By _____
Analuz Mendoza, Interim City Clerk

Date: _____

Approved as to form:

By _____
Matthew T. Summers, City Attorney

Date: _____

“EXHIBIT A”
SCOPE OF WORK



CITY *of* CALABASAS

Request for Proposal (RFP)

for

The Operation and Maintenance of Public Transit and Transportation Services for the City of Calabasas

Issued on:

April 8, 2024

SUBMITTAL DEADLINE:

Monday, April 29, 2024 at 2:00 p.m.

Curtis Castle, P.E.
Public Works Director

CITY OF CALABASAS
Public Works Department
100 Civic Center Way
Calabasas, CA 91302

Request for Proposal for Public Transportation Services

INTRODUCTION

The City of Calabasas is soliciting proposals from interested, qualified companies to provide services for a variety of transportation programs. The Request for Proposals (RFP) is to provide the City with a set of transit operation services while maintaining a cost-effective approach. The City intends to award one contract to provide the requested services for a three-year term, with up to two one-year extensions.

REQUEST FOR PROPOSAL (RFP)

The City of Calabasas (“City”) is soliciting Proposals from qualified transit service providers (“Contractor”) for **Public Transportation Services**. Proposals must be submitted at or before **2:00 p.m. on April 29, 2024**. Proposals and amendments to Proposal received after the date and time specified above will not be considered.

Proposals submitted to City must comply with Section I and Section II, and must be based on the Scope of Services provided in Attachment A. Proposals will be evaluated and awarded in accordance with Section IV: Evaluation and Selection. The selected company or companies must be willing to sign an agreement with the terms and conditions shown in the City model Professional Service Agreement (PSA), attached herein as Attachment B. Contractors are encouraged to promptly notify City of any apparent major inconsistencies, problems, or ambiguities in the Scope of Services.

REQUEST FOR INFORMATION (RFI)

In an effort to maintain fairness in the process, all inquiries concerning this procurement are to be directed only to the City Public Works Department at the following address: 100 Civic Center Way, Calabasas, CA 91302, Attention: Tra’a Bezdecny. Contractors are specifically directed NOT to contact any City Council members or personnel, other than specified in this RFP, for meetings, conferences, or technical discussions that are related to the RFP.

All inquiries must be submitted in writing via email at tbezdecny@cityofcalabasas.com and must be received at the City by the end of business on **April 22, 2024 at 5:00 p.m.** Please note that City will not be responsible for mailing any addendums. All addendums and notifications will be made available on the City’s webpage: <http://www.cityofcalabasas.com/public-notices.html>. Contractors are encouraged to check the website regularly since each Contractor will bear sole responsibility for having the RFP and all addendums.

CONFIDENTIAL MATTERS

All data and information gathered by the Contractor and its agents, including this RFP and all supplement information, shall be treated by the Contractor and its agents as confidential. The Contractor and its agents shall not disclose or communicate the aforesaid matters to a third part or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from City.



MODIFICATIONS/WITHDRAWAL OF PROPOSALS

Modifications will be accepted by City, and binding upon the responding company, where the modification:

- Is received by City at the place designated for submission of RFP responses prior to the deadline; and
- Is clearly labeled “Modification” with the name of the responding Contractor; and
- Is signed by the same individual who signed the original submittal.

At any time prior to scheduled closing time for receipt of RFP submittals, any responding Contractor may withdraw their submittal, either personally or by written request. However, a proposal may not be withdrawn after opening without the written consent of City.

Proposals may be modified or withdrawn prior to the established opening date by delivering written notice to the Public Works Department.

All Contractors are required to certify that they are not debarred, suspended, or otherwise excluded from participating in this project. All Contractors will be required to certify that they are not on the Comptroller General’s list of ineligible Contractors.

SELECTION PROCESS

A “Shortlist” of Contractors will be developed by City and “Shortlisted” Contractors will be notified by City Staff of their status on **May 2, 2024**. Interviews of the “Shortlisted” Contractors will be required for City’s final selection. The interviews will be held the week of **May 6 to May 10, 2024**. Failure to appear at the interview will cause the Contractor to be eliminated from further evaluation.



Calendar of Events*

Distribution of RFP _____	April 8, 2024
Final Date to Submit RFI _____	April 22, 2024
Proposal Due Date _____	April 29, 2024
Development of Shortlist _____	May 2, 2024
Interviews of Selected Contractors _____	May 6 – May 10, 2024
Contractor Selection _____	May 13, 2024
Contract Documents Submitted to City _____	May 23, 2024
Council Approval of Professional Services Agreement _____	June 12, 2024
Transition Period _____	June 17 – June 30, 2024
New Contract in Effect _____	July 1, 2024

*Subject to change



SECTION I: PROPOSAL PACKAGE

A. **Background Information**

The City of Calabasas (“City”), is soliciting proposals from interested, qualified companies (“Contractor”) to provide services for a variety of transportation programs. Calabasas is a low density city of 24,000 residents, with hilly terrain, plenty of open space and transitions to rural, suburban design.

The Request for Proposals (RFP) is to provide the City with a defined level of services, while maintaining the most cost-effective approach possible. The City intends to award one contract to provide the requested services for a three-year term, with up to two one-year extensions.

Visit the following link for current Calabasas Shuttle and Trolley Services information: <https://www.cityofcalabasas.com/government/public-works/transportation-transit/public-transit-services>.

B. **General Scope of Services**

The operation of the Calabasas Transit Program currently consists of the following:

- Seven (7) fixed-route lines. Refer to *Attachment A: Scope of Services* for details. Note that Attachment A will be included in the PSA awarded to the successful proposer.
 - One (1) Citywide fixed transit route within Calabasas City Limits
 - Four (4) peak-service routes during a.m. and p.m. peak transit demand (tripper service)
 - One (1) summer fixed-route Weekend Trolley (Memorial Day to Labor Day)
 - One (1) summer fixed-route Beach Bus (10-week operation)

During the summer, transportation services change due to a shift in demand. A revised route and schedule will be provided by City one month before route changes go into effect for drivers to accommodate changes and learn the route. There are periodic and random special events that occur throughout the year which require transportation; the awarded company will be required to provide those transportation services.

The City of Calabasas shall be responsible for all costs associated with major repairs including but not limited to the following: engine, transmission, and major drive train components, based on approval of City. All repairs and parts shall pertain to the manufacturer’s warranty and shall be serviced per manufacturer’s service intervals. The Contractor shall cover the cost and replacement of all wearable items. The City shall be responsible for all costs associated with vehicle fuel.

C. **Information Provided by City**

Contractors are solely responsible for conducting their own independent research, due diligence or other work necessary for the preparation of proposals, negotiation of agreements, and the subsequent delivery of services pursuant to any agreement. In no event may Contractors rely on any oral statements.



Should a Contractor find discrepancies in, or omissions from, this RFP and related documents, or should Contractor be in doubt as to meaning, Contractor shall immediately notify the City's designated representative and, if the point in question is not clearly set forth, a written addendum or bulletin of instructions will be made available on the City's website: <http://www.cityofcalabasas.com>. Each person requesting an interpretation will be responsible for the delivery of such requests to the City's designated representative in writing as outlined in this RFP. The City will not be bound by, or responsible for, any explanation or interpretation of the proposed documents other than those given in writing.

The City will not compensate Contractors for the cost of preparing a response to this RFP.

D. Intent

It is the intent of the City to award the contract to the most qualified, responsible Contractor as detailed in the Scope of Services, and with consideration of the potential costs for services. The City will negotiate with the Contractor deemed most qualified by the City to address the specific services to be provided, the time and order of services, staffing, areas of responsibility and proposed fee structure, including the amount and method of payment.

SECTION II: PROPOSAL CONTENT

The Contractor shall prepare a Statement of Qualifications and a detailed fee schedule for the work to be performed. These proposals shall contain the following information:

1. Statement of Qualifications:

a. Company Information

- i. Company Name
- ii. Doing Business As Name
- iii. Address
- iv. Company Website URL
- v. Diversity Certifications (if applicable)

b. Company Contact Person

- i. Contact Name
- ii. Contact Telephone Number
- iii. Contact Email
- iv. If different from above, provide all contact information for person authorized to execute agreements.

c. Staffing Plan and Organization Chart

Provide a staffing plan and organization chart that identifies the key members of the management team that will oversee the Calabasas Transit Service, their responsibilities, and reporting relationships.

- i. At minimum, this will include the general manager, assistant general manager (if proposed), administrative manager, operations manager, maintenance manager, and technology manager.
- ii. The responsibilities of each person should be outlined.
- iii. The staffing plan should document the support and reporting relationships within the company's broader hierarchy.
- iv. If any functions will be subcontracted, these should be identified, along with full documentation of the subcontractor.
- v. Resumes for each of the identified staff members should be provided as an attachment to the proposal.
- vi. The plan should show who will be the main point of contact(s) for City and who will be support staff.

d. Firm Background and Experience

Specific aspects of the firm's experience and philosophy that merit City's consideration during the proposal evaluation process should be included.

e. Reference

The names, addresses, and telephone numbers of three (3) former or current clients who have contracted with the Contractor for services similar to those described in this Request for Proposals. Provide a contact person, telephone number and email address. The City reserves the right to contact clients for reference. A description of similar projects that were successfully completed by the Contractor may be included in this section. Samples of similar work described in this section shall be attached.

f. Qualifications

- i. Contractor shall have no outstanding or pending complaints as determined through the State of California Department of Consumer Affairs.
- ii. Contractor must be licensed to operate public transportation in the State of California, pursuant to the requirements of applicable Local, State, and Federal ordinances, regulations, and statutes.
- iii. Contractor shall submit with their proposal, a summary of technical competence and qualifications of the firm, based on similar services provided to government entities by the Contractor.
- iv. Contractor shall have a minimum of five (5) years previous experience in providing public transit services.
- v. Contractor must have the proper operational resources and personnel to provide the services and to meet all requirements of this RFP.

2. Scope of Services

Provide a description of the approach and methodology to be used to provide the required transit services. Provide any relevant examples of previous work and/or review for any/all of the desired goal areas. See Attachment A for specific scope of services to be accomplished under this contract.

a. Services Needs Summary

Summarize the Contractor's understanding of Calabasas' needs and the proposed strategy for meeting those needs. Proposed changes to current operating practices should be identified in this section.

b. Service Plan

This section should detail the Contractor's understanding of Calabasas' needs, and commitment to fulfilling those needs. Where changes to current operating practices are proposed, those changes should be fully documented.

- i. Fixed Route – The proposal should identify how the service will be provided and discuss any technology elements that the Contractor is proposing.
- ii. Communications – Describe how the Contractor will communicate with and dispatch drivers in the course of their duties. This includes:
 1. Radio
 2. Telephone
 3. Internet and Intranet
 4. Print Communications
- iii. Customer Information – How will communications systems be used to keep customers informed about the system?
 1. General information
 2. Status of trip requests
 3. Emergency information
- iv. Contractor and Staff Training – Fully describe all training programs that will be implemented (see Attachment A)
- v. Administration and Operational Resources – Summarize the administrative and operational resources plan by position code and number of employees planned for each code.
- vi. Customer Service and Complaints – How will the City's requirements be satisfied?

- vii. Safety – How will the Contractor satisfy State, Federal, and City safety requirements?
- viii. Startup and Transition Plan – The Contractor should identify issues that will be encountered during the service startup phase and how they will be addressed. These will include:
 - 1. Administrative offices – Has the Contractor secured office space that is located within or near the City? If so, where is it located? If not, how will the firm go about securing adequate facilities? A full description of appropriate facilities should be included in this section.
 - 2. Summarize the hiring plan, and how the Contractor will ensure that: experienced, motivated, and knowledgeable employees are ready to provide service on the first day.
 - a. Verification that all staff has cleared background checks to work with children.
 - 3. How will the Contractor coordinate with the current Contractor during the transition period?
- ix. Coordination with City staff – How will Contractor ensure that timely and candid two-way communications are maintained with City staff throughout the duration of the contract? How will the Contractor ensure that the fee at risk included in the contract is fully earned?
- x. Reporting – How will Contractor ensure any and all necessary reporting is provided to City in an efficient manner while maintaining the highest level of accuracy? And provide the following items:
 - 1. Preventative Maintenance Checklist
 - 2. Daily Vehicle Inspection Checklist

3. Implementation Timeline

Please describe the critical path and milestones you will observe when preparing for the service startup date.

4. Labor Hours

Provide a preliminary scope of services and estimate the labor hours separated by task to fulfill requirements as laid forth in the scope of services. Provide information regarding your firm's current staffing, current workload, and availability to provide the subject services in a consistent and reliable manner.

Provide information regarding a system that will be put into place if the initial system is non-operational or overloaded. This includes backup vehicles, personnel, or other pertinent system requirements to be provided at an acceptable cost. Provide information on maximum response time available for riders to continue on their destination. Describe how routes will be covered should there be call-outs, inoperable equipment, or another unforeseen event.

5. Statement of Economic Interest

The Contractor shall disclose any financial, business or other relationships with the City that may have an impact on the outcome of this contract. The Contractor shall also list current clients who may have a financial interest in the outcome of this contract (see Attachments C and D).



6. Fee Schedule

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

- a. The fee schedule shall be submitted for the Contractor services outlined in the scope of work. The basis of payment for the services provided under this agreement shall be a maximum not-to-exceed fee. The fee proposal shall be identified for each phase of review.
- b. The proposals submitted for transportation services should be for all transportation programs included in Attachment A. Companies must bid on an hourly service format per program since additional services will be billed to the City at an hourly rate per program.
- c. Provide a sample invoice for one month of service utilizing the information provided in this request.

7. Submittal

The Statement of Qualification and Fee Schedule shall be transmitted with a cover letter that must be signed by an official authorized to bind the Contractor contractually, and shall contain a statement that the proposals are valid for a one hundred twenty (120) day period. The letter accompanying the Statement of Qualifications shall also provide the following: name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the Contractor. The cover letter constitutes certification by Contractor, under penalty of perjury, that the Contractor complies with nondiscrimination requirements of the State and the Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the Contractor may be rejected.



SECTION III: GENERAL PROPOSAL TERMS AND CONDITIONS

1. **Communications Regarding RFP**

If a Contractor is in doubt as to the true meaning or intent of any part of the Contract Documents, they may submit to Tra'a Bezdecny, via email (tbezdecny@cityofcalabasas.com), a written request for an interpretation or a correction thereof. Interpretation or corrections of the Contract Documents shall be made only by addendum duly issued by Tra'a Bezdecny, a copy of such addendum will be made available on the City webpage at: <http://www.cityofcalabasas.com/public-notices.html>. Such addendum shall be considered a part of, and incorporated in, the Contract Documents. All timely requests for information submitted in writing will receive a written response from the City.

2. **Contract Requirement**

The Contractor to whom the contract is awarded shall execute a written contract with the City within ten (10) calendar days after Notice of Award has been sent by mail to the Contractor at the address given in the Proposal. The contract/agreement shall be made in the form adopted by City and incorporated in these specifications. The Contractor represents that they possess, or have arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the work hereunder in compliance with all Federal, State, County, City and Special District Laws, Ordinances, and Regulations, which are applicable.

3. **Contract Assignment**

The Contractor shall not assign, transfer, convey, or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City of Calabasas.

4. **Non-Discrimination**

In the performance of the terms of this contract, the Contractor agrees that it will not engage in, nor permit such subcontractors as it may employ to engage in, discrimination in employment of persons because of age, race, color, sex, national origin, or ancestry, or religion of such person(s).

5. **Payment Terms**

The City's payment terms are 30 days from the receipt of an original invoice referencing the City's PSA and acceptance of the services.

6. **Ownership of Reports and Data**

The originals of all studies, reports, exhibits, documents data and/or material(s) prepared and/or used to comply with any section/condition of these specifications, plus any copies of same required by the agreement to be furnished to the City, shall be deemed to be public records which shall be open to inspection by the public and, as such, shall become and remain the Property of the City.

7. **Modification or Withdrawal of Submittals**

Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Contractor. To be considered, however, the modified proposal must be received by the time and date specified.

8. **Property Rights**

Proposals received within the prescribed deadline become the property of the City and all rights to the contents therein become those of the City.



9. Confidentiality

Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

10. Amendments to Request for Proposals

The City reserves the right to amend the Request for Proposal by addendum prior to the final proposal submittal date.

11. Contract Term

This contract will cover services provided from the date the contract is signed by all parties through the completion of the Services, and may be extended upon mutual consent of the parties. The fee proposed by Contractor must be valid for the entire period unless otherwise conditioned in the Proposal.

12. Insurance

The Contractor shall meet the insurance requirements as outlined in the Professional Service Agreement, Section 11: Insurance.

13. Non-commitment of Department

This Request for Proposal does not commit the City to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified company or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interests of the City to do so.

14. Public Domain

All products used or developed in the execution of any contract resulting from this Request for Proposal will remain in the public domain at the completion of the contract.

15. Termination

The City reserves the right to terminate this agreement upon thirty (30) calendar days from written notice to the Contractor.

16. Required Timeframes

The Contractor office hours shall be open from 7:30 a.m. to 5:30 p.m., Monday through Friday, excluding City holidays, so that the Contractor will be available to City staff.

17. Statement of Economic Interest

In accordance with California Government Code Section 87306, the Contractor awarded a contract may be required to file a Statement of Economic Interest, Form 700. If such requirement is made, the filing must be no later than 30 days after the execution of the contract, annually thereafter prior to June 30th of each year for the duration of the contract, and within 30 days of termination of the contract. Failure to file any required statements will result in withholding payment for services rendered (See Attachment C).

18. Inspections

City reserves the right to inspect the work being accomplished by the Contractor at any time.

19. Prevailing Wage



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

SECTION IV: EVALUATION AND SELECTION

Proposals must be submitted by email on or before 2:00 p.m. on April 29, 2024. Proposals received after the date and time specified will not be considered. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. Please use the Delivery Receipt option to verify receipt of your email.

E-mail - tbezdecny@cityofcalabasas.com

Proposals submitted to City must comply with and contain all of the information requested in this RFP. The selected companies must sign an agreement with the terms and conditions shown in the Professional Services Agreement, (Attachment A). Firms are encouraged to promptly notify the City of any apparent inconsistencies or ambiguities found in the scope of services so that an appropriate amendment may be issued. The subject line of the email shall be:

“Request for Proposal for Public Transportation Services”.

The City will accept proposals from firms having specific experience, resources and qualifications in the proposed scope of services. Proposals for consideration for this project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed services. Other information required by the City to be submitted in response to this RFP is included elsewhere in this solicitation.

A selection committee will review and evaluate all accepted proposals, and may conduct oral presentations or a combination of both, unless otherwise indicated in this solicitation. The selection committee will have only the response to this solicitation to review for selection of finalists and, therefore, it is important that Contractors emphasize specific information considered pertinent to the services to be provided. Evaluation of the responses will be based on the following criteria:

- Adequacy of proposed approach to the tasks described in Scope of Services
- Experience and qualifications of Contractor to perform tasks described in this RFP
- Adequacy of operational resources and personnel to provide the services in this RFP
- Cost

The company rated as most qualified to provide the requested services will be invited to negotiate a final contract. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified company.

The award of the contract will be based on a combination of all of the above factors. The City reserves the right to reject any and all proposal.

A Sample Evaluation scoring is provided below. Contractors are encouraged to utilize this to ensure a complete proposal.



Item	Description	Weight
Approach and Deliverables	Proposers are scored on their response to each of the tasks identified in the Scope of Services	20%
Experience, Qualifications, and References	Proposers are scored on the experience of the company and its staff, their qualifications related to providing transit services, and information provided by their references	30%
Operational Resources	Proposers are scored on their financial and operational resources	20%
Cost		30%

ATTACHMENT A: SCOPE OF SERVICES

1. Project Scope:

The operation of the Calabasas Shuttle Program consists of the following:

The operation of the Calabasas Transit Program currently consists of the following:

- Seven (7) fixed-route lines (see Attachment **D**: Routes)
 - One (1) Citywide fixed transit route within Calabasas City Limits
 - Four (4) peak-service routes during a.m. and p.m. peak transit demand (tripper service)
 - One (1) summer fixed-route Weekend Trolley (Memorial Day to Labor Day)
 - One (1) summer fixed-route Beach Bus (10-week operation)
- Special Events
 - Periodic and random special events occur throughout the year requiring transportation. Information for these events will be provided on a quarterly basis and no less than 30 days prior to the event.
- Maintenance
 - Nine (9) Shuttle Busses
 - Three (3) Gasoline
 - Two (2) Diesel
 - Four (4) CNG

Insurance requirements for running transit services:

- \$1,000,000 for Comprehensive General Liability
- \$5,000,000 (per occurrence) for Auto Liability.
- \$1,000,000 for Worker’s Compensation
- \$1,000,000 for Pollution Liability

Bid Schedule

Item	Description	Unit	Quantity (Annual)	Unit Cost	Item Total Cost
Driver Hours					
1	Line 1 Fixed Route	Hours			
2	Peak Service Route #2	Hours			
3	Peak Service Route #3	Hours			
4	Peak Service Route #4	Hours			
5	Peak Service Route #5	Hours			
6	Trolley	Hours			
7	Beach Bus	Hours			
8	Allowance for Special Events (City-controlled)	Hours	250		
Maintenance to be Provided by Contractor (Section 4)					
9	Maintenance – Oil Changes	EA	40		
10	Maintenance – Tire Rotation	EA	40		
11	Maintenance – Engine & Cabin Air Filter Change	EA	20		
12	Maintenance – Other Fluids (Top-off or Change)	EA	20		
13	Maintenance Allowance – City-controlled (Towing, etc.)	LS	1	\$5,000	\$5,000
14	CNG Fueling Allowance – City-controlled (Section 6.9)	LS	1	\$75,000	\$75,000
15	Cleaning (Section 4)	LS	1		
Administration (Overhead, Office Staff, Customer Support, Invoicing, Revenue Tracking)					



16	Transit Administration (Refer to Sections 2 & 3 below)	LS	1		
17	Reporting (All Required Reporting)	LS	1		
Year 1 Total					
18	Year 2 Increase	%	Year 2 Total		
19	Year 3 Increase	%	Year 3 Total		
Grand Total (3 Year Base Contract)					
20	Year 4 Increase (upon City approval of extension)	%	Year 4 Total		
21	Year 5 Increase (upon City approval of extension)	%	Year 5 Total		
Grand Total (5 Year Contract w/extension)					

City reserves the right to reduce, eliminate, or modify route services at any time during the contract

2. General Contractor Responsibilities:

Contractor shall be responsible for the management and operation of the Calabasas Shuttle Program and any optional services purchased by City. Contractor shall manage service in accordance with the guidelines and parameters established herein and the attachments hereto. The omission of a duty or responsibility herein below shall not relieve Contractor of its obligation to perform such duty or accept such responsibility, so long as it is usual, customary and generally accepted with the public transportation industry as being an integral element of operating a transit service.

All facilities, equipment, and services required in the operation and management of said services shall be furnished by Contractor unless specifically identified to be contributed by City in this RFP.

Contractor shall coordinate, manage, and control all necessary program activities which shall include: maintain all vehicles, provide vehicle Contractors and all project personnel, train personnel as necessary, develop administrative procedures, compile financial and non-financial records, and develop methods to improve effectiveness and maximize service efficiency.

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

3. Legal & Regulatory Requirements:

3.1 Drug and Alcohol Testing:

The Contractor will be required to comply with FTA drug and alcohol testing regulations in compliance with FTA Master Agreement Section 40, and with other drug and alcohol testing rules and regulations as may be required by the FTA. The Contractor will provide City with any necessary information and documentation in a timely manner to enable City to comply with FTA reporting requirements.

3.2 Americans with Disabilities Act:

All service provided by the Contractor on behalf of City shall comply with the applicable requirements of the Americans with Disabilities Act (ADA). The Contractor will submit for City’s review and approval an ADA program and documents used for driver (“Operator”) training.



3.3 Reporting:

The City is required by Los Angeles County Metropolitan Transportation Authority (Metro) guidelines to submit accurate data to Metro for multiple reporting submittals throughout the year to the Federal Transportation Administration (FTA). The City participates in these programs with both the Shuttle and Dial-A-Ride programs. The City is subject to significant financial penalties for failure to report auditable data.

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

Contractor shall be required to work with City to prepare for the audit; this includes, but is not limited to, pre-audit meetings to ensure all records are current and available. Contractor will also be responsible for meeting with the auditor(s) and making all records available.

3.4 Title VI Requirements:

The City is required by Metro to submit triennial Title VI Reports, indicating the City does not discriminate in its provision of services based on race, color, or national origin. The Contractor agrees to abide by the policies set forth in the City's Title VI Notice to Beneficiaries, Public Participation Plan, and Service Standards and Policies document as applicable. A copy of the City's current Title VI Program can be found on the City's Website at <https://www.cityofcalabasas.com/government/public-works/transportation-transit/public-transit-services/civil-rights-program>.

3.5 Other Federal Requirements:

The City of Calabasas is a recipient of Federal Transit Administration (FTA) funding for both capital and operating expenses. As a result, the Contractor agrees to comply with all federal regulations as applicable, necessary, or required. Compliance may be audited, and Contractor shall be required to retain and provide any and all records proving compliance.

3.6 Other State Requirements:

The City of Calabasas is a recipient of State funding for both capital and operating expenses. As a result, the Contractor agrees to comply with all state guidance and regulations as applicable, necessary, or required. Compliance may be audited, and Contractor shall be required to retain and provide any and all records proving compliance.

3.7 Other Local Requirements:

The City of Calabasas is a recipient of Metro and Local Return funding for both capital and operating expenses. As a result, the Contractor agrees to comply with all local guidance and regulations as applicable, necessary, or required. Compliance may be audited, and Contractor shall be required to retain and provide any and all records proving compliance.



NOTE: Contractor shall be liable for the cost of any funding penalties imposed on the City or loss of funds that the City would have otherwise received due to the Contractor's failure to comply with any of the above mentioned reporting requirements.

4. Maintenance Requirements:

Vehicles provided for revenue service of the Calabasas Shuttle Program are owned by the City. All vehicles and vehicle equipment required by this RFP shall be maintained by the Contractor in good repair and in a condition satisfactory to the City. The Contractor shall assume all responsibility for the proper maintenance of the vehicles. The Contractor will be responsible for licensing of this equipment and must comply with all applicable federal and other statutes and regulations governing its use.

It shall be the expressed responsibility of the Contractor to assume all coordination with the original manufacturer of the vehicles and equipment used for service operations if necessary to keep the vehicles and equipment in safe and good operating condition; this applies to any City-owned, Contractor-owned, or leased vehicles. This shall include negotiating and processing all vehicle warranty claims through the manufacturer's own warranty department, and responsibility for collection of any monies, extended warranties, or credits as a result, for the length of time the warranty is in effect.

Proposers experienced in operating and maintaining alternative fuel vehicles should indicate so in their proposal. The City currently owns vehicles fueled by compressed natural gas (CNG), diesel, and unleaded gas and has a Zero-Emission Vehicle Plan in place which calls for the introduction of electric vehicles during the proposed contract period.

Contractor shall perform the duties and accept responsibilities set forth below in connection with the maintenance and repair of Revenue and Non-Revenue Vehicles, Equipment, and Facilities. All non-revenue vehicles, equipment, tools, spare parts and facilities required to operate the service will be provided by the Contractor.

Contractor shall not defer maintenance and repair for reasons of shortage of maintenance staff or operable buses, nor shall service be curtailed for the purpose of performing maintenance and repair without prior written consent of the City. Contractor shall adjust the work schedules of employees as necessary to meet all scheduled services and complete preventive maintenance and repair activities to the schedule approved by the City.

The City will not be responsible for payment of any traffic or parking ticket fines incurred by any of the Contractor's employees. Contractor shall be responsible for the total cost of repairing physical damage to buses that occurs under Contractor's control, whether or not Contractor's employees were at fault.

4.1 Preventative Maintenance:

The Contractor shall be responsible for the preventative maintenance of all vehicles. Preventative maintenance inspections must occur every 45 days or 3,000 miles, whichever comes first. These inspections must be completed in compliance with Federal Preventative Maintenance Inspection requirements and be reported to City monthly.



4.2 Daily Vehicle Servicing:

The Contractor shall perform and record daily vehicle servicing on all vehicles used in revenue service. Contractor shall detail in the Work Plan what daily servicing will occur in order to maintain vehicles in proper working condition.

4.3 Vehicle Cleaning:

The Contractor shall maintain vehicles in a clean and neat condition at all times. A record of interior and exterior vehicle cleaning shall be maintained in the Maintenance Manager's office, or other designated maintenance shop location, and reported to City monthly. At a minimum, the following cleaning procedures must be completed during the intervals as noted, or as otherwise deemed required.

4.3.1 Daily Cleaning:

- Vehicle Sweeping
- Litter and Debris Removal
- Spill Cleaning
- Interior and Exterior Graffiti Removal

4.3.2 Weekly Cleaning:

- Exterior Washing
- Interior Vehicle Cleaning (unless needed more frequently)
- Window replacement if glass is scratched (if the glass is broken or cracked, it must be repaired/replaced immediately)

4.3.3 Quarterly Cleaning:

- Deep Cleaning
- Waxing

4.3.4 As Needed Cleaning:

- Fumigation
- Seat Cleaning or Replacement

4.4 Mechanic:

All mechanics need to have any applicable certifications required to perform work associated with maintenance of the fleet. The Contractor shall provide technical training of maintenance and repair personnel necessary to ensure a consistent level of current, thorough knowledge in the maintenance and repair of the vehicles, including air conditioning systems, wheelchair lifts/ramps, electronically controlled engines and transmissions, CNG engines, and other ancillary equipment.

4.5 Demand Maintenance:

The Contractor shall be responsible for the maintenance and repair of all vehicles, communication systems, and all other equipment, furnishings and accessories required in connection with its operation of the service in a clean, safe, sound, and proper operable condition at all times and fully in accord with any manufacturer recommended maintenance and repair procedures and specifications, as well as with the applicable requirements of any federal, state or local statute. All repairs shall be performed by Contractor or by other vendors and suppliers designated by the Contractor. Repairs shall include,



but not be limited to, work to correct loss or damage; adjustments due to normal wear and tear; and overhaul, rebuilding, or replacement of components (i.e. lubrication, brakes, tires, and other soft components to vehicles). Repair work shall be conducted as soon as practicable upon learning that such work is required.

The City of Calabasas shall be responsible for all costs associated with major repairs including but not limited to the following: engine, transmission, and major drive train components. All repairs and parts shall pertain to the manufacturer's warranty.

4.6 Mechanical Road Calls Response Time:

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

4.7 Vehicle Towing:

In the event that towing is required due to mechanical failure or damage, the Contractor shall be responsible to provide towing at the City's expense (see line item 13 above).

4.8 Maintenance Records:

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

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

All maintenance work orders and report files shall become a permanent part of the Contractor's file. Records shall be made available to the City or its representative monthly, and the California Highway Patrol and/or such other regulatory agencies with jurisdiction when requested. Original copies of all such records shall remain on file at all times at the Contractor's local facility. Contractor shall provide the original copies to the City at the termination of the Agreement.

4.9 Vehicle Systems:

4.9.1 Wheelchair Lift/Ramp/Securement Systems:

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

4.9.2 Climate Control:

Contractor shall maintain the heating and air conditioning units in proper working condition so that they are available at any time during the service hours and offer the most comfortable environment inside the vehicle regardless of the outside climatic conditions. Contractor shall require that drivers continually monitor climate control units during the day to ensure that they are operating properly. In-



service vehicles without working heating or air conditioning will be exchanged within one round trip or sooner. In April of each year of the contract, Contractor will provide the City's Transit Manager with a schedule for inspection of air conditioning units to ensure they are ready for late spring and summer heat conditions.

4.9.3 Fare/Passenger Collection:

The City is responsible for selling annual passes and/or individual tickets to the public. The drivers must verify that every passenger presents a pass and or a shuttle ticket at the time of boarding the buses. The drivers shall not accept money as a form payment for the fare.

4.9.4 Real-Time Transit Vehicle Arrival Information Systems:

The Contractor shall maintain the City's Real-Time Information Systems and ensure proper use by drivers of the system.

4.9.5 Fire Suppression Equipment:

Contractor is responsible for obtaining regular certifications as required for fire extinguishers and fire suppression equipment installed on the vehicles in the fleet.

4.9.6 Bike Racks:

Contractor is responsible for replacing any bike rack damaged during the Agreement. Contractor shall maintain a sufficient spare parts inventory to ensure that racks damaged are replaced within two (2) weekdays.

4.9.7 Engine, Transmission, and Differential:

Contractor shall be responsible to monitor the condition and performance of vehicle engines, transmissions and differentials so as to maximize useful life and avoid costly catastrophic failures. At a minimum, the Contractor's monitoring and reporting program shall consider miles accumulated; fuel, oil transmission fluid and differential oil consumption trends; loss of power; and erratic performance.

4.10 Body Damage:

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

4.11 Revenue Vehicle Paint & Decals:

All vehicles utilized in the fixed-route fleet are required to have each service's logo/decal on them and the approved artwork as well. The City will provide the paint color-scheme, logo/decal design, and artwork for each service as needed. Contractor is responsible for the expense of the fabrication of these items and placing Contractor's logos/decals on the vehicles. Contractor shall be responsible for the maintenance and upkeep of the logo/decal and artwork on the vehicles. Vehicles currently in service already have the required logo/decal and artwork and current Contractor logo and information. For any additional vehicles provided by the Contractor, the City will work with the Contractor to identify the equipment for the vehicle including but not limited to headsigns, ad racks, schedule holders, and bike racks, as required.



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

4.12 Inspections:

4.12.1 City Vehicle Inspections:

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

4.12.2 CHP Terminal Inspection:

The Contractor must make all vehicles available for inspection by the California Highway Patrol (CHP) as necessary. The Contractor must also follow CHP maintenance record guidelines and make all records available for inspection. The Contractor must notify the City within 24 hours when a CHP inspection has occurred.

4.13 Return of Revenue Vehicle Audit:

At least thirty (30) days prior to the termination date of the Agreement, the City, the Contractor, and the new Contractor (if any) taking over operations and maintenance responsibility, shall participate in a revenue vehicle audit. The audit will be performed by an independent Contractor, selected by the City, which is experienced in transit vehicle operations and maintenance and vehicle inspections. This audit will occur regardless of whether a new contractor is taking over operations and maintenance. The Contractor shall pay all costs associated with hiring the audit Contractor.

The audit will establish the condition of the Revenue Vehicle fleet, as of the audit date, and to determine the specific repairs and maintenance that needs to be performed, by vehicle, in order to assure that all Revenue Vehicles will meet the vehicle condition requirements specified in the Agreement. The Contractor shall be solely responsible for promptly completing all repairs and/or maintenance identified in the audit as necessary to meet such vehicle condition requirements; and shall also be solely responsible for the cost of all such repairs and maintenance. If at the time there are also leased vehicles being used for revenue service, where applicable, these terms shall also apply to the leased vehicles, unless otherwise covered in the lease agreement.

5. Facility Requirements:

5.1 General Requirements:

Contractor shall establish and maintain its operations headquarters at the Contractor's supplied operations and maintenance building. Contractor shall, as an integral part of the operating headquarters, equip and furnish the office, dispatch area, operator, training, and maintenance areas with all equipment required to conduct business. Contractor must disclose any other transit services which they intend to operate out of the chosen facility.

5.2 Administrative Offices:

The Administrative Offices must, at a minimum, have the following components:

- Key Personnel Offices
- Dispatch Area
- Driver Room



- Meeting Area for ten (10) or more people

5.3 Maintenance Area:

Contractor shall provide a facility with sufficient repair bays to maintain the vehicle fleet. The facility must meet all requirements for the maintenance of all vehicles, including any special requirements for CNG and electric vehicles. Contractor shall equip the facility with all the tools, equipment, and spare parts necessary for the maintenance and repair of Revenue and Non-Revenue Vehicles in accordance with the Agreement.

5.4 Vehicle Parking and Deployment:

The City is currently storing all its vehicles at a City-owned Old Town Park-and-Ride on Calabasas Road between Park Granada and El Canon Avenue. The Contractor may continue to use this site to park City vehicles. The Contractor shall provide a parking plan of fleet to the City upon award of Agreement. Such plan may propose a different site if available to the Contractor. The City reserves the right to store the vehicles at a different location within the City of Calabasas.

Contractor is responsible for addressing employee parking. Contractor employee parking must abide by all parking regulations and will not receive any exemptions.

5.5 Communication Equipment:

At a minimum, Contractor must ensure that phone and internet services provided are sufficient to effectively and efficiently support the shuttle system. Contractor must have the following phone and Internet services available from their facility:

- Phone Lines- Sufficient number of phone lines for Contractor's internal and customer service functions.
- Computer Network- Contractor shall have a standing (fixed) IP address and coordinate with City to have the address added to the City's Firewall. Contractor is required to have high-speed internet that will allow for the Transit Vehicle Arrival Information System to be used properly by Contractor.

During the duration of the contract, the City may provide city-owned and maintained fare collection and route management hardware and software. The City will be responsible for the installation of any such equipment. The Contractor's drivers and staff shall operate the equipment and the City would provide the required training.

6. Vehicle Operator:

Contractor will operate Calabasas shuttle services as specified by City and in strict accordance with the operating schedules and routes set forth in this document, and shall provide such service in a safe, professional, and courteous manner. Contractor shall ensure a sufficient number of operators, both regularly-scheduled and extra board (cover or relief), to provide consistent and reliable service.

6.1 Vehicle Operator Requirements:

6.1.1 Proper Licenses:

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



6.1.2 Contractor ID Cards:

Operators must always wear a shoulder patch on the right arm, easily visible to boarding passengers, which contains the following: Employee Name or Employee Number, and Contractor Name. This requirement further applies to any shirt, sweater, or jacket worn on the outermost layer by an operator.

All Contractor employees must be clearly identifiable at all times while providing services under the Agreement.

6.1.3 Drug and Alcohol Testing:

Contractor shall develop, implement, and maintain an employee alcohol and substance abuse testing program, subject to the City or its representative approval, for all employees in safety-sensitive positions including personnel engaged in the operation, maintenance and repair, and control of vehicles and equipment. Such program will comply with all applicable requirements as established by the Federal Transit Administration or by other federal or state agencies, including regulations promulgated to implement the Omnibus Transportation Employee Testing Act of 1991.

6.1.4 Background Check:

Contractor shall use appropriate employee screening and selection criteria to assure the employment of the best qualified applicants available, emphasizing competence, courtesy, reliability and good customer service skills. It is also important to the City that employees can communicate in English with customers and complete written reports in a clear, concise, and legible manner. These criteria shall include but not be limited to checking an applicant's driver's license records through the California Department of Motor Vehicles, pre-employment physical examinations, and drug/alcohol screening tests.

Contractor shall make all reasonable efforts to ensure that employees having contact with the public in the course of their duties are of good moral character. Any such employee who is convicted of a felony or of a crime involving moral turpitude during the time of their employment shall not be permitted to continue to hold a position of employment involving contact with the general public. Contractor shall conduct a "Live Scan" DOJ & FBI check to determine criminal background of employees. The background checks must be completed prior to hiring and every two years by the Contractor.

At change of Contractor, or at any point during the term of this Agreement, the City reserves the right to review all employees who may be retained from the old Contractor and to ask they be reassigned to other duties within the Contractor's organization if the City believes, based on past performance, the employee is not well-suited for the duties required in their current position.

6.2 Vehicle Operator Responsibilities and Procedures:

6.2.1 General Duties:

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

- Operate wheelchair lift and secure wheelchair passengers.



- Record passenger counts.
- Change Destination Sign information as needed.
- Data collection as necessary.
- When requested, provide passenger assistance during boarding or alighting.
- Other duties as necessary.

6.2.2 Communication Skills:

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

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

6.2.3 Distribution of Materials:

Operators will, when requested by the City, hand out notices to passengers or otherwise render assistance in customer relations, promotion, marketing, monitoring and supervisory functions.

6.2.4 Pre-Trip Inspections:

Operators must conduct a Pre-Trip inspection prior to taking a vehicle into revenue service. The inspection must meet the federal and state requirements for commercial vehicle inspections. Contractor must allow sufficient time to conduct this inspection without delaying scheduled revenue service. Contractor must provide pre-trip records to City monthly.

6.3 Operator Uniforms:

The City and the Contractor shall agree upon a standard uniform. Operators shall be in uniform at all times while in service or otherwise on duty. Contractor shall provide Operator uniforms to its employees. Contractor shall be responsible to ensure that Operators wear these uniforms and maintain a neat and clean appearance while on duty.

6.4 Safety:

Operators are required to follow all local, state, and federal road, driving, and traffic laws, including but not limited to wearing a seatbelt and refraining from cell phone usage while the vehicle is in motion.

6.5 Revenue Service:

Contractor should differentiate between in-revenue service and out-of-revenue service when supplying any pertinent information per the FTA's definition of revenue service.



6.6 Lost and Found

The Contractor is responsible for storing lost and found items in a secured location for 30 days. The Contractor will keep a log that has information about who found the item, where it was found, and the date and time it was found. After 30 days, the Contractor must donate any unclaimed items to a local charity and report this information to the City.

6.7 Operator Training and Performance:

6.7.1 General Performance and Procedures

The Contractor shall provide Operator training and retraining that shall meet generally accepted transit industry standards and in compliance with 13 CCR as it relates to transit bus vehicle laws and regulations. An outline of the training program, including periodic updates, shall be on file in the office of the City's Transit Manager. All Operators, dispatchers, customer information personnel, and supervisors shall participate in the program.

Driver training shall at a minimum include the following components:

- Vehicle Operation:
 - Includes training on vehicle orientation, safe bus operation and pre-trip inspections, route and schedules orientation, and on-time performance.
- Safe Vehicle Maneuvering
- Defensive Driving Training:
 - Program must include the National Safety Council's defensive driving instruction.
- Federal Drug & Alcohol Regulations:
 - All necessary employees shall be trained about the requirements contained in the DOT Drug & Alcohol regulations.
- General Vehicle Handling and Safety
- Passenger Assistance Techniques
- Passenger Relations, including knowledge of how passengers can file complaints
- Comprehensive knowledge of City's transit system including routes, stops, transfer locations with other agencies such as Metro and LADOT, and familiarity with key points of interest, and general route frequency and hours of operation for all City transit.
- Farebox Training, including full understanding of fare policies of the City
- ADA Requirements & Sensitivity Training:
 - All drivers must be trained to comply with Title II of the Americans with Disabilities Act (ADA) of 1990, and any additional ADA or Federal Transit Administration (FTA) training or testing that may be required by law.
- Usage of Transit Vehicle Arrival Information Systems components on vehicles

6.7.2 Route Training

Each Vehicle Operator will be trained on each Route operated by the Contractor for the City. This training must include driving each Route completely in Non-Revenue and Revenue service with a Road Supervisor or Trainer. When service changes are made, Contractor shall ensure that all Operators are familiar with the new routes and/or schedules.



6.8 Schedule Adherence:

6.8.1 Operating Ahead of Schedule – Fixed Route

In the event that a route operates ahead of its scheduled time (a.k.a., “runs hot” or “early”), Contractor shall take all available steps to restore on-time performance. Contractor shall establish procedures, subject to City review and approval, to restore on-time performance while keeping service interruptions at a minimum. Contractor shall contact the City as soon as possible through the designated communication protocol of any service running ahead of schedule.

6.8.2 Operating Behind Schedule – Fixed Route

In the event that a route operates more than ten minutes behind schedule, Contractor shall take all available steps to restore on-time performance. Contractor shall establish procedures, subject to City review and approval, to restore on-time performance while keeping service interruptions at a minimum.

Contractor shall contact the City as soon as possible through the designated communication protocol of any late or missed service. Failure to do so will result in Fines (Section 9.2).

6.9 Fueling:

The City is in an agreement with the **Malibu Canyon Shell gas station located on Las Virgenes Road to provide fuel for the City vehicles.** The City receives invoices directly from the gas station. Should it become necessary for the Contractor to purchase fuel for vehicles, the City will reimburse the cost. The cost of the purchased fuel must be reflected on the monthly invoice to be paid by the City.

The Contractor shall make arrangements for fueling CNG busses. There are 4 fueling stations between 7 and 15 miles of City Limits that can be utilized. Contractor shall ensure no disruption to service due to fueling. The cost of purchased CNG fuel shall be billed to line item 14 above.

6.9.1 Travel Time:

City will only pay for revenue service hours. City will not pay for time spent going to and from fueling facilities or time spent fueling vehicles. The City will audit and inspect the use of fuel by Contractor and shall deduct from payments due Contractor any fuel, at City's cost plus a charge for administrative overhead, provided by the City and not used for services hereunder.

The Contractor shall account for revenue time in accordance with procedures established for NTD reporting.

6.10 Exterior / Interior Advertising & Public Notices:

The City reserves the exclusive right to place advertising material on the interior and/or exterior of the Revenue Vehicles. Contractor shall not install any advertising material on the interior or exterior of the bus except as directed by the City. Should the City choose to have an advertising program, the Contractor shall cooperate with the City's advertising vendor and shall make reasonable efforts to allow the vendor to install and remove advertising at the Contractor's maintenance facility.



The City of Calabasas does not own a transit operations and maintenance facility for its shuttle and Dial-A-Ride services. To date, the operations and maintenance facility has been provided by the contractor per their agreement with the City.

7. **Management Responsibilities:**

7.1 **Supervisor Responsibilities:**

7.1.1 **Accidents**

All traffic accidents involving transit system vehicles, regardless of injury, shall be immediately reported to the appropriate law enforcement agency. The City's Transit Manager shall be notified via the agreed upon communication protocol (email and/or phone) by Contractor of all accidents and incidents within four (4) hours. In cases involving injuries where person(s) are transported for medical attention, the Contractor shall notify the City's Transit Manager immediately.

The Contractor shall have an accident investigation program that identifies the roles and responsibilities of the individuals responsible for investigating accidents, including notification, response, and investigation. The accident investigation program must be designed to identify the root cause of accidents and provide a path to eliminate the root cause and prevent similar types of accidents in the future.

Contractor will request that the law enforcement agency respond to investigate the accident. Contractor will supply the City with copies of all accident and incident reports and photos within twenty-four (24) hours of the occurrence. Reports shall include, at minimum, line and route information, name of driver, actions leading up to, during, and after the accident, information for each passenger onboard, and information of how passengers made it to their final destination.

7.1.2 **Incidents**

Contractor is responsible for responding to passenger incidents. All incidents must be logged and a legible, concise corresponding report must be filed. City must be notified no later than close of the business day of an incident occurring with follow-up of any applicable Operator, Field Supervisor, and other incident reports electronically scanned and sent by email the following business day.

7.1.3 **Detours, Stop Closures, and Temporary Stops**

Contractor will deviate from established routes when necessary to avoid construction, detours, and vehicles or other obstructions within the public right-of-way. Contractor is responsible for routing of any detours and must post temporary out-of-service signs and/or temporary stop signs at stops as necessary. Contractor shall notify City by the agreed upon communication protocol (email and/or phone) of such obstruction-caused deviation(s) or stop closures as soon as is practicable upon learning that the deviations or stop closures are or may become necessary.

7.2 **Dispatcher and Customer Service Representative Responsibilities:**

Contractor shall provide sufficient personnel during non-peak and peak hours of operation. Personnel shall be trained in customer service techniques and to be sensitive to the special needs of the elderly and individuals with disabilities. City and Contractor will arrive at a mutually agreed



upon protocol for answering the phone, including, but not limited to, the standard verbal greeting and how to handle placing customers on hold. Personnel shall have access to [tracking] software to provide efficient and concise information. Contractor shall report weekly a summary of all communication received.

7.2.1 Telephone Service

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

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

7.2.2 Customer Service

The City will email all customer correspondence to the Contractor as they are received. The Contractor shall make at least three documented attempts to contact each customer filing a complaint within five calendar days in order to discuss the complaint and resolution if any. The Contractor shall also provide the complaint resolution to the City via the agreed upon communication protocol no later than five calendar days from receipt of the information.

Contractor shall report to the City all customer correspondence or complaints received directly to or at their offices. The Contractor shall inform the City within one working day of the communication and shall follow the procedures noted above for resolution of any complaints, including weekly reporting of correspondence.

Resolution of any customer complaints including employee discipline is the sole and complete responsibility of the contractor. Contractor shall notify the City of any discipline imposed on an employee which discipline arises from a customer complaint or any other issue directly related to the performance of this contract.

8. Safety and Emergency Procedures:

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

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



provide a copy of said Safety Program and subsequent program updates to the City or its representative.

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

Contractor will require all Operators, control room personnel, vehicle maintenance and repair mechanics, and supervisors to participate in the safety program and ensure all records are current and available.

8.1 Accident, Emergency, and Incident Procedures – General:

The Contractor shall be responsible for the enforcement of policies with regard to operational emergencies. The City may revise or establish additional policies. The Contractor shall notify through the City agreed upon communication protocol of each occurrence as soon as possible but no later than the end of the day of the occurrence, unless otherwise specified in this RFP. A written incident report will be transmitted to the City by the following business day. The Contractor shall be responsible for the handling and resolution of all operational emergencies and contingencies including, but not limited to, the following subsections.

8.1.1 Hazardous Conditions

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

8.1.2 In-Service Vehicle Failures

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

8.1.3 Wheelchair Lift/Ramp Failure

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



8.1.4 Passenger Disturbances

The Contractor shall instruct vehicle Operators to report nonpayment of fares; graffiti or other vandalism on the vehicles; pushing, shoving and other disturbing or dangerous conduct; and other serious passenger disturbances to the vehicle Operator's supervisor. The supervisor shall use good judgment in handling passenger disturbances which occur on the bus or at the bus stop by appraising the situation, issuing appropriate instructions to the Operator and requesting law enforcement assistance if necessary.

8.1.5 Medical Assistance to Passengers

The Contractor's employees shall use good judgment in responding to passenger accidents, injuries, or illnesses occurring on the vehicles. In the event of a passenger requiring medical assistance, the vehicle Operator shall immediately advise the Contractor's supervisor of the situation and location of the vehicle and the supervisor shall notify the appropriate fire department, police department, or paramedics for assistance.

8.1.6 Accidents

The City requires the Contractor to have an accident and emergency notification program that keeps the City notified of accidents or emergencies and the progress of claims to assure City that claims are promptly and fairly handled. The Contractor shall require all vehicle Operators to report any accident or incident involving the vehicle to the Contractor's supervisor. The supervisor shall use good judgment in handling the situation, and shall immediately notify Sheriff or Fire department if necessary or if passengers were onboard at the time. The Contractor will complete an accident report approved by City with a copy sent to the City no later than the start of the next service day. The Contractor shall submit all accident-related reports to the DMV as required. Contractor must assume all liability for accidents and workers' compensation claims, etc.

8.1.7 Emergencies and Natural Disasters

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

9. Performance Standard and Fines:

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



9.1 Fixed Route Minimum Performance Standards:

Service Operation	Vehicles shall be operated with primary regard for the safety, comfort, convenience, and overall satisfaction of passengers and the general public.
Service Schedule	Service shall be provided as scheduled or according to any adjusted schedule established by the City, including route modifications required as a result of construction, special events, or declared emergency
On-Time Performance	<p>A vehicle will be noted as “on-time” if it leaves a stop no sooner than one minute before the scheduled time and no later than five (5) minutes after the scheduled departure time.</p> <ul style="list-style-type: none"> • 85% of departures must be made “on-time.” If at more than 15% of scheduled departures do not occur within five minutes after the scheduled departure time, On-Time Performance will be considered insufficient and subject to notice. • There will be zero tolerance for vehicles running more than one minute ahead of schedule (“hot”). • There will be zero tolerance for On-Time Performance violations on the first trip of any route.
Missed Trips	<p>Operational difficulties that result in missed or delayed trips or vehicles not operating as required by the Agreement must be reported immediately to the City.</p> <ul style="list-style-type: none"> • 90% of cumulative distance (in miles) will be met per single trip; when more than 10% of a trip distance (in miles) is not completed, it will be considered a missed trip unless otherwise approved by the City. • All timepoints will be met per single trip; unless otherwise approved by the City.
Communication Between City and Contractor	City and Contractor shall develop agreed upon communication protocol detailing how information is conveyed and will establish time periods for different events. These procedures are intended to ensure that City Staff is aware of passenger concerns, complaints, and operational problems. Vehicle operators are to report passenger complaints or operational problems immediately to Contractor staff who will ensure that appropriate measures are taken to correct the problem.



9.2 Fines:

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

The fines described below may be instituted by the City no sooner than two months after the initiation of the service, with the exception of the On-Time Performance Failure described below.

The City's may elect to not assess a penalty at any occurrence; however, this does not prohibit the City from assessing a penalty in the future for a similar occurrence. In addition, the fines detailed in this section shall not relieve Contractor of its obligations to satisfy each and every requirement under the terms of the Agreement.

The invalidity or unenforceability of any particular assessment established in this Section shall not affect the validity or enforceability of other assessments established in this Agreement.

The City's Transit Manager (or other city representative as determined by the Public Works Director) and Contractor's General Manager will meet per a mutually agreed upon schedule to review potential deficiencies. At the close of each of these meetings, a determination will be made as to what, if any, fines will be assessed. The Transit Manager's decision with regard to the assessment of payment reductions is final and may not be appealed. After fines are assessed, the rate of consideration shall revert to the rates specified in the Compensation section of the Agreement until the next assessment is made.

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



	Item	1st Offense	2nd Offense	3rd or More
1	On-Time Performance (per Section 9.1): Failing to maintain 85% on-time performance by leaving at a timepoint earlier than one minute or later than 10 minutes and/or failure to complete 90% of the miles of a route.	Warning	\$25 per On-Time Performance Violation	\$50 per On-Time Performance Violation
2	Reporting (per Section 7): Failing to submit reports and/or data when requested.	Warning	\$500 per report	\$1,000 per report
3	Vehicle Systems (per Section 4)	Warning	\$250 per incident, per vehicle, per day until completed	\$500 per incident, per vehicle, per day until completed
4	Vehicle Condition (per Section 8)	Warning	\$25 per incident, per vehicle, per day until completed	\$50 per incident, per vehicle, per day until completed
5	Body Damage (per Section 9)	Warning	\$250 per incident, per day until completed	\$500 per incident, per day until completed
6	Pre-Trip Inspection (Per Sections 6 and 8)	Warning	\$100 per inspection not completed	\$500 per inspection not completed
7	Operator Uniforms (Per Section 6)	Warning	\$25 per incident	\$50 per incident
8	Supervision Responsibilities (Per Section – All Section)	Warning	\$100 per incident	\$200 per incident
9	Safety and Emergency Procedures (Per Section 8)	Warning	\$500 per incident	\$1,000 per incident

ATTACHMENT D: TRANSIT ROUTES

LINE 1 SHUTTLE

Monday - Friday
FREE - NO CHARGE

Hours of operation:
 Monday - Friday 6:30am - 6:00pm
 No service on holidays.
 Subject to change without notice.

Customer Service:
 (818) 715-1115

City of Calabasas
 100 Civic Center Way
 Calabasas, CA 91302
www.cityofcalabasas.com

JUNE 2022

STOP	LOCATION	TIME	TIME	TIME	TIME	TIME	TIME
1	Las Virgenes Road at Parkmor Road	6:30 AM	8:22 AM	10:12 AM	12:14 PM	2:06 PM	3:58 PM
2	Thousand Oaks Boulevard at Gates Canyon Park	6:34 AM	8:26 AM	10:16 AM	12:18 PM	2:10 PM	4:02 PM
3	Thousand Oaks Boulevard at Parkmor Road	6:35 AM	8:27 AM	10:17 AM	12:19 PM	2:11 PM	4:03 PM
4	Thousand Oaks Boulevard at Ruthwood Drive	6:36 AM	8:28 AM	10:18 AM	12:20 PM	2:12 PM	4:04 PM
5	Las Virgenes Road at Thousand Oaks Boulevard	6:38 AM	8:30 AM	10:20 AM	12:22 PM	2:14 PM	4:06 PM
6	Las Virgenes Road at Shell Station	6:41 AM	8:33 AM	10:23 AM	12:25 PM	2:17 PM	4:09 PM
7	Las Virgenes Road at A.E. Wright Middle School	6:44 AM	8:35 AM	10:36 AM	12:28 PM	2:20 PM	4:22 PM
8	Meadow Creek Lane at Oleander Court	6:45 AM	8:36 AM	10:37 AM	12:29 PM	2:21 PM	4:23 PM
9	Lost Hills Road at Cold Springs Street	6:46 AM	8:37 AM	10:38 AM	12:30 PM	2:22 PM	4:24 PM
10	Malibu Hills Road at Agoura Hills/Calabasas Community Center	6:49 AM	8:40 AM	10:41 AM	12:33 PM	2:25 PM	4:27 PM
11	Lost Hills Road at Juan Bautista de Anza Park	6:52 AM	8:43 AM	10:44 AM	12:36 PM	2:28 PM	4:30 PM
12	Agoura Road at Las Virgenes Road (Metro)	6:57 AM	8:48 AM	10:49 AM	12:41 PM	2:33 PM	4:35 PM
13	Agoura Road at Lost Hills Road (Metro - Summit)	6:59 AM	8:50 AM	10:51 AM	12:43 PM	2:35 PM	4:37 PM
14	Parkville Rd. at Grape Arbor Park	7:01 AM	8:52 AM	10:53 AM	12:45 PM	2:37 PM	4:39 PM
15	Las Virgenes Road at Southbound US 101	7:05 AM	8:56 AM	10:57 AM	12:49 PM	2:41 PM	4:43 PM
16	Las Virgenes Road at Mureau Road	7:07 AM	8:58 AM	10:59 AM	12:51 PM	2:43 PM	4:45 PM
17	Calabasas Road between BMW/Audi Dealerships	7:17 AM	9:05 AM	11:06 AM	12:58 PM	2:50 PM	4:52 PM
18	Park Sorrento at Civic Center Way (City Hall)	7:16 AM	9:07 AM	11:08 AM	1:00 PM	2:52 PM	4:54 PM
19	Parkway Calabasas at Park Granada	7:17 AM	9:08 AM	11:09 AM	1:01 PM	2:53 PM	4:55 PM
20	Parkway Calabasas at Park Entrada	7:19 AM	9:10 AM	11:11 AM	1:03 PM	2:55 PM	4:57 PM
21	Parkway Calabasas at the Oaks Gate	7:23 AM	9:14 AM	11:15 AM	1:07 PM	2:59 PM	5:01 PM
22	Parkway Calabasas at Paseo Primario (South)	7:24 AM	9:15 AM	11:16 AM	1:08 PM	3:00 PM	5:02 PM
23	Parkway Calabasas at Camino Portal	7:25 AM	9:16 AM	11:17 AM	1:09 PM	3:01 PM	5:03 PM
24	Parkway Calabasas at Paseo Primario (North)	7:26 AM	9:17 AM	11:18 AM	1:10 PM	3:02 PM	5:04 PM

STOP	LOCATION	TIME	TIME	TIME	TIME	TIME	TIME
25	Park Granada at Parkway Calabasas	7:29 AM	9:20 AM	11:21 AM	1:13 PM	3:05 PM	5:07 PM
26	Park Sienna at Park Capri	7:30 AM	9:21 AM	11:22 AM	1:14 PM	3:06 PM	5:08 PM
27	Park Sienna at Park Antigua	7:31 AM	9:22 AM	11:23 AM	1:15 PM	3:07 PM	5:09 PM
28	Park Sienna at Park Antonio	7:32 AM	9:23 AM	11:24 AM	1:16 PM	3:08 PM	5:10 PM
29	Park Helena at Park Hacienda	7:33 AM	9:24 AM	11:25 AM	1:17 PM	3:09 PM	5:11 PM
30	Park Alisal at Park Corona	7:34 AM	9:25 AM	11:26 AM	1:18 PM	3:10 PM	5:12 PM
31	Park Sienna at Park AilsaI	7:35 AM	9:26 AM	11:27 AM	1:19 PM	3:11 PM	5:13 PM
32	Park Sienna at Park Cordero	7:36 AM	9:27 AM	11:28 AM	1:20 PM	3:12 PM	5:14 PM
33	Park Sorrento at Park Ora	7:37 AM	9:28 AM	11:29 AM	1:21 PM	3:13 PM	5:15 PM
34	Park Sorrento at Park Mirasol	7:39 AM	9:30 AM	11:31 AM	1:23 PM	3:15 PM	5:17 PM
35	Park Sorrento at Park Granada	7:40 AM	9:31 AM	11:32 AM	1:24 PM	3:16 PM	5:18 PM
36	Calabasas Road at El Canon Avenue	7:41 AM	9:32 AM	11:33 AM	1:25 PM	3:17 PM	5:19 PM
37	Mulholland Drive at Valmar Road	7:43 AM	9:34 AM	11:35 AM	1:27 PM	3:19 PM	5:21 PM
38	Mulholland Highway at Paul Revere Drive	7:48 AM	9:38 AM	11:40 AM	1:32 PM	3:24 PM	5:26 PM
39	Mulholland Highway at Declaration Avenue	7:50 AM	9:40 AM	11:42 AM	1:34 PM	3:26 PM	5:28 PM
40	Mulholland Highway at Calabasas High School	7:51 AM	9:41 AM	11:43 AM	1:35 PM	3:27 PM	5:29 PM
41	Mulholland Highway at Mobile Home Estates	7:56 AM	9:46 AM	11:48 AM	1:40 PM	3:32 PM	5:34 PM
42	Mulholland Highway at Mountain Park Drive	7:58 AM	9:48 AM	11:50 AM	1:42 PM	3:34 PM	5:36 PM
43	Mulholland Highway at Viewpoint School	8:01 AM	9:51 AM	11:53 AM	1:45 PM	3:37 PM	5:39 PM
44	Old Topanga Canyon Road at Calabasas High School	8:04 AM	9:54 AM	11:56 AM	1:48 PM	3:39 PM	5:41 PM
45	Old Topanga Canyon Road at Wrencrest Drive	8:05 AM	9:55 AM	11:57 AM	1:49 PM	3:41 PM	5:43 PM
46	Park Sorrento at Park Granada	8:08 AM	9:58 AM	12:00 PM	1:52 PM	3:44 PM	5:46 PM
47	Calabasas Road at Commons Way	8:10 AM	10:00 AM	12:02 PM	1:54 PM	3:46 PM	5:48 PM
48	Park Sorrento at Civic Center Way (City Hall)	8:11 AM	10:01 AM	12:03 PM	1:55 PM	3:47 PM	5:49 PM



CITY of CALABASAS

City of Calabasas
Transportation
 DIVISION

**CALABASAS PUBLIC TRANSPORTATION
SHUTTLE SERVICE**

LINE 2AM

With Stops at A.E. Wright & Lupin Hill

Hours of operation:
Monday - Friday
Transit Pass or Transit tickets required.
No service on holidays.
Subject to change without notice.

Public Information Available:
Customer Service:

(818) 715-1115
100 Civic Center Way
Calabasas, CA 91302
www.cityofcalabasas.com

Updated: August 2021

LINE 2 PEAK ROUTE AM

STOP	LOCATION	TIMES	TIMES	TIMES
1	Las Virgenes Rd. @ A.E. Wright (South Driveway)	7:07	-	-
2	Meadow Creek Ln. @ Poppyseed Pl.	7:08	-	8:10
3	Meadow Creek Ln. @ Oleander	7:09	-	8:12
4	Lost Springs Rd. @ Cold Springs St.	7:11	-	8:14
5	Lost Hills Rd. @ Malibu Hills Rd.	7:14	-	8:16
6	Parkville Rd. @ Calamine Dr.	7:17	-	8:18
7	Helmond Dr. @ Ludgate Dr.	7:18	-	8:19
8	Canwood St. @ Ambridge Dr.	7:19	-	8:20
9	Las Virgenes Rd. @ Parkmor Rd.	7:23	-	8:24
10	Las Virgenes Rd. @ Bravo Ln.	7:24	-	8:25
11	Las Virgenes Rd. @ Thousand Oaks Blvd. (SE)	7:25	-	8:26
12	Parkmor Rd. @ Adamor Rd. (Lupin Hill)	7:30	-	8:29
13	Parkmor Rd. @ Alizia Canyon Dr.	7:31	-	8:30
14	Las Virgenes Rd. @ Malibu Cyn. Apts. Leasing Ct.	7:34	-	8:32
15	Ruthwood Dr. @ Veva Way	7:40	7:48	-
16	Ruthwood Dr. @ Parkmor Rd.	7:42	7:49	-
17	Parkmor Rd. @ Roymor Dr.	7:44	7:51	-
18	Parkmor Rd. @ Adamor Rd. (Lupin Hill)	7:46	-	-
19	Parkmor Rd. @ Alizia Canyon Dr.	7:47	-	-
20	Las Virgenes Rd. @ Malibu Cyn. Apts. Leasing Ct.	-	7:55	-
21	Las Virgenes Rd. @ Thousand Oaks Blvd. (SW)	-	8:01	8:33
22	Las Virgenes Road @ Shell Station	-	8:05	8:36
23	Las Virgenes Rd. @ Willow Glen St.	-	8:08	8:38
24	Las Virgenes Rd. @ A.E. Wright (South Driveway)	-	8:09	8:40



CITY of CALABASAS

City of Calabasas
**Transportation
DIVISION**

**CALABASAS PUBLIC TRANSPORTATION
SHUTTLE SERVICE**

LINE 2PM

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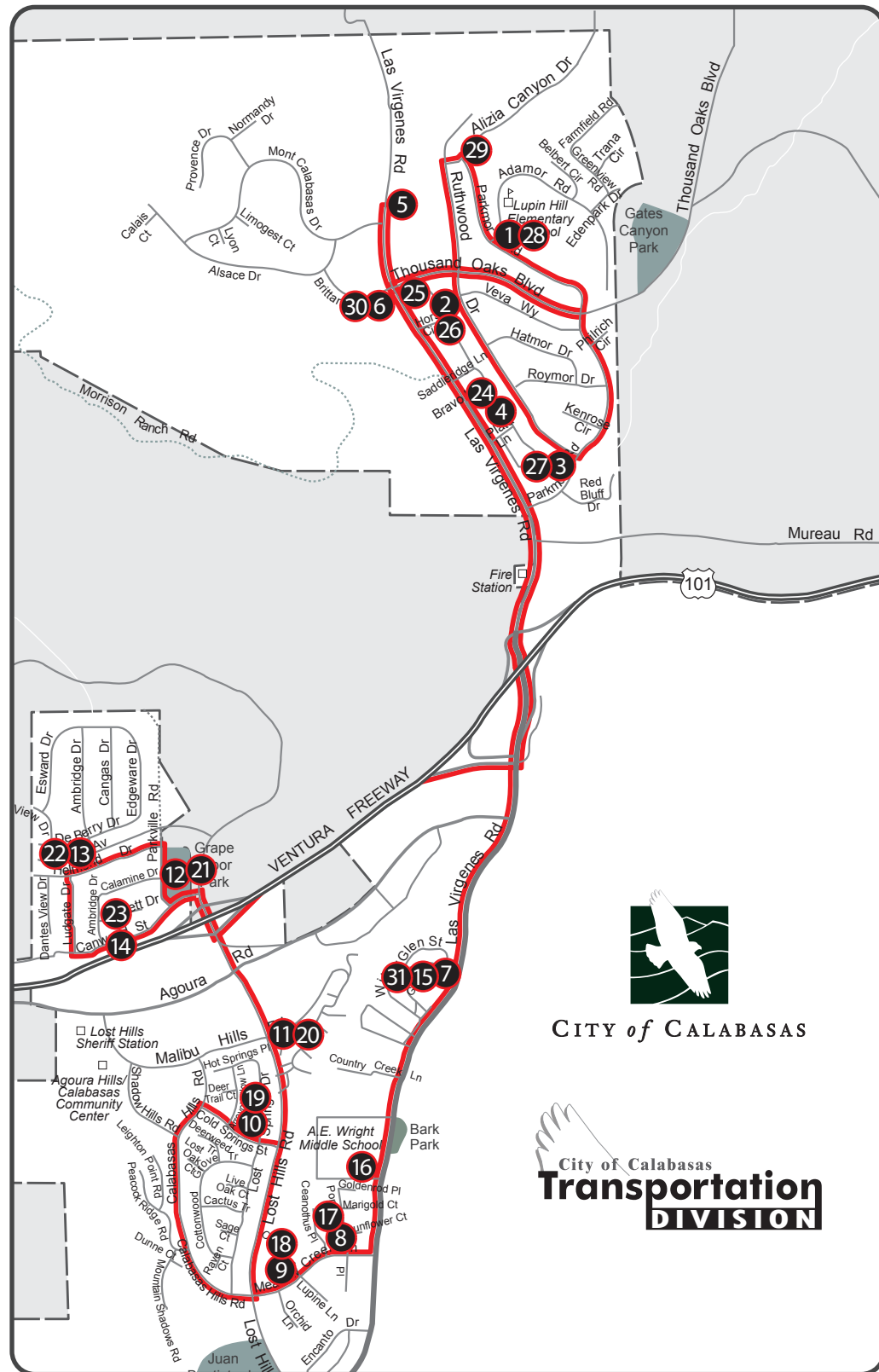
Public Information Available:
Customer Service:

(818) 715-1115
100 Civic Center Way
Calabasas, CA 91302
www.cityofcalabasas.com

Updated: August 2021

LINE 2 PEAK ROUTE PM

STOP	LOCATION	TIMES	TIMES	WED
1	Parkmor Rd. @ Adamor Rd. (Lupin Hill @ top of the hill)	2:15	2:40	12:30
2	Ruthwood Dr. @ Veva Way	2:16	2:41	12:31
3	Ruthwood Dr. @ Parkmor Rd.	2:17	2:42	12:32
4	Las Virgenes Rd. @ Bravo Ln.	2:19	2:44	12:34
5	Las Virgenes Rd. @ Malibu Cyn. Apts. Leasing Ct.	2:20	2:44	12:35
6	Las Virgenes Rd. @ Thousand Oaks Blvd. (SW)	2:22	2:46	12:36
7	Las Virgenes Rd. @ Willow Glen St.	2:24	2:48	12:39
8	Meadow Creek Ln. @ Poppyseed Pl.	2:25	2:49	12:40
9	Meadow Creek Ln. @ Oleander	2:26	2:50	12:41
10	Lost Springs Rd. @ Cold Springs St.	2:27	2:51	12:43
11	Lost Hills Rd. @ Malibu Hills Rd.	2:32	2:56	12:48
12	Parkville Rd. @ Calamine Dr.	2:35	2:59	12:52
13	Helmond Dr. @ Ludgate Dr.	2:36	3:00	12:53
14	Canwood St. @ Ambridge Dr.	2:37	3:01	12:54
15	Las Virgenes Rd. @ Willow Glen St.	-	3:06	12:59
16	Las Virgenes Rd. @ A.E. Wright (South Driveway)	-	3:20	2:20
17	Meadow Creek Ln. @ Poppyseed Pl.	-	3:21	2:21
18	Meadow Creek Ln. @ Oleander	-	3:22	2:22
19	Lost Springs Rd. @ Cold Springs St.	-	3:23	2:23
20	Lost Hills Rd. @ Malibu Hills Rd.	-	3:26	2:26
21	Parkville Rd. @ Calamine Dr.	-	3:29	2:29
22	Helmond Dr. @ Ludgate Dr.	-	3:30	2:30
23	Canwood St. @ Ambridge Dr.	-	3:31	2:31
24	Las Virgenes Rd. @ Bravo Ln.	-	3:36	3:36
25	Las Virgenes Rd. @ Thousand Oaks Blvd. (SE)	-	3:37	2:37
26	Ruthwood Dr. @ Veva Way	-	3:39	2:39
27	Ruthwood Dr. @ Parkmor Rd.	-	3:40	2:40
28	Parkmor Rd. @ Adamor Rd.	-	3:42	2:42
29	Parkmor Rd. @ Alizia Canyon Dr.	-	3:43	2:43
30	Las Virgenes Rd. @ Thousand Oaks Blvd. (SW)	-	3:45	2:45
31	Las Virgenes Rd. @ Willow Glen St.	-	3:48	2:48



CITY of CALABASAS

City of Calabasas
**Transportation
DIVISION**

CALABASAS PUBLIC TRANSPORTATION SHUTTLE SERVICE

LINE 3AM

Hours of operation:
Monday - Friday
Transit Pass or Transit tickets required.
No service on holidays.
Subject to change without notice.

Public Information Available:
Customer Service:
(818) 715-1115

100 Civic Center Way
Calabasas, CA 91302
www.cityofcalabasas.com

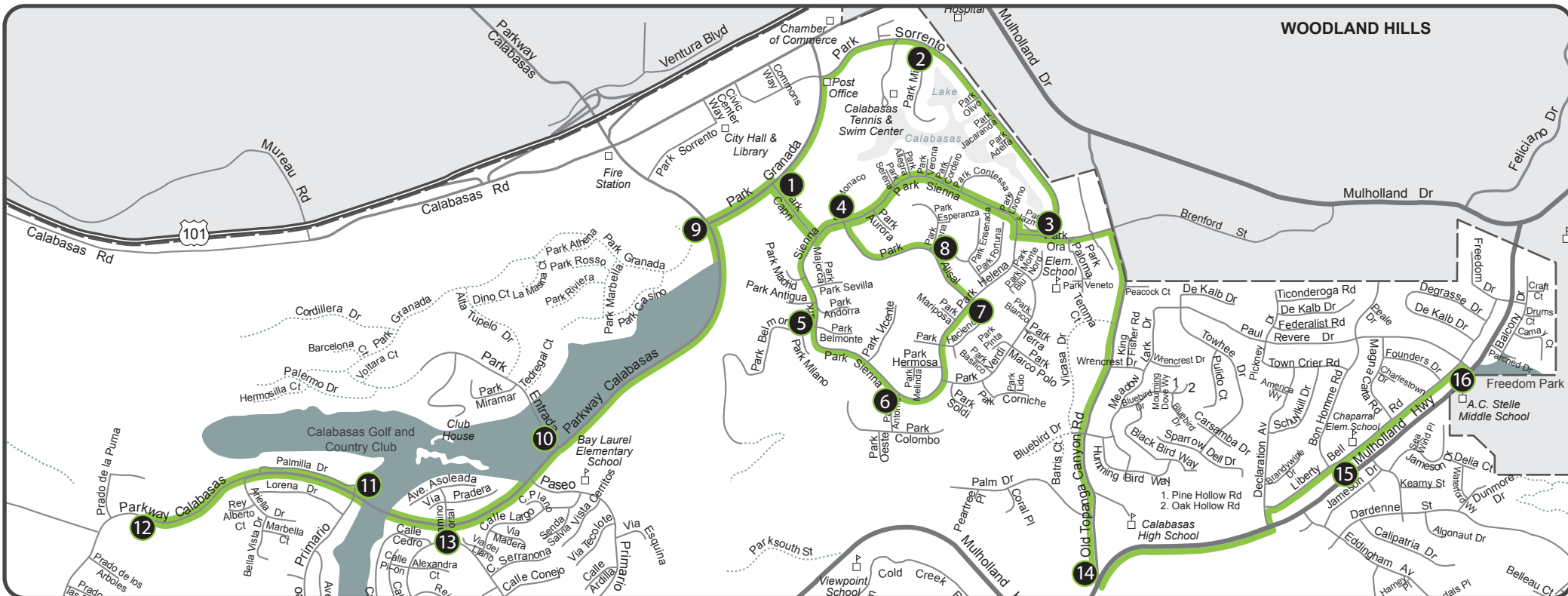
With Stops at Chaparral, A.C. Stelle, Calabasas High



CITY of CALABASAS

LINE 3A + 3B AM PEAK ROUTE		
CHAPARRAL, A.C.STELLE, CALABASAS HIGH		
STOP	LOCATION	TIMES
1	Park Granada @ Park Capri	7:15 AM
2	Park Sorrento @ Park Mirasol	7:17 AM
3	Park Ora @ Park Sorrento	7:19 AM
4	Park Sienna @ Park Monaco	7:20 AM
5	Park Sienna @ Park Belmonte	7:21 AM
6	Park Sienna @ Park Antonio	7:22 AM
7	Park Helena @ Park Alisal	7:23 AM
8	Park Alisal @ Park Corona	7:24 AM
9	Parkway Calabasas @ Park Granada	7:26 AM
10	Parkway Calabasas @ Park Entrada	7:27 AM
11	Parkway Calabasas @ Palmilla Dr.	7:29 AM
12	Parkway Calabasas @ Oaks Gate	7:30 AM
13	Parkway Calabasas @ Camino Portal	7:31 AM
14	Old Topanga Canyon Rd. @ C.H.S.	7:45 AM
15	Liberty Bell Rd. @ Chaparral School	7:50 AM
16	Mulholland Hwy @ Paul Revere Dr. (A.C. Stelle)	8:00 AM

Updated: August 2021



CALABASAS PUBLIC TRANSPORTATION SHUTTLE SERVICE

LINE 3PM

Hours of operation:
Monday - Friday
Transit Pass or Transit tickets required.
No service on holidays.
Subject to change without notice.

Public Information Available:
Customer Service:
(818) 715-1115

100 Civic Center Way
Calabasas, CA 91302
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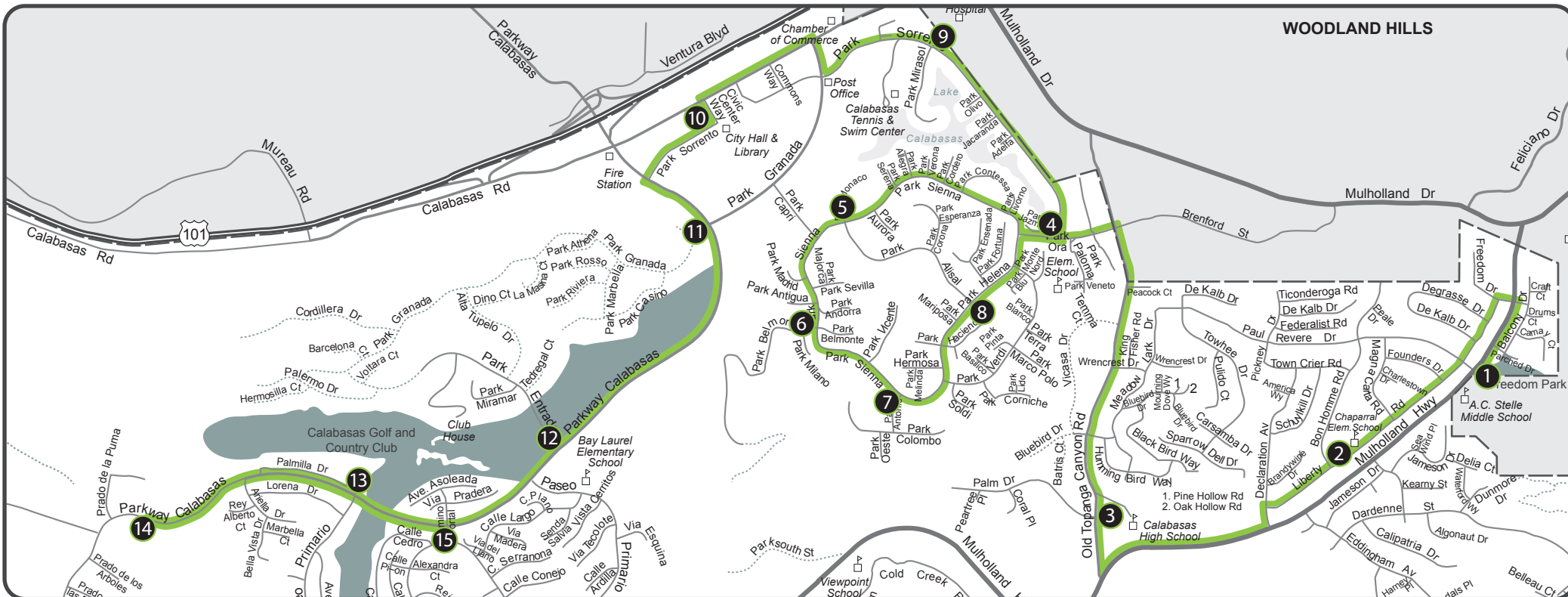
With Stops at Chaparral, A.C. Stelle, Calabasas High



CITY of CALABASAS

Updated: August 2021

LINE 3PM PEAK ROUTE				
Chaparral, A.C. Stelle And Calabasas High				
STOP	LOCATION	M,T,TH,F	M-F	Wed
1	Mulholland Hwy. @ Paul Revere Dr. (A.C. Stelle)	2:40	-	12:35
2	Liberty Bell Rd. @ Chaparral School	2:45	-	12:40
3	Old Topanga Canyon Rd. @ C.H.S.	-	3:40	-
4	Park Ora @ Park Sorrento	2:55	3:45	12:45
5	Park Sienna @ Park Monaco	2:56	3:46	12:46
6	Park Sienna @ Park Belmonte	2:57	3:47	12:47
7	Park Sienna @ Park Antonio	2:59	3:49	12:49
8	Park Helena @ Park Alisal	3:02	4:02	12:52
9	Park Sorrento @ Park Mirasol	3:07	4:07	12:57
10	Civic Center Way @ Park Sorrento (City Hall)	3:10	4:10	1:00
11	Parkway Calabasas @ Park Granada	3:12	4:12	1:02
12	Parkway Calabasas @ Park Entrada	3:13	4:13	1:03
13	Parkway Calabasas @ Camino Portal	3:14	4:14	1:04
14	Parkway Calabasas @ Oaks Gate	3:15	4:15	1:05
15	Parkway Calabasas @ Palmilla Dr.	3:16	4:16	1:06
16	Mulholland Hwy @ Mobile Home Estates	-	4:30	-



CALABASAS PUBLIC TRANSPORTATION SHUTTLE SERVICE

LINE 4AM

Hours of operation:
 Monday - Friday
 Transit Pass or Transit tickets required.
 No service on holidays.
 Subject to change without notice.

Public Information Available:
 Customer Service:

(818) 715-1115
 100 Civic Center Way
 Calabasas, CA 91302
www.cityofcalabasas.com

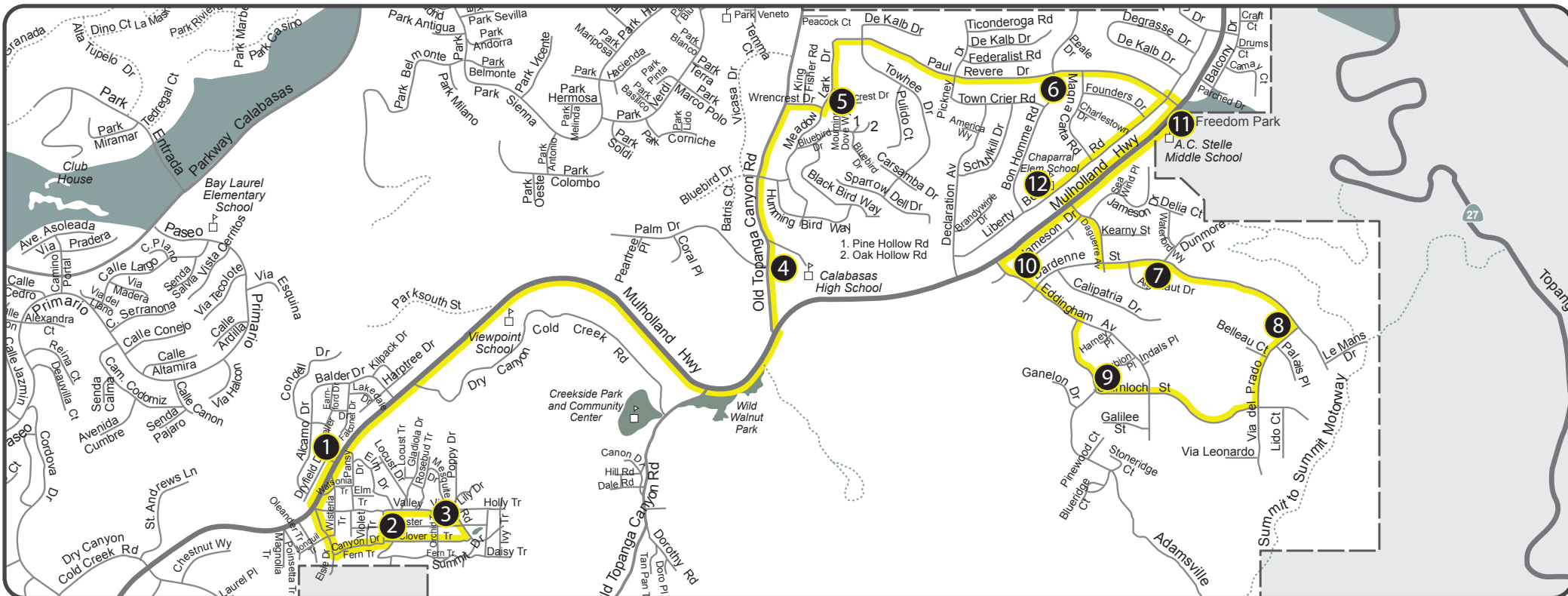
With Stops at Chaparral and A.C. Stelle



CITY of CALABASAS

Updated: August 2021

LINE 4A AM PEAK ROUTE		
CHAPARRAL AND A.C.STELLE ONLY		
STOP	LOCATION	TIMES
1	Mulholland Hwy. @ Mobile Home Estates	7:15
2	Canyon Dr. @ Aster Tr.	7:17
3	Valley View Rd. @ Poppy Dr.	7:18
4	Old Topanga Canyon Rd. @ C.H.S.	7:23
5	Meadow Lark Dr. @ Wrencrest Dr.	7:25
6	Paul Revere Dr. @ Bon Homme Rd.	7:26
7	Dardenne St. @ Dunmore Dr.	7:29
8	Dardenne St. @ Via del Prado	7:31
9	Cairnloch St. @ Adamsville Av.	7:33
10	Eddingham Av. @ Jameson Dr.	7:35
11	Mulholland Hwy. @ Paul Revere Dr. (A.C. Stelle)	7:38
12	Liberty Bell Rd. @ Chaparral Elementary School	7:40



CALABASAS PUBLIC TRANSPORTATION SHUTTLE SERVICE

LINE 4PM

Hours of operation:
Monday - Friday
Transit Pass or Transit tickets required.
No service on holidays.
Subject to change without notice.

Public Information Available:
Customer Service:

(818) 715-1115
100 Civic Center Way
Calabasas, CA 91302
www.cityofcalabasas.com

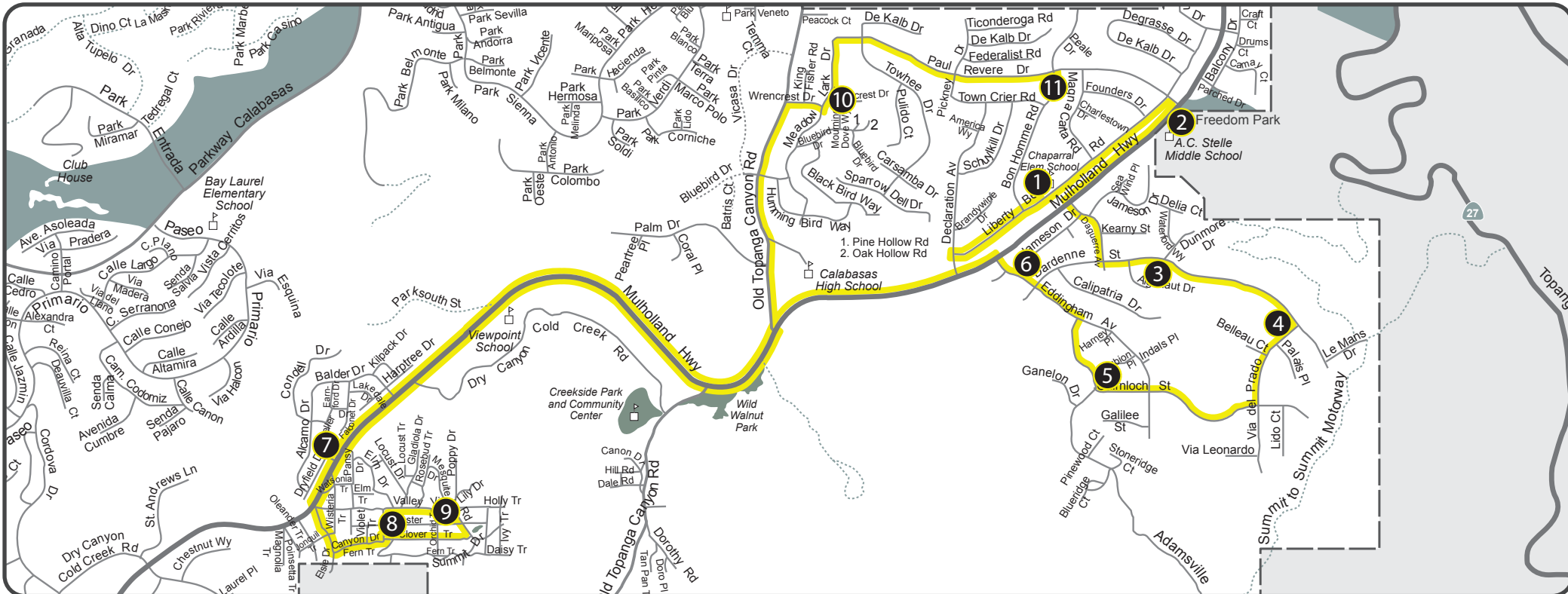
With Stops at Chaparral and A.C. Stelle



CITY of CALABASAS

Updated: August 2019

LINE 4A PM PEAK ROUTE			
CHAPARRAL AND A.C. STELLE ONLY			
STOP	LOCATION	M,T,TH,F	WED
1	Liberty Bell Rd. @ Chaparral Elementary School	2:40	12:35
2	Mulholland Hwy. @ Paul Revere Dr. (A.C. Stelle)	2:45	12:40
3	Dardenne St. @ Dunmore Dr.	2:49	12:44
4	Dardenne St. @ Via del Prado	2:50	12:45
5	Cairnloch St. @ Adamsville Av.	2:52	12:47
6	Eddingham Av. @ Jameson Dr.	2:54	12:49
7	Mulholland Hwy. @ Mobile Home Estates	2:59	12:54
8	Canyon Dr. @ Aster Tr.	3:01	12:56
9	Valley View Rd. @ Poppy Dr.	3:03	12:58
10	Meadow Lark Dr. @ Wrencrest Dr.	3:11	1:06
11	Paul Revere Dr. @ Bon Homme Rd.	3:12	1:07



**CALABASAS PUBLIC TRANSPORTATION
SHUTTLE SERVICE**

**LINE
5 AM**

With Stop at C.H.S.

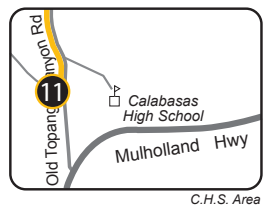
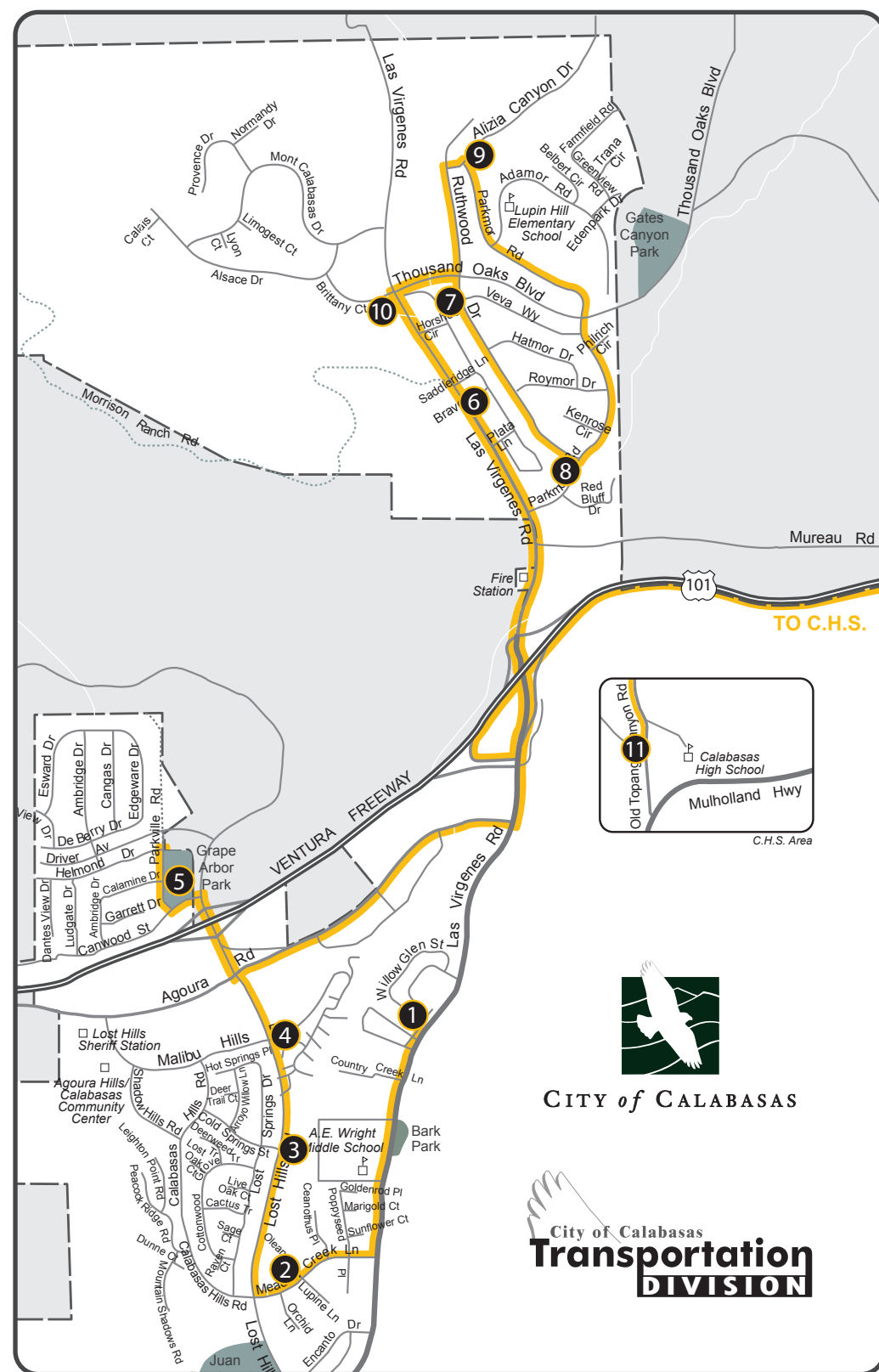
Hours of operation:
Monday - Friday
Transit Pass or Transit tickets required.
No service on holidays.
Subject to change without notice.

Public Information Available:
Customer Service:

(818) 715-1115
100 Civic Center Way
Calabasas, CA 91302
www.cityofcalabasas.com

Updated: August 2021

LINE 5 AM PEAK ROUTE		
CALABASAS HIGH SCHOOL ONLY		
STOP	LOCATION	M-F
1	Las Virgenes Rd. @ Willow Glen St.	7:10
2	Meadow Creek Ln. @ Oleander	7:12
3	Lost Hills Rd. @ Cold Springs St.	7:13
4	Lost Hills Rd. @ Malibu Hills Rd.	7:14
5	Parkville Rd. @ Grape Arbor Park	7:17
6	Las Virgenes Rd. @ Bravo Ln.	7:22
7	Ruthwood Dr. @ Veva Way	7:24
8	Ruthwood Dr. @ Parkmor Rd.	7:25
9	Parkmor Rd. @ Alizia Canyon Dr.	7:27
10	Las Virgenes Rd. @ Thousand Oaks Blvd. (SW)	7:30
11	Old Topanga Canyon Rd. @ C.H.S.	7:55



CITY of CALABASAS

City of Calabasas
**Transportation
DIVISION**

**CALABASAS PUBLIC TRANSPORTATION
SHUTTLE SERVICE**

**LINE
5 PM**

With Stop at C.H.S.

Hours of operation:
Monday - Friday
Transit Pass or Transit tickets required.
No service on holidays.
Subject to change without notice.

Public Information Available:
Customer Service:

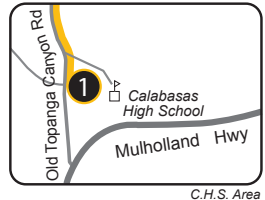
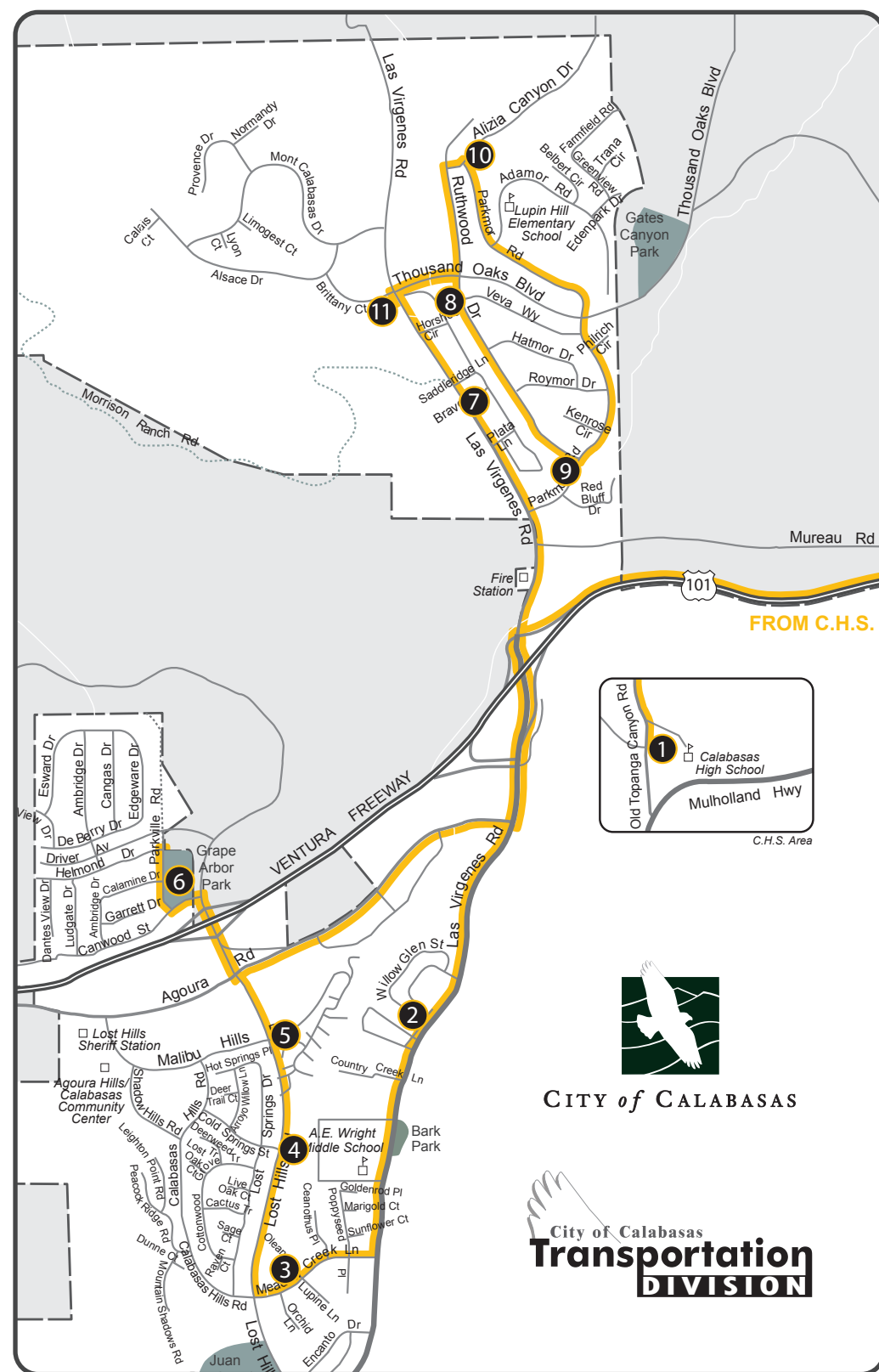
(818) 715-1115
100 Civic Center Way
Calabasas, CA 91302
www.cityofcalabasas.com

Updated: August 2021

LINE 5 PM PEAK ROUTE

CALABASAS HIGH SCHOOL ONLY

STOP	LOCATION	M-F
1	Old Topanga Canyon Rd. @ C.H.S.	3:35
2	Las Virgenes Rd. @ Willow Glen St.	3:50
3	Meadow Creek Ln. @ Oleander	3:53
4	Lost Hills Rd. @ Cold Springs St.	3:55
5	Lost Hills Rd. @ Malibu Hills Rd.	3:56
6	Parkville Rd. @ Grape Arbor Park	3:59
7	Las Virgenes Rd. @ Bravo Ln.	4:05
8	Ruthwood Dr. @ Veva Way	4:08
9	Ruthwood Dr. @ Parkmor Rd.	4:09
10	Parkmor Rd. @ Alizia Canyon Dr.	4:13
11	Las Virgenes Rd. @ Thousand Oaks Blvd. (SW)	4:17



CITY of CALABASAS

City of Calabasas
**Transportation
DIVISION**

CALABASAS TROLLEY SCHEDULE



**For Saturday
Service**

FREE - NO CHARGE



**Hours of operation are:
Saturdays: 10am to 2pm**

The Calabasas Trolley performs a loop route in one direction throughout the City. A route map is included on the backside of this schedule for your convenience.

There is no charge to ride the Calabasas Trolley. For more information, contact the Calabasas Transportation/ Transit Division at (818) 224-1673.



CITY of CALABASAS

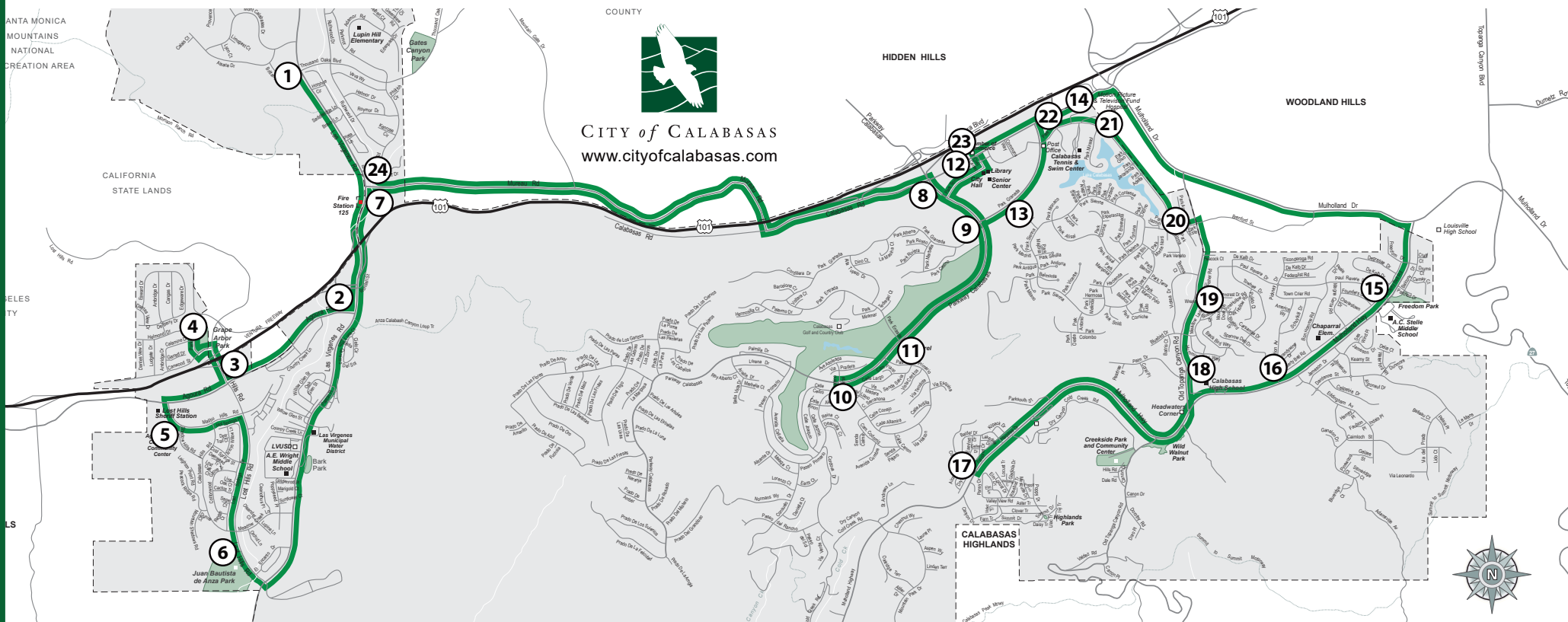
100 Civic Center Way,
Calabasas CA 91302
www.cityofcalabasas.com
(818) 224-1600

STOP	LOCATION	TIME
1	Las Virgenes Road @ Thousand Oaks Boulevard	0:00
2	Agoura Road @ Las Virgenes Road (Albertson's)	0:03
3	Agoura Road @ Lost Hills Road (Summit)	0:04
4	Parkville Rd. @ Grape Arbor Park	0:05
5	Malibu Hills Rd. @ Agoura Rd. (Community Center)	0:08
6	Lost Hills Rd. @ Las Virgenes Rd. (de Anza Park)	0:10
7	Mureau Road @ Las Virgenes Road	0:16
8	Parkway Calabasas @ Calabasas Road	0:22
9	Parkway Calabasas @ Park Granada	0:23
10	Parkway Calabasas @ Camino Portal	0:25
11	Parkway Calabasas @ Paseo Primario (North)	0:26
12	Park Sorrento @ Civic Center Way (Civic Center)	0:28
13	Park Granada @ Park Capri	0:29
14	Calabasas Road @ El Canon (Old Town)	0:31
15	Mulholland Highway @ Paul Revere Drive	0:36
16	Mulholland Highway @ Declaration Avenue	0:37
17	Mulholland Hwy @ Mobil Home Park	0:40
18	Old Topanga Cyn @ Calabasas High School	0:43
19	Old Topanga Cny @ Wrencrest Drive	0:44
20	Park Sorrento @ Park Ora	0:45
21	Park Sorrento @ Park Mirasol (Tennis & Swim Center)	0:47
22	Park Sorrento @ Park Granada	0:48
23	Park Sorrento @ Civic Center Way (Civic Center)	0:51
24	Mureau Rd. @ Las Virgenes Rd. (NE)	0:58

7/2023

All times noted are minutes after each hour.
Subject to change without notice.

CALABASAS TROLLEY



CITY of CALABASAS
www.cityofcalabasas.com



7/2023

STOP	LOCATION	TIME
1	Las Virgenes Road @ Thousand Oaks Boulevard	0:00
2	Agoura Road @ Las Virgenes Road (Albertson's)	0:03
3	Agoura Road @ Lost Hills Road (Summit)	0:04
4	Parkville Rd. @ Grape Arbor Park	0:05
5	Malibu Hills Road @ Agoura Road (Community Center)	0:08
6	Lost Hills Road @ Las Virgenes Road (de Anza Park)	0:10
7	Mureau Road @ Las Virgenes Road	0:16
8	Parkway Calabasas @ Calabasas Road	0:22
9	Parkway Calabasas @ Park Granada	0:23
10	Parkway Calabasas @ Camino Portal	0:25
11	Parkway Calabasas @ Paseo Primario (North)	0:26
12	Park Sorrento @ Civic Center Way (Civic Center)	0:28

13	Park Granada @ Park Capri	0:29
14	Calabasas Road @ El Canon (Old Town)	0:31
15	Mulholland Highway @ Paul Revere Drive	0:36
16	Mulholland Highway @ Declaration Avenue	0:37
17	Mulholland Hwy @ Mobil Home Park	0:40
18	Old Topanga Cyn @ Calabasas High School	0:43
19	Old Topanga Cny @ Wrencrest Drive	0:44
20	Park Sorrento @ Park Ora	0:45
21	Park Sorrento @ Park Mirasol (Tennis and Swim Center)	0:47
22	Park Sorrento @ Park Granada	0:48
23	Park Sorrento @ Civic Center Way (Civic Center)	0:51
24	Mureau Rd. @ Las Virgenes Rd. (NE)	0:58

Saturday Trolley hours: 10am to 2pm

- Subject to change without notice.
- Public information available at the Calabasas Transportation / Transit Division (818) 224-1673

April 11, 2024

Distribution/Proposer

SUBJECT: ADDENDUM #1 FOR REQUEST FOR PROPOSAL FOR THE
OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND
TRANSPORTATION SERVICES FOR THE CITY OF CALABASAS

Attached is the Addendum # 1 for the subject Request for Proposals.

Changes include extending the Request for Information (RFI) and proposal due dates.

A signed copy of this, and any further addendum with your proposal to acknowledge receipt of any and all addenda is required to be included with your proposal.

If you have any further questions, please feel free to email or call Assistant Engineer Tra'a Bezdecny at tbezdecny@cityofcalabasas.com or at (818) 224-1673.

Sincerely,

Curtis Castle
Director of Public Works

Acknowledgment of Receipt of Addendum



CITY *of* CALABASAS
ADDENDUM No. 1

**FOR NOTICE INVITING SEALED BIDS FOR REQUEST FOR PROPOSAL FOR THE
OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND TRANSPORTATION
SERVICES FOR THE CITY OF CALABASAS**

PROPOSAL DUE: Monday May 13th

THE FOLLOWING CHANGES, ADDITIONS, AND CLARIFICATIONS ARE HEREBY MADE PART OF THE CONTRACT DOCUMENTS FOR THE ABOVE REFERENCED NOTICE AND SHALL BE TAKEN INTO ACCOUNT IN THE PREPARATION OF ALL PROPOSALS AND THE EXECUTION OF ALL WORK. WORK SHALL CONFORM TO THE REQUIREMENTS OF THE ORIGINAL CONTRACT DOCUMENTS AND ADDENDA WHEREVER THEY APPLY.

The Request for Proposals will be modified as follows:

- On **page 1**: The Calendar of Events was changed, affecting the RFP and RFI sections on this page; changes are in bold and red:

REQUEST FOR PROPOSAL (RFP)

The City of Calabasas (“City”) is soliciting Proposals from qualified transit service providers (“Contractor”) for **Public Transportation Services**. Proposals must be submitted at or before **2:00 p.m. on ~~April 29, 2024~~ May 13th, 2024**. Proposals and amendments to Proposal received after the date and time specified above will not be considered.

Proposals submitted to City must comply with Section I and Section II, and must be based on the Scope of Services provided in Attachment A. Proposals will be evaluated and awarded in accordance with Section IV: Evaluation and Selection. The selected company or companies must be willing to sign an agreement with the terms and conditions shown in the City model Professional Service Agreement (PSA), attached herein as Attachment B. Contractors are encouraged to promptly notify City of any apparent major inconsistencies, problems, or ambiguities in the Scope of Services.

REQUEST FOR INFORMATION (RFI)

In an effort to maintain fairness in the process, all inquiries concerning this procurement are to be directed only to the City Public Works Department at the following address: 100 Civic Center Way, Calabasas, CA 91302, Attention: Tra’*a* Bezdecny. Contractors are specifically directed NOT to contact any City Council members or personnel, other than specified in this RFP, for meetings, conferences, or technical discussions that are related to the RFP.



CITY of CALABASAS

All inquiries must be submitted in writing via email at tbezdecny@cityofcalabasas.com and must be received at the City by the end of business on ~~April 22, 2024~~ **May 6, 2024 at 5:00 p.m.** Please note that City will not be responsible for mailing any addendums. All addendums and notifications will be made available on the City’s webpage: <http://www.cityofcalabasas.com/public-notices.html>. Contractors are encouraged to check the website regularly since each Contractor will bear sole responsibility for having the RFP and all addendums.

- On **page 3**: The Calendar of Events was changed; changes are in bold and red:

Calendar of Events*

Distribution of RFP _____	April 8, 2024
Final Date to Submit RFI _____	April 22, 2024 May 6, 2024
Proposal Due Date _____	April 29, 2024 May 13, 2024
Development of Shortlist _____	May 2, 2024 May 16, 2024
Interviews of Selected Contractors _____	May 6 – May 10, 2024 May 20-23, 2024
Contractor Selection _____	May 13, 2024 May 28, 2024
Contract Documents Submitted to City _____	May 23, 2024 June 3, 2024
Council Approval of Professional Services Agreement _____	June 12, 2024
Transition Period _____	June 17 – June 30, 2024
New Contract in Effect _____	July 1, 2024

*Subject to change

May 3, 2024

Distribution/Proposer

SUBJECT: ADDENDUM #2 FOR REQUEST FOR PROPOSAL FOR THE
OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND
TRANSPORTATION SERVICES FOR THE CITY OF CALABASAS

Attached is the Addendum # 2 for the subject Request for Proposals.

Changes include extending the proposal due date, providing specific information regarding the fleet, providing current revenue hours and miles of service, adding the City's holidays, adding the Performance Bond requirement, and clarification on the term *billable hour* and clarifying that current operators are not part of a collective bargaining agreement.

A signed copy of this, and any further addendum with your proposal to acknowledge receipt of any and all addenda is required to be included with your proposal.

If you have any further questions, please feel free to email or call Assistant Engineer Tra'a Bezdecny at tbezdecny@cityofcalabasas.com or at (818) 224-1673.

Sincerely,



Curtis Castle
Director of Public Works

Acknowledgment of Receipt of Addendum



CITY *of* CALABASAS
ADDENDUM No. 2

**FOR NOTICE INVITING SEALED BIDS FOR REQUEST FOR PROPOSAL FOR THE
OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND TRANSPORTATION
SERVICES FOR THE CITY OF CALABASAS**

PROPOSAL DUE: Monday May 20th

THE FOLLOWING CHANGES, ADDITIONS, AND CLARIFICATIONS ARE HEREBY MADE PART OF THE CONTRACT DOCUMENTS FOR THE ABOVE REFERENCED NOTICE AND SHALL BE TAKEN INTO ACCOUNT IN THE PREPARATION OF ALL PROPOSALS AND THE EXECUTION OF ALL WORK. WORK SHALL CONFORM TO THE REQUIREMENTS OF THE ORIGINAL CONTRACT DOCUMENTS AND ADDENDA WHEREVER THEY APPLY.

The Request for Proposals will be modified as follows:

- On **page 1**: The Calendar of Events was changed, revising the RFP section on this page; changes are in bold and red:

REQUEST FOR PROPOSAL (RFP)

The City of Calabasas (“City”) is soliciting Proposals from qualified transit service providers (“Contractor”) for **Public Transportation Services**. Proposals must be submitted at or before **2:00 p.m. on ~~May 13th, 2024~~ May 20th, 2024**. Proposals and amendments to Proposal received after the date and time specified above will not be considered.

Proposals submitted to City must comply with Section I and Section II, and must be based on the Scope of Services provided in Attachment A. Proposals will be evaluated and awarded in accordance with Section IV: Evaluation and Selection. The selected company or companies must be willing to sign an agreement with the terms and conditions shown in the City model Professional Service Agreement (PSA), attached herein as Attachment B. Contractors are encouraged to promptly notify City of any apparent major inconsistencies, problems, or ambiguities in the Scope of Services.

- On **page 3**: The Calendar of Events was changed; changes are in bold and red:



CITY of CALABASAS
Calendar of Events*

Distribution of RFP _____	April 8, 2024
Final Date to Submit RFI _____	May 6, 2024
Proposal Due Date _____	May 13, 2024 May 20, 2024
Development of Shortlist _____	May 16, 2024 May 23, 2024
Interviews of Selected Contractors _____	May 20 – May 23, 2024 May 28-30, 2024
Contractor Selection _____	May 28, 2024 May 31, 2024
Council Approval of Professional Services Agreement _____	June 12, 2024
Transition Period _____	June 17 – June 30, 2024
New Contract in Effect _____	July 1, 2024

*Subject to change

- On **page 12**: An additional subsection has been added to *Section III. General Proposal Terms and Conditions*:

20. Performance Bond

Within ten (10) calendar days after the date of the Notice of Award, the Selected Contractor shall execute a Faithful Performance Bond. The bond shall remain in force until the date of termination of the contract. All bonds must be accompanied by a Power of Attorney.

- On **page 15**: Additional information for *Section 1. Project Scope*:



CITY of CALABASAS

Fleet Inventory Table

Transit Agency Vehicle ID	Bus Make	Bus Model	Bus Length (ft.)	Bus Fuel Type	Bus GVWR (lbs.)	Bus Manufacture Year	Engine Manufacturer	Engine Model	Engine Model Year	Odometer (March 2024)
3	FORD	E450	18	Gasoline	19500 lbs	2010	FORD	FORD	2003	325753
6 (TROLLY)	FORD	F550	22	Gasoline	22000 lbs	2005	FORD	FORD	2004	325500
9	FORD	E450	18	Gasoline	14050 lbs	2005	FORD	FORD	2006	OOS
10	CHEVY	C5500	26	Diesel	22000 lbs	2009	CHEVY	CHEVY	2009	210442
11	FORD	E450	18	Diesel	14050 lbs	2003	FORD	FORD	2003	215336
12	FORD	F550	22	CNG	16500 lbs	2016	FORD	FORD	2015	83187
13	FORD	F550	22	CNG	16500 lbs	2016	FORD	FORD	2016	59141
14	FORD	F550	22	CNG	19500 lbs	2019	FORD	FORD	2019	30485
15	FORD	F550	22	CNG	19500 lbs	2019	FORD	FORD	2019	28822

- On **page 15**: Additional information for *Section 1. Project Scope*:

Annual Hours and Miles

Vehicle Revenue Miles: 86,000

Vehicle Revenue Hours: 9,500

- On **page 16**: Additional information for *Section 1. Project Scope*:

A billable hour is the amount of time a driver requires to complete the agreed upon work.

- On **page 23**: Additional information for *Section 6. Vehicle Operator*; additions are in bold and red:

6. Vehicle Operator:

Contractor will operate Calabasas shuttle services as specified by City and in strict accordance with the operating schedules and routes set forth in this document, and shall provide such service in a safe, professional, and courteous manner. Contractor shall ensure a sufficient number of operators, both regularly-scheduled and extra board (cover or relief), to provide consistent and reliable service.

Operators under this contract are not subject to a Union or Collective Bargaining Agreement.



CITY *of* CALABASAS

- **Attachment D:** Additional information for *Attachment D Transit Routes* has been added:

City Holidays are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve (1/2 Day)

Response to Questions April 22, 2024

1. With the questions deadline being so close to the deadline, can you please extend the deadline?	We have extended the deadline – see Addendum #2.
2. Could you please provide an inventory of the fleet	See Addendum #2.
a. Relevant information includes: Year, make, model, maintenance records etc.	
b. Does the fleet count include spare vehicles?	
3. Who is the current operator?	Refer to the attached Contract Award Staff Report .
a. How many vehicles are they using for each service type they operate?	See Addendum #2. The City owns nine buses and all nine buses will be utilized by the selected Contractor for transit services provided under this contract.
b. What has been successful about the service and current operator?	The City does not release information regarding an active contract.
c. What has been a challenge for the service and current operator?	The City does not release information regarding an active contract.
4. What is the annual budget by service type?	Please see the City’s annual budget (page 123 of FY24 Budget): https://www.cityofcalabasas.com/government/finance/annual-budgets .
5. Does Calabasas Transit have any data related to annual hours and miles operated by service?	Yes, see Addendum #2.
6. Are the personnel under this contract subject to a Union or Collective Bargaining Agreement?	No, see Addendum #2.
7. If answer to question 14 is “Yes”, then please indicate Union associated with personnel?	N/A
8. Is there a bid bond and/or performance bond requirement?	A performance bond is required, a bid bond is not, see Addendum #2.
9. Please clarify if there is office space available for the contractor?	City will not provide office space for contractor.
10. Is the vehicle parking secure?	Yes.
11. Please provide the schedule for the Summer fixed “beach” bus.	Historically, the Beach Bus has provided service from Calabasas to Topanga State Beach five days a week between 10 am and 7 pm for ten weeks from June to early August...
12. How many revenue hours per route per year?	See Addendum #2.

13. How many total miles per route per year? And how many hours per route per year?	See Addendum #2.
14. How many total drivers are there currently?	The selected contractor will need to determine the appropriate number of drivers to meet the scope requirements, see RFP Section 6.
15. What were the punitive damages/fines total for the previous operator?	The City does not release information regarding an active contract.
16. Please provide invoices for last year (monthly if possible)	The City does not release information regarding an active contract.
17. Do you want/need automated passenger counting?	If it is an option, please provide it in the proposal for consideration.
18. What technology requirements does the operator have right now?	The City does not release information regarding an active contract, please refer to the Contract Award Staff Report.
19. Are we able to include our financial statements as a substitute for Form 700 Statement of Economic Interests?	The Form 700 will be required at the time of contract award.
20. Are electronic signatures acceptable instead of wet signatures?	Yes.

Response to Questions April 29, 2024

<p>1. RFP #6, page 10/60: Please provide all bidders with the appropriate current employee's position, wages, hire date and benefits information in accordance with the stated Labor Code §1720 requirement.</p>	<p>The City does not release information regarding an active contract.</p>
<p>2. Labor Code 1070: For bidders to comply with Labor Code 1070/1072 bidders will need the following information:</p> <p>A. seniority list for the current employees for this contract with position, full time or part time status, length of service, and current rate of pay.</p> <p>B. current rates/benefits of the current employees with specific information regarding co-pays, dependent coverage and amount of premium paid by employer.</p> <p>C. information regarding retirement plans.</p> <p>D. Any applicable collective bargaining agreements for employees of these services and any applicable MOUs or side letters of agreement</p>	<p>The City does not release information regarding an active contract.</p> <p>D. See Amendment #2.</p>
<p>3. RFP, Attachment A, page 16/90: Please provide all bidders with a full fleet list including year, make, model and current mileage so that bidders can produce accurate vehicle maintenance projections.</p>	<p>See Amendment #2.</p>
<p>4. RFP, Attachment A, page 16/90: Please provide bidders with information regarding fleet replacement expected over the life of the contract including which vehicles are going to be replaced, when and what vehicles are going to purchased (year/make/model).</p>	<p>See Amendment #2. While the City is pursuing transition to a zero-emission fleet, Proposers shall assume that the current fleet will be utilized for the duration of the contract.</p>
<p>5. RFP, Attachment A, page 16/90: Please provide the definition of a billable hour as listed in the Bid Schedule of Attachment A on page 16/90.</p>	<p>See Amendment #2.</p>
<p>6. RFP, Attachment A, page 16/90: Please provide all bidders with the quantity of required billable hours for each service requested to ensure that the City can compare bidders' prices</p>	<p>Bidders should review the current shuttle routes provided on the City's website to develop the proposed service hours required based on their understanding of the contract requirements.</p>
<p>7. RFP, Attachment A, page 16/90: The table in Attachment A provides bidders a section to price the costs associated with certain but not all vehicle maintenance related work, where should costs for other maintenance related work be included in this Bid Schedule table?</p>	<p>Maintenance activity not specified in the Bid Schedule table will be part of the Maintenance Allowance (Item 13).</p>

8. RFP, Attachment A, #9.2, page 34/90: Please provide a detailed list of fines charged to the current contractor over the last 3 years.	The City does not release information regarding an active contract.
9. RFP, Attachment A, page 16/90: Please confirm for all bidders which vehicles operate on which routes.	See Addendum #2. The City owns nine buses and all nine buses will be utilized by the selected Contractor for transit services provided under this contract.
10. RFP, Attachment A, page 16/90: Please provide all bidders with billable hours, total hours and mileage information for each of the last 3 calendar years.	The City does not release information regarding an active contract.
11. RFP, #2. b. viii, pg. 9/90: In the event of a contractor transition with the new contract will the City provide an incoming contractor with training vehicles to use?	The selected Contractor will work with existing Contractor to utilize the existing fleet. The City will assist with making a bus available for training.
12. Attach. A, #4, pg. 19/90: The RFP mentions the possibility of implementing Zero-Emission vehicle in the term of the new contract. Who will be responsive for charging infrastructure and charging fees?	The City will be responsible for infrastructure and costs in the event of implementing Zero-Emission technology and the Contractor shall be responsible for training drivers of the use of the technology.
13. RFP Section II.1.e. Reference: Please clarify the City's requirement: "Samples of similar work described in this section shall be attached."	Proposer shall include a narrative in their Proposal describing similar work performed for other agencies.
14. RFP Section II.2.b.v. Administration and Operational Resources: Please clarify what proposers are to submit for the required "position code(s)."	Position code refers to employee classification or title. Proposals shall provide a detailed staffing plan for this Project, including employee classifications.
15. RFP Section II.6. Fee Schedule: Please provide the required Fee Schedule in Excel format.	See Fee Schedule Template on the Public Notices page of the City's website.
16. Addendum 1: No signature block is provided in Addendum 1. Please confirm proposers are to submit signed copies of all addenda, and if the requirement is to return the cover page or the entire document	Signature block has been added to both addendums. Proposers are to submit signed copies of all cover page of addenda.
17. 11.1.4 Worker's Compensation insurance, page 43: This section states: 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. Will the City revise this language to the following?	City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.

<p>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 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.</p> <p>Contractor does not provide coverage to subcontractors; however, Contractor will ensure subcontractors are insured properly, indemnifying Contractor and City</p>	
<p>18. 11. Insurance Page 43: This section states: 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.</p> <p>Will the City revise this language to the following?</p> <p>11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets applicable law.</p> <p>Insurance coverage types and limits may not be applicable to or not reasonably available to disadvantaged business enterprises (DBE) and smaller subcontractors. Contractor prefers to allow its vendors to maintain insurance coverage that is applicable by law.</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>19. 11. Insurance Page 43: This section states: 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.</p> <p>Will the City add the following language to this section?</p> <p>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 or coverage is provided by a qualified self-insurance program approved by the state of California.</p> <p>Contractor is a qualified self-insurer, which is authorized by the State of CA Department of Industrial Relations and approved annually by the Office of Self-Insured Plans (OSIP). Qualified self-insurers, however, do not have an AM Best Rating.</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>20. 11. Insurance Page 43: 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are</p>

<p>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.</p> <p>Will the City revise the language in this section to the following?</p> <p>11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may immediately terminate this Agreement.</p> <p>Contractor's failure to secure the required insurance would be a material breach and the City would have the legal right to terminate the contract and seek damages from Contractor resulting for such breach.</p>	<p>encouraged to submit suggested contract revisions with their Proposal.</p>
<p>21. 11. Insurance Page 43: This section states: 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.</p> <p>Will the City revise the language in this section to the following?</p> <p>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 prior to the expiration of the coverages.</p> <p>Contractors cannot guarantee that Certificates of Insurance will arrive two weeks prior to their expiration.</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>22. 11. Insurance Page 43: This section states: 11.7 The General Liability Policy of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation,</p> <p>23. and to delete the word "endeavor" with regard to any notice provisions. If this contract provides service to a Homeowners Association, that Homeowners Association</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>

<p>must be listed as an additional insured in addition to the City.</p> <p>Will the City revise the language in this section to the following?</p> <p>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 except on thirty days' prior written notice to City, unless cancellation is due to non-payment of premium, which will require a ten (10) days written notice to City. Contractor does not have the authority to make these requirements of our carriers. HOA verbiage is not applicable to Contractor. Please remove.</p>	
<p>11. Insurance Page 43: This section states: 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond or other security acceptable to the City guaranteeing payment of losses and expenses.</p> <p>Will the City revise the language in this section to the following?</p> <p>11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. As is customary for large companies, to maintain qualified self-insurance and large deductibles, insurance programs that are reviewed annually and secured by the insurance carrier. Contractor's risk management team evaluates the appropriateness of such deductibles or self-insurance programs annually and retains the right to make business decisions of this nature for the company.</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>24. Attachment D, Transit Routes, page 79/90: Please provide a list of City of Calabasas Holidays.</p>	<p>See Amendment #2.</p>
<p>25. Attachment D, Transit Routes, page 79/90: Please provide the Schedule for the One (1) summer fixed-route Beach Bus (10-week operation).</p>	<p>Historically, the Beach Bus has provided service from Calabasas to Topanga State Beach five days a week between 10 am and 7 pm for ten weeks between LVUSD term end (mid-June) to LVUSD term begin (late August).</p>

Response to Questions May 6, 2024
RFI 3

<p>1. Price Adjustment: Will the City include a provision that provides for price adjustments if Contractor's costs increase or revenues decrease as a result of (i) changes to the scope of work/service hours requested by the City, (ii) changes in laws, rules, regulations, etc. applicable to the services to be provided by Contractor, and/or (iii) wage increases necessary for Contractor to be able to recruit and retain qualified employees as a result of an increase in the minimum wage in the City or surrounding jurisdictions; and (iv) costs incurred in response to a federal, state, or local state of emergency (including the COVID-19 pandemic or similar national emergency), including providing personal protective equipment, supplies, staffing, and additional services (including additional health and safety services or requirements)? If the parties are unable to agree on a rate adjustment, then either party may terminate the contract upon 120 days written notice to the other party.</p> <p>The contractor needs price protection for changes requested by the City or matters that were not contemplated at the time of the Contractor's proposal.</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>2. Vehicle Acceptance Standards: Will the City include the Contractor's vehicle acceptance standards as the applicable standard against which all vehicles will be inspected and include the Contractor's vehicle acceptance agreement as an exhibit to the Agreement?</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions and exhibits with their Proposal.</p>
<p>3. Force Majeure: Will the City include a force majeure provision relieving both parties from performance under the Contract for circumstances beyond their reasonable control (acts of God, war, labor strikes or disputes, terrorism, etc.)? The contractor should be excused from performance under the contract for circumstances beyond the Contractor's control.</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>4. Termination for Convenience: The RFP indicates the City may terminate at any time upon 30 days' notice to the Contractor. Will the City revise to provide written notice 60 days prior and payment of the Contractor's close-out costs? The contractor will have contract termination costs and employment termination obligations required by law (WARN Act, etc.).</p>	<p>City may negotiate certain terms with the selected Contractor. Proposers are encouraged to submit suggested contract revisions with their Proposal.</p>
<p>5. Proposal: Notwithstanding the Contractor's delivery of a proposal, the Contractor reserves the right to withdraw its bid and/or reject a contract award if the Contractor</p>	<p>City will only award a contract to a Contractor after successful negotiation</p>

<p>and the City cannot negotiate a satisfactory resolution to the Contractor's submitted exceptions. Will the City agree that the Contractor's proposal and acceptance of an award is subject to and conditioned on the negotiation of the Contractor's exceptions?</p>	<p>of terms and conditions to which both parties agree.</p>
<p>6. RFP Section IV, page 13: Please provide the maximum file size accepted by the City's email system for proposal submission.</p>	<p>15GB</p>
<p>7. RFP Section III, page 11, 9. Confidentiality. This section states: Before the contract award, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the award of the contract, or if not awarded, after the rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded. Please confirm that post-award, the City will keep the proposers' proprietary trade secret information exempt from public disclosure in accordance with the CPRA.</p>	<p>Proposals will be subject to the Public Records Act. Information deemed to be proprietary would not be released.</p>
<p>8. Attachment A. 4., page 18: Please provide the schedule for the City's Zero-Emission Vehicle Plan implementation.</p>	<p>Please view the City's ZEB Rollout Plan</p>
<p>9. Attachment A. 5.3., page 23: Is the City or Contractor responsible for the costs of the City's Zero-Emission Vehicle infrastructure and maintenance?</p>	<p>City shall be responsible for costs associated with infrastructure for ZEV; the Contractor shall be responsible for the maintenance of the vehicles.</p>
<p>10. 4.9.4 Real-Time Transit Vehicle Arrival Information Systems: Please provide the type, specifications, and details on the City's system that the Contractor is required to maintain.</p>	<p>City has not purchased the systems at this time.</p>
<p>11. Fleet: Can you please provide the year, make, model, and miles for each vehicle?</p>	<p>See Addendum #2.</p>
<p>12. Billing: With some routes being less than two hours, please confirm that contractors should plan to bill a minimum of the required two hours.</p>	<p>Proposers should include minimum number of proposed billing hours.</p>
<p>13. Vehicle Parking: Please advise if the City will provide secure fencing around the provided vehicle parking location. Also, can potential bidders place an office at the parking location? Or is one provided by the City?</p>	<p>City transit vehicles are parked in a designated area; however, it is not secured. An office at the parking area will not be permitted.</p>
<p>14. 4.9.4 Real-Time Transit Vehicle Arrival Information Systems: Is the Real-Time Information System the City's CAD/AVL software? If so, will the City provide tablets and/or MDTs and data plans for the tablet / MDT, or does the City require the Contractor to provide this equipment?</p>	<p>City has not purchased the systems at this time.</p>
<p>15. Electric Vehicles: The City's Zero-Emission Bus Rollout Plan states two battery electric cutaways will be</p>	<p>The buses have not been purchased at this time.</p>

<p>purchased in 2024. Please provide the following information for this and future purchases:</p> <ul style="list-style-type: none"> • Make / Model • Range Assumption • Battery Capacity (kWh) • Battery Consumption (kWh) • Battery Warranty • Battery cell chemistry and manufacturer • Will there be access/software to the battery monitoring and reporting system? 	
<p>16. Electric Vehicles: Will the City provide the charging infrastructure, or is this the contractor's responsibility? If the City has procured any, please provide the following information, if available:</p> <ul style="list-style-type: none"> • Number of chargers • OEM • Level 1 or Level 2 chargers • Rated Power (kW) • Access to charger monitoring and reporting system. • Charger compatibility standard • Power source: fully utility or microgrid 	<p>City will provide the necessary infrastructure.</p>
<p>17. Electric Vehicles: Has the local utility been engaged to determine whether the grid can handle the facility load? Is the City working on a resiliency plan if the grid goes down? Is the City considering opportunity charging?</p>	<p>The City has engaged SCE, however planning and design for the charging infrastructure have not started.</p>
<p>18. Does the City approve of using their logo in the bid response?</p>	<p>Proposers may include their logo in their proposal.</p>
<p>19. Incumbent: Please provide a copy of the current contract for this service.</p>	<p>The City does not release information regarding an active contract.</p>
<p>20. Incumbent: Please provide copies of the last three months of management reports and invoices from the contractor for this contract.</p>	<p>The City does not release information regarding an active contract.</p>
<p>21. Revenue Hours: Please provide a copy of each route's current pull-out and return-to-yard times. Please clarify the operating hours for each service by day of the week. Please clarify if "billable time" continues past "scheduled hours" due to exterior factors (traffic, weather delays, etc.) that are beyond the control of the contractor.</p>	<p>The City does not release information regarding an active contract. See Amendment #2.</p>
<p>22. IT: Is there a need for TDD/TTY?</p>	<p>No.</p>

Response to Questions May 6, 2024
RFI 4

<p>1. The RFP states in different locations that Form 700 is required of bidders (II Proposal Content, pg8) but in a separate section on contract award (III-17, pg11). Can you please clarify if the Statement of Interests Form is required in the proposal submission for interested parties?</p>	<p>The Form 700 will be required at the time of contract award.</p>
<p>2. Please clarify the schedule for “Line 2 PM”. Is the Wednesday schedule in addition to a Monday through Friday schedule or is it the Mon, Tues, Thu, Fri and the Wednesday schedule is different similar to the Line 3 PM and Line 4 PM?</p>	<p>Line 2PM on Wednesdays only follows the “Wednesday” schedule, similar to Line 3PM and Line 4PM.</p>

“EXHIBIT B”
APPROVED FEE SCHEDULE



5. FEE SCHEDULE

LAZ has prepared and included the Transit – Fee Schedule Template as requested.

Should the City prefer an all-inclusive per hour rate, our rate would be \$115.00 per hour for year one with an annual escalator of 3%. The per hour rate was based on the fixed and variable cost associated with the providing facilities, staff, drivers, and maintenance as outlined in the RFP. We applied the estimated annual hours and miles as referenced in Addendum # 2, 9500 hours and 86,000 miles, as a baseline. Our maintenance assumptions are based on normal preventative maintenance of the mechanical features of the vehicles operating approximately 86,000 annual miles.

Item	Description	Unit	Quantity (Annual)	Unit Cost	Item Total Cost
Driver Hours					
1	Line 1 Fixed Route	Hours	5000	\$ 47.50	\$ 237,500.00
2	Peak Service Route #2	Hours	1737.5	\$ 47.50	\$ 82,531.25
3	Peak Service Route #3	Hours	1000	\$ 47.50	\$ 47,500.00
4	Peak Service Route #4	Hours	562.5	\$ 47.50	\$ 26,718.75
5	Peak Service Route #5	Hours	625	\$ 47.50	\$ 29,687.50
6	Trolley	Hours	200	\$ 47.50	\$ 9,500.00
7	Beach Bus	Hours	450	\$ 47.50	\$ 21,375.00
8	Allowance for Special Events (City-Controlled)	Hours	250	\$ 47.50	\$ 11,875.00
Maintenance to be Provided by Contractor (Section 4)					
9	Maintenance - Oil Changes	EA	40	\$ 215.00	\$ 8,600.00
10	Maintenance - Tire Rotation	EA	40	\$ 230.00	\$ 9,200.00
11	Maintenance - Engine & Cabin Air Filter Change	EA	20	\$ 297.00	\$ 5,940.00
12	Maintenance - Other Fluids (Top-Off or Change)	EA	20	\$ 178.00	\$ 3,560.00
13	Maintenance Allowance - City-controlled (Towing, etc.)	EA	1	\$ 5,000.00	\$ 5,000.00
14	CNG Fueling Allowance - City-controlled (Section 6.9)	EA	1	\$ 75,000.00	\$ 75,000.00
15	Cleaning (Section 4)	EA	1	\$ 24,300.00	\$ 24,300.00
Administration (Overhead, Office Staff, Customer Support, Invoicing, Revenue Tracking)					
16	Transit Administration (Refer to Sections 2 & 3 below)	LS	1	\$ 562,120.00	\$ 562,120.00
17	Reporting (All Required Reporting)	LS	1	\$ 44,486.00	\$ 44,486.00
Year 1 Total				\$	1,204,893.50
18	Year 2 Increase	%	Year 2 Total	3%	#####
19	Year 3 Increase	%	Year 3 Total	3%	#####
Grand Total (3 Year Base Contract)				\$	3,724,205.32
20	Year 4 Increase (upon City approval of extension)	%	Year 4 Total	3%	#####
21	Year 5 Increase (upon City approval of extension)	%	Year 5 Total	3%	#####
Grand Total (5 Year Contract w/ Extension)				\$	6,396,943.23

In addition to the above Fee schedule, an anonymized sample invoice for one month of a similar service has been provided in the attachments section. (Please note that all expenses are dependent upon the specifics of each contract)

NON-COLLUSION DECLARATION

TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], _____ [state].”

Signature

Printed Name of Signatory

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

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Cities are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the City with your application.

No City Councilmember or other City official shall accept, solicit, or direct a campaign contribution of more than \$250 from any party¹ or agent² for 12 months after the City approves a contract. This prohibition commences when an application is filed, or a proceeding is otherwise initiated.

A party to a City proceeding shall disclose on the record of the proceeding any campaign contribution of more than \$250 by a party or agent to any City Councilmember or other City official during the preceding 12 months. No party to a City proceeding, or agent, shall make a campaign contribution to a City Councilmember or other City official during a proceeding and for 12 months after the City approves a contract.

A City Councilmember or other City official who received a campaign contribution of more than \$250 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall abstain from participating in the proceeding. However, if he or she returns the portion of a campaign contribution in excess of \$250 within 30 days of knowing about the contribution and the relevant proceeding, he or she may participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.

² "Agent" is defined as a person who represents a party in connection with a proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether you or your agent made a campaign contribution of more than \$250 to a City Councilmember or other City official within the preceding 12 months, you must aggregate all such contributions.

Names of current City Councilmembers and other City officials are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the City Clerk.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

- License
- Lease
- Permit
- Franchise
- Other Contract
- Other Entitlement

Name and address of any party, or agent, who has contributed more than \$250 to any City Councilmember or other City official within the preceding 12 months:

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(c) Name of City Councilmember or other City official to whom contribution was made:

1. _____
2. _____
3. _____

(d) Check here If no contributions have been made to any Councilmember or other City official in the preceding 12 months.

(e) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

Signature _____

Date _____ Phone _____

ATTACHMENT B

Item	Description	Unit	LAZ			MV			VTS		
			Quantity (Annual)	Unit Cost	Item Total Cost	Quantity (Annual)	Unit Cost	Item Total Cost	Quantity (Annual)	Unit Cost	Item Total Cost
Driver Hours											
1	Line 1 Fixed Route	Hours	5000	\$ 47.50	\$ 237,500.00	3208.3	\$ 54.48	\$ 174,788.18	3150	\$ 89.00	\$ 280,350.00
2	Peak Service Route #2	Hours	1737.5	\$ 47.50	\$ 82,531.25	789.16	\$ 71.53	\$ 56,448.61	975	\$ 89.00	\$ 86,775.00
3	Peak Service Route #3	Hours	1000	\$ 47.50	\$ 47,500.00	765	\$ 74.92	\$ 57,313.80	975	\$ 89.00	\$ 86,775.00
4	Peak Service Route #4	Hours	562.5	\$ 47.50	\$ 26,718.75	585	\$ 77.35	\$ 45,249.75	975	\$ 89.00	\$ 86,775.00
5	Peak Service Route #5	Hours	625	\$ 47.50	\$ 29,687.50	450	\$ 101.39	\$ 45,625.50	975	\$ 89.00	\$ 86,775.00
6	Trolley	Hours	200	\$ 47.50	\$ 9,500.00	74.5	\$ 54.51	\$ 4,061.00	312	\$ 89.00	\$ 27,768.00
7	Beach Bus	Hours	450	\$ 47.50	\$ 21,375.00	540	\$ 56.14	\$ 30,315.60	522	\$ 89.00	\$ 46,458.00
8	Allowance for Special Events (City-Controlled)	Hours	250	\$ 47.50	\$ 11,875.00	250	\$ 49.02	\$ 12,255.00	250	\$ 89.00	\$ 22,250.00
Maintenance to be Provided by Contractor (Section 4)											
9	Maintenance - Oil Changes	EA	40	\$ 215.00	\$ 8,600.00	40	\$ 1,281.93	\$ 51,277.20	40	\$ -	\$ -
10	Maintenance - Tire Rotation	EA	40	\$ 230.00	\$ 9,200.00	40	\$ 1,281.93	\$ 51,277.20	40	\$ -	\$ -
11	Maintenance - Engine & Cabin Air Filter Change	EA	20	\$ 297.00	\$ 5,940.00	20	\$ 1,281.93	\$ 25,638.60	20	\$ -	\$ -
12	Maintenance - Other Fluids (Top-Off or Change)	EA	20	\$ 178.00	\$ 3,560.00	20	\$ 1,281.93	\$ 25,638.60	20	\$ -	\$ -
13	Maintenance Allowance - City-controlled (Towing, etc.)	EA	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00
14	CNG Fueling Allowance - City-controlled (Section 6.9)	EA	1	\$ 75,000.00	\$ 75,000.00	1	\$ 75,000.00	\$ 75,000.00	1	\$ 75,000.00	\$ 75,000.00
15	Cleaning (Section 4)	EA	1	\$ 24,300.00	\$ 24,300.00	1	\$ 69,189.20	\$ 69,189.20	1	\$ -	\$ -
Administration (Overhead, Office Staff, Customer Support, Invoicing, Revenue Tracking)											
16	Transit Administration (Refer to Sections 2 & 3 below)	LS	1	\$ 562,120.00	\$ 562,120.00	1	\$ 409,371.76	\$ 409,371.76	1	\$ 120,588.96	\$ 120,588.96
17	Reporting (All Required Reporting)	LS	1	\$ 44,486.00	\$ 44,486.00	1	\$ 61,599.93	\$ 61,599.93	1	\$ -	\$ -
Year 1 Total				\$	1,204,893.50		\$	1,200,049.93		\$	924,514.96
18	Year 2 Increase	%	Year 2 Total	3%	\$ 1,241,040.31	Year 2 Total	4%	\$ 1,248,051.93	Year 2 Total	5%	\$ 970,740.71
19	Year 3 Increase	%	Year 3 Total	3%	\$ 1,278,271.51	Year 3 Total	4%	\$ 1,297,974.01	Year 3 Total	5%	\$ 1,019,277.74
Grand Total (3 Year Base Contract)				\$	3,724,205.32		\$	3,746,075.87		\$	2,914,533.41
20	Year 4 Increase (upon City approval of extension)	%	Year 4 Total	3%	\$ 1,316,619.66	Year 4 Total	3%	\$ 1,336,913.23	Year 4 Total	5%	\$ 1,070,241.63
21	Year 5 Increase (upon City approval of extension)	%	Year 5 Total	3%	\$ 1,356,118.25	Year 5 Total	3%	\$ 1,377,020.63	Year 5 Total	5%	\$ 1,123,753.71
Grand Total (5 Year Contract w/ Extension)				\$	6,396,943.23		\$	6,460,009.73		\$	5,108,528.75



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 3, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
TATIANA HOLDEN, P.E., PUBLIC WORKS DEPUTY DIRECTOR
TRA'A BEZDECNY, ASSISTANT ENGINEER**

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR SCHOOL CROSSING GUARD SERVICES WITH A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$755,864 (INCLUDING A 10% CONTINGENCY) FOR THREE YEARS EXPIRING ON JUNE 30, 2027, WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS, AT THE DISCRETION OF THE CITY MANAGER

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

Staff recommends that City Council approve a professional services agreement (PSA) with All City Management Services for the City's administration of crossing guard services with a total contract amount not-to-exceed \$755,864 (including a 10% contingency) for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager.

BACKGROUND:

The City's Public Works Department is responsible for managing the crossing guards at roadway intersections near Las Virgenes Unified School District

(LVUSD) schools located within the City limits. Crossing guards are utilized at 11 locations across six schools.

The current contract with All City Management Services is set to expire on June 30, 2024. The City released a Request for Proposals (RFP) for school crossing guard services for an initial contract term of July 1, 2024 to June 30, 2027. The RFP posting period was April 8th – May 9th, 2024, and staff received two proposals from All City Management Services (ACMS) and OPS Inc. Security Services (OPS).

DISCUSSION/ANALYSIS:

The RFP required that proposers submit a staffing plan, organization chart for the project team, description of the company's background and experience in providing crossing guard services, references, and qualifications of the company and proposed consultant staff. In their proposals, prospective companies were asked to address each item in the scope of services stated in the RFP. The scope of services includes: rendering a full-service program of crossing guards for the City's 11 locations; recruiting, selecting, and employing crossing guards and alternate crossing guards; providing a program manager and field supervisors who will meet with City staff at least three (3) times per year; and providing the crossing guards with the necessary equipment.

The two proposals were reviewed by staff and evaluated for criteria including approach and deliverables, experience and qualifications of the company, operational resources, and cost. Proposals were also reviewed for responsiveness and completeness. Based on the evaluation of the proposals, staff determined ACMS to be the best qualified company for this contract.

Approach and Deliverables:

Proposers were scored on their response to each of the tasks identified in the Scope of Services. These tasks include staffing qualified crossing guards and supervisors and furnishing the required equipment for crossing guard staff to complete their duties. Evaluators determined that ACMS had a better understanding of the needs of the contract than OPS.

Experience and Qualifications:

ACMS, as the incumbent contractor for these services, is familiar with the requirements of the city and has existing staffing who are familiar with their respective locations. OPS does not have current experience with crossing guards. Therefore, ACMS received a perfect score while OPS received a lower score.

Operational Resources:

Both companies were found to be financially stable and had the appropriate operational resources necessary to complete the contract.

Cost:

For this RFP, staff requested proposers to determine the hours necessary to complete the contract and to provide an hourly cost for the crossing guards. The difference between the hours and rate can be seen in Table 1, and ACMS will cost the City significantly less than OPS. Note that the total number of annual hours provided by ACMS averages to approximately three hours per day for 180 school days annually.

Table 1. Proposed Fee Summary Comparison

Contract Year	ACMS		OPS	
	Rate	Hours/Year	Rate	Hours/Year
1	\$ 35.21	6,138	\$ 400.00	2,700
2	\$ 37.30		\$ 400.00	
3	\$ 39.44		\$ 400.00	
3-Year Base Contract	\$ 687,149.10		\$ 3,240,000.00	

Note that the total award request is \$755,864, which includes a 10% contingency. During the 2023-2024 instructional year, A.C. Stelle expressed the need for an additional crossing guard, stating that one crossing guard was not sufficient given the traffic volume and driver habits. In response to the request, Public Works staff visited the school area, specifically the intersection of Mulholland Highway and Paul Revere Drive, on several occasions at the drop-off and pick-up times to observe traffic volumes and patterns. Traffic was observed to be heavy, mainly during the afternoon pick-up, but occasionally at the morning drop-off. An additional crossing guard may be needed, but staff cannot say for certain that an additional crossing guard would entirely alleviate the school's concern. Therefore, staff is proposing to add a 10% contingency to this contract so that an additional crossing guard can be deployed when needed. Staff would initially supply two crossing guards near A.C. Stelle for the first several weeks of the 2024-25 school year, when traffic tends to be the heaviest, and then scale back to one crossing guard. If safety concerns persist, then the 10% contingency would be sufficient to supply two crossing guards at the Mulholland Highway/Paul Revere Drive intersection for the entire school year.

Determination:

ACMS was determined to be most qualified proposer and also provided the best value to the City. Their experience with providing crossing guard services to other cities in Southern California and to the City of Calabasas along with their lower cost made them the better choice.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding for the crossing guard program comes from the City's Intergovernmental Relations funds and is funded by the General Fund.

REQUESTED ACTION:

Staff recommends that City Council approve a professional services agreement (PSA) with All City Management Services for the City's administration of crossing guard services with a total contract amount not-to-exceed \$755,864 (including a 10% contingency) for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager.

ATTACHMENTS:

Attachment A: Professional Services Agreement with All City Management Services

PROFESSIONAL SERVICES AGREEMENT

CONTRACT SUMMARY

Name of Contractor:	All City Management Services
City Department in charge of Contract:	Public Works
Contact Person for City Department:	Tra'a Bezdecny
Period of Performance for Contract:	July 1, 2024 - June 30, 2027
Not to Exceed Amount of Contract:	\$216,119.00
Scope of Work for Contract:	School Crossing Guard Services

Insurance Requirements for Contract:

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

yes no - Is Auto insurance required in this contract?

yes no - Is Professional insurance required in this contract?

California requires Worker's Compensation insurance. If the vendor has no employees, a Worker's Compensation Affidavit is required.

Other:

Proper documentation is required and must be attached.

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES
(City of Calabasas / All City Management Services)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into as of the last date indicated below by and between the City of Calabasas, a California municipal corporation (“City”), and All City Management Services a California corporation (“Consultant”) (collectively, “parties”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: operation and maintenance of public transit and transportation services, as more fully described on Exhibit B attached hereto.
- 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.
- 2.3 Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 et seq.), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant risk of the disclosure of confidential information.
- 2.4 Campaign Contributions - This Agreement is subject to Government Code Section 84308, as amended by SB 1439. That statute requires Consultant to disclose any campaign contribution by the Consultant or the Consultant’s agent to City Councilmembers or other City officials of more than \$250 in the aggregate in the preceding 12 months. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form with Consultant’s execution of 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” means such professional services as are set forth in Consultant’s May 9, 2024 proposal to City as described on “Exhibit A” and fully incorporated herein by this reference.

- 3.2 “Approved Fee Schedule” means such compensation rates as are set forth in Consultant’s May 29, 2024 fee schedule to City attached hereto as “Exhibit B” and fully incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.3 “Commencement Date” means July 1, 2024.
- 3.4 “Termination Date” means June 30, 2027.
- 3.5 “City Agreement Administrator” means Tra’a Bezdecny.
- 3.6 “Consultant Project Administrator” means David Mecusker.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 18 (“Termination”) below.

5. CONSULTANT’S SERVICES

- 5.1 Time is of the essence in Consultant’s performance of services under this Agreement.
- 5.2 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 two hundred sixteen thousand one hundred nineteen dollars (**\$216,119.00**) unless specifically approved in advance and in writing by City. Consultant shall notify the City Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the maximum amount payable above. Consultant shall concurrently inform the City Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the maximum amount payable above.
- 5.3 Consultant shall perform all work to the highest 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.*).

- 5.4 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.
- 5.5 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. David Mecusker shall be the Consultant Project Administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No other person shall serve as Consultant Project Administrator without City's prior written consent.
- 5.6 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 5.7 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the City Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subconsultants performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subconsultants.
- 5.8 Consultant shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.
- 5.9 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.
- 5.10 Pursuant to California Labor Code Sections 1773.2 and 1775, the Consultant shall forfeit as a penalty to City \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Contract employed in the

execution of the work by Consultant or by any Subcontract under 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.

5.11 Pursuant to Labor Code § 1776, each consultant and subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. 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.

(2) The employer has complied with the requirements of Labor Code §§ 1771, 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 verified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.”

6. COMPENSATION

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

6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.

6.3 The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

6.4 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis pursuant to the Approved Fee Schedule and without amendment of this Agreement, so long

as such payment does not cause the maximum amount payable above to be exceeded.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. 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.

Under no circumstances shall Consultant look to the City as its employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant’s previously earned California Public Employees Retirement System (“CalPERS”) retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers’ compensation, and other applicable federal and state taxes.

9. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Consultant shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the City Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

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, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision 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 when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other expenses of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 10.3 City shall have the right to offset against 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 of this Agreement and any amount due City from Consultant arising from Consultant's failure either to (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 of this Agreement are not limited by the provisions of any workers' compensation or similar statute. Consultant expressly waives its statutory immunity under such statutes 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 Section 10 of this Agreement 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. If Consultant fails to obtain such indemnity obligations from others, Consultant agrees to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and 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 whether or not any insurance policies apply to a claim, demand, damage, liability, loss, cost or expense.
- 10.7 In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.8 Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

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.
- 11.2 Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured.
- 11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:
- 11.3.1 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.

- 11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.3.3 Worker's Compensation insurance if and as required by the laws of the State of California.
- 11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the City Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants in his or her sole discretion.
- 11.5 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.
- 11.6 Consultant agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.7 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 required coverages are in effect and naming City and its officers, employees, agents and volunteers as Additional Insureds. Prior to commencement of work under this Agreement, Consultant shall file with City's Risk Manager such certificate(s) and Forms CG 20 10 07 04 and CG 20 37 07 04 or the substantial equivalent showing City as an Additional Insured.
- 11.8 Consultant shall provide proof that policies of insurance required by this Agreement 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.
- 11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as Additional Insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of

cancellation imposes no obligation, and to delete the word “endeavor” with regard to any notice provisions.

- 11.10 The insurance provided by Consultant shall be primary to any other 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.
- 11.11 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.
- 11.12 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 in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.13 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.
- 11.14 Consultant may be self-insured under the terms of this Agreement only with express written approval from the City.
 - 11.14.1 All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.
 - 11.14.2 Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or the City.
- 11.15 City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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 If any claim, action, or proceeding is brought against City relating to Consultant’s performance in connection with this Agreement, Consultant shall render any

reasonable assistance that City may require in the defense of that claim, action, or proceeding.

13. 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.

14. RECORDS AND INSPECTIONS

Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

15. PERMITS AND APPROVALS

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

16. NOTICES

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

Professional Services Agreement
(City of Calabasas / All City Management Services)

If to City:

Tra'a Bezdecny

Assistant Engineer
100 Civic Center Way
Calabasas, CA 91302
Telephone: (818) 224-1600

If to Consultant:

David Mecusker
All City Management Services
10440 Pioneer Blvd., Suite 5
Santa Fe Springs, CA 90670
Telephone: (800) 540-9290

With courtesy copy to:

Matthew T. Summers, City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd, Suite 850
Pasadena, California 91101
Telephone: (213) 542-5719
Facsimile: (213) 542-5710
Email: msummers@chwlaw.us

17. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 10, Section 13, Paragraph 12.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

18. TERMINATION

- 18.1 City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty 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 promptly returned to City upon the termination or expiration of this Agreement.
- 18.2 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 as provided in Section 5.2 above and as otherwise provided in this Agreement.

19. GENERAL PROVISIONS

- 19.1 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.
- 19.2 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.
- 19.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are 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 shall govern 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 and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.4 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 any other 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 signed by one authorized to bind the party to be charged with the waiver.

- 19.5 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.
- 19.6 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 from 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 or all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees expended in the action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.
- 19.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 19.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 19.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those 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 on behalf of the City and Consultant.
- 19.10 Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related

medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

19.12 This Agreement shall be binding on successors and assigns of the parties.

19.13 Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

19.14 **Recitals.** The Recitals are incorporated herein by this reference.

(Signature page follows)

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement as of the last date indicated below:

“City”

“Consultant”

All City Management Services

By _____
Alicia Weintraub, Mayor

By: _____
Baron Farwell, Owner

Date: _____

Date: _____

By _____
Kindon Meik, City Manager

By: _____
Brian Brooks, CFO

Date: _____

Date: _____

By _____
Curtis Castle, Public Works Director

Date: _____

Attest:

By _____
Analuz Mendoza, Interim City Clerk

Date: _____

Approved as to form:

By _____
Matthew T. Summers, City Attorney

Date: _____

**“EXHIBIT A”
SCOPE OF WORK**



CITY *of* CALABASAS

**REQUEST FOR PROPOSAL (RFP)
SCHOOL CROSSING GUARD SERVICES**

Issued on:

April 8, 2024

SUBMITTAL DEADLINE:

Thursday, May 9, 2024 at 2:00 p.m.

A handwritten signature in cursive script, appearing to read "Castle", positioned above a horizontal line.

Curtis Castle, P.E.
Public Works Director

CITY OF CALABASAS
Public Works Department
100 Civic Center Way
Calabasas, CA 91302



Request for Proposal for School Crossing Guard Services

The City of Calabasas (“City”) is seeking proposals from qualified and contractors (“Contractor”) to provide crossing guard services for eleven (11) pedestrian crossings at six (6) schools of the Las Virgenes Unified School District in the City of Calabasas. The Request for Proposal (RFP) is aimed to provide contractors with sufficient information in order to prepare and submit a proposal detailing the crossing guard services they provide. The City reserves the right to award multiple contracts to provide the requested services for a three-year term, with up to two one-year extensions.

REQUEST FOR PROPOSAL

Proposals must be submitted by email on or before **2:00 p.m. on May 9, 2024**. Proposals received after the date and time specified will not be considered. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. Please use the Delivery Receipt option to verify receipt of your email.

E-mail: tbezdecny@cityofcalabasas.com

Proposals submitted to the City must comply with all and contain all the information requested in this RFP. The selected companies must sign an agreement with the terms and conditions shown in the Professional Services Agreement (Attachment A). Firms are encouraged to promptly notify the City of any apparent inconsistencies or ambiguities found in the scope of services so that an appropriate amendment may be issued.

INQUIRIES

All inquiries regarding the Request for Proposal shall be submitted, in email, to Tra’a Bezdecny, Assistant Engineer, at tbezdecny@cityofcalabasas.com with the RFP title in the subject line by **4:00 p.m. on April 25, 2024**. The proposer is specifically directed NOT to contact any City Council members or personnel, other than specified personnel identified in this RFP. Only questions submitted through this process can be relied upon.

Please note that City will not be responsible for mailing any addendums. All addendums, responses to inquiries and notifications will be made available on the City’s webpage: <https://www.cityofcalabasas.com/services/public-notice>. The firms are encouraged to check the website regularly since each firm will bear sole responsibility for obtaining the RFP and all responses to inquiries, notifications and addendums.

CONFIDENTIAL MATTERS

All data and information gathered by the Contractor and its agents, including this RFP and all supplemental information shall be treated by the Contractor and its agents as confidential. The Contractor and its agents shall not disclose or communicate the aforesaid matters to a third party or use



them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the City.

At any time prior to scheduled closing time for receipt of RFP submittals, any responding Contractor may withdraw their submittal, either personally or by written request. However, a proposal may not be withdrawn after deadline without the written consent of the City.

Proposals may be withdrawn prior to the established opening date by delivering written notice to the Public Works Departments.

CALENDAR OF EVENTS**

Distribution of RFP	April 8, 2024
RFP questions Due Date	April 25, 2024
Proposal Due Date	May 9, 2024
Firm Selection	May 2024
Council approval of Professional Services Agreement	June 2024
Start of Contract Term	July 1, 2024
First Day of Service	August 21, 2024

**All dates are preliminary and subject to change, any changes will be made available on the City's webpage: <https://www.cityofcalabasas.com/services/public-notices>.



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I. INTRODUCTION

A. Background Information

The City of Calabasas (“City”) The City of Calabasas (“City”) is seeking proposals from interested, qualified companies (“CONTRACTORS”), with professional experience, providing School Crossing Guard Services and management, to provide crossing guard services for eleven (11) pedestrian crossings at six (6) schools of the Las Virgenes School District for crossing pedestrians in marked crosswalks and designated school driveways through the City of Calabasas.

The Request for Proposal (RFP) is aimed to provide contractors with sufficient information in order to prepare and submit a proposal detailing the crossing guard services they provide. This RFP describes scope of services and the minimum information that must be included in the proposal. The City intends to award multiple contracts to provide the requested services for a two-year term, with up to two one-year extensions beginning with the **2024-2025 school year**.

B. About the City

The City of Calabasas (City) has a general population of roughly 24,500, with 8,600 occupied residential parcels located in a suburban, hillside environment. Covering more than 13 square miles, the City is located in the northwest Los Angeles County along the 101 Freeway, approximately 30 miles northwest of downtown Los Angeles. Las Virgenes Unified School District operates six (6) schools within City Limits and the City manages the Crossing Guard Program.

C. Project Overview

The City of Calabasas is seeking proposals for qualified Crossing Guard Services Contractors to provide Crossing Guard Services for eleven (11) locations at six (6) schools throughout the City.

The City of Calabasas reserves the right to accept or reject any or all bids, to accept minor irregularities in a bid, to negotiate separately with competing bidders and to accept the proposal deemed to be in the best interest of the City.

D. Information Provided by the City

Contractors are solely responsible for conducting their own independent research, due diligence or other work necessary for the preparation of proposals, negotiation of agreements, and the subsequent delivery of services pursuant to any agreement. In no event may Contractors rely on any oral statement.

Should a Contractor find discrepancies in, or omissions from, this RFP and related documents, or should Contractor be in doubt as to meaning, Contractor shall immediately notify the City’s designated representative and, if the point in question is not clearly set forth, a written addendum or bulletin of instructions will be made available on the City’s website: <http://www.cityofcalabasas.com>. Each person requesting an interpretation will be responsible for the delivery of such requests to the City’s designated representative in writing as outlined in this RFP. The City will not be



bound by, or responsible for, any explanation or interpretation of the proposed documents other than those given in writing.

The City will not compensate Contractors for the cost of preparing a response to this RFP.

E. Intent

It is the intent of the City to award the contract to the most qualified, responsible Contractor as detailed in the Scope of Services, and with consideration of the potential costs for services. The City will negotiate with the Contractor deemed most qualified by the City to address the specific services to be provided, the time and order of services, staffing, areas of responsibility and proposed fee structure, including the amount and method of payment.



II. SCOPE OF SERVICES

As described earlier in this RFP, this request is to solicit proposals for Crossing Guard Services.

Qualifications shall be submitted by firms that have a capable background in the type of work described and references of Proposer. Experience performing similar scopes of work with State, local government agencies, and local cities.

This section of the proposal should establish the ability of the Proposer to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; and supportive client references.

A. Contractor Responsibilities/Provisions

- The Contractor shall render a full-service program to provide adult crossing guards for the City. The Contractor shall administer and coordinate the program and be capable of staffing personnel at eleven (11) locations throughout the City for, at a minimum, 30 minutes prior and 15 minutes after the school start time and 15 minutes before and 30 minutes after the school end time.
- The Contractor shall recruit, select, and employ crossing guards and alternate crossing guards as required to provide coverage at each crossing guard post on each day when guards are required in accordance with the schedule provided by the City and respective schools.
- The Contractor is responsible for the application process and determining the suitability and qualifications of the crossing guards hired. All crossing guards employed by the Contractor to perform services under this contract shall meet the qualifications specified in the Scope of Services.
- The Contractor shall provide a program manager as required to ensure competent and efficient management of the crossing guard program.
- The Contractor shall provide Field Supervisors to make on-site visits at crossing guard sites. One Field Supervisor shall be responsible for the supervision of no more than 12 crossing guards. The Contractor shall provide the name and contact information for the Field Supervisor(s) to the City. The Contractor shall conduct on-site visits to crossing guards' sites at least three (3) times per school year with City Staff.
- The Contractor shall provide each crossing guard with the following equipment:
 - Complete uniform with contractor's identifiable patch or badge;
 - Regulation size, hand-held stop sign;
 - Brass or plastic whistle;
 - Traffic safety vests; and
 - High visibility raincoat.



B. Minimum Standards for Crossing Guards

The following shall be the minimum qualifications for all Crossing Guards assigned by contract to this Project:

- Be at least eighteen (18) years of age;
- Be physically and mentally capable of performing duties of a crossing guard;
- Have the ability to give and follow oral instructions;
- Have the ability to establish and maintain effective work relationships with children, parents, school officials and law enforcement officials;
- Have the ability to remain calm and use judgement and initiative in an emergency situation; and
- Be of good moral character

C. List of Current Crossing Guard Locations

The following is a list of current crossing guard locations, which may be modified during the term of the contract pending changing needs:

- A.C. Stelle Middle School
 1. Mulholland Highway at Paul Revere Drive
- A.E. Wright Middle School
 2. Lost Hills Road at Cold Springs Street
- Bay Laurel Elementary
 3. Parkway Calabasas at Park Entrada (AM only)
 4. Parkway Calabasas at Paseo Primario (PM only)
 5. Calle Largo at Paseo Primario
- Calabasas High School
 6. Old Topanga Canyon Road at Palm Drive / School Parking Lot
 7. Mulholland Highway at Eddingham Avenue (shared)
- Chaparral Elementary
 7. Mulholland Highway at Eddingham Avenue (shared)
 8. Liberty Bell Road at Bon Homme Road
 9. Liberty Bell Road at Magna Carta
- Lupin Hill Elementary
 10. Adamor Road at Lupin Hill Entrance
 11. Adamor Road at Parkmor Road



III. PROPOSAL REQUIREMENTS

The Contractor shall prepare a Statement of Qualification and a detailed fee schedule for the work to be performed. These proposals shall be submitted by email and contain the following information:

A. Statement of Qualifications

1.1. Company Information

- a. Company Name
- b. Doing Business as Name
- c. Address
- d. Company Website URL
- e. Diversity Certifications (if applicable)

1.2. Company Contact Person

- a. Contact Name
- b. Contact Telephone Number
- c. Contact Email
- d. Who is the person(s) who will make final decisions on behalf of your company including potential negotiations points?

1.3. Staffing Plan and Organization Chart

- a. At minimum this will include the general manager, assistant general manager (if proposed), administrative manager, operations manager, and supervisor
- b. The responsibilities of each person should be outlined
- c. The staffing plan should document the support and reporting relationships within the company's broader hierarchy
- d. If any functions will be subcontracted, these should be identified, along with full documentation of the subcontractor
- e. Resumes for each of the identified staff members should be provided as an attachment to the proposal

1.4. Firm Background and Experience

Specific aspects of the firm's experience and philosophy that merit City's consideration during the proposal evaluation process.

1.5. Reference

The names, addresses, and telephone numbers of three (3) former clients who have contracted with the Contractor for services similar to those described in this Request for Proposal. Provide a contact person, telephone number, and email address. The City reserves the right to contact clients for reference. A description of similar projects that were successfully completed by the Contractor may be included in this section. Samples of similar work described in this section shall be attached.

1.6. Qualifications

- a. Contractor should have no outstanding or pending complaints as determined through the State of California Department of Consumer Affairs.
- b. The information provided in this section should describe the qualifications of the Contractor and key staff in performing Crossing Guard Services within the past five years that are similar in scope and size to demonstrate competence to perform these services. The Crossing Guard Services listed should be those that key staff named for this proposal were responsible for performing. Information shall include:
 - Names of key staff that participated on named Crossing Guard Services and their specific responsibilities.
 - The client's name, contact person, addresses, and telephone numbers.
 - A brief description of type and extent of services provided.
 - Completion dates (estimated, if not yet completed).
 - Total costs.

B. Implementation Timeline

Please describe the critical path and milestones you will observe when preparing for the service startup date.

C. Labor Hours

Provide a preliminary scope of services and estimate the labor hours separated by task to fulfill requirements as laid forth in the scope of services. Provide information regarding your firm's current staffing, current workload, and availability to provide the subject services in a consistent and reliable manner.

D. Statement of Economic Interest

The Contractor shall disclose any financial, business or other relationships with the City that may have an impact on the outcome of this contract. The Contractor shall also list current clients who may have a financial interest in the outcome of this contract.

E. Fee Schedule

- a. The City has determined that the proposed program is subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.
- b. The fee schedule shall be submitted for the Contractor services outlined in the scope of work. The basis of payment for the services provided under this agreement shall be a maximum not-to-exceed fee. The fee proposal shall be identified for each phase of review.

- c. Companies must bid on an hourly service format per program since additional services will be billed to the City at an hourly rate.
- d. Provide a schedule of hourly rates for each job classification typically required to complete the work scope as listed above.
- e. Provide a sample invoice for one (1) week of service, using the work scope listed above.

F. Selection Criteria

The City will be the sole determiner of the proposers' suitability to meet the City's needs. Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements, prior experience with similar scope of work, delivery, and cost. The proposal will be reviewed by an evaluation committee to determine if it meets the proposal requirements. Failure to meet the requirements of the RFP may be cause for rejection of the proposal. The evaluation committee will make a recommendation of the firms for a contract to be awarded by the City Council. The City reserves the right to reject any or all proposals and to determine which proposal is, in the City's judgment, the most responsive. The City also reserves the right to waive any informality in any proposal and to delete certain items listed in the proposal as set forth therein. Costs for developing, submitting, and presenting proposals are the sole responsibility of the Proposer and claims for reimbursement will not be accepted by the City. A selection committee will review, evaluate, and rank all accepted proposals in accordance with the criteria below:

- Adequacy of proposed approach to the tasks described in Scope of Services
- Experience and qualifications of Contractor to perform tasks described in this RFP
- Adequacy of operational resources and personnel to provide the services in this RFP
- Cost

The company rated as most qualified to provide the requested services will be invited to negotiate a final contract. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified company.

The award of the contract will be based on a combination of all of factors listed above and provided below. The City reserves the right to reject any and all proposal.

Item	Description	Weight
Approach and Deliverables	Proposers are scored on their response to each of the tasks identified in the Scope of Services	20%
Experience, Qualifications, and References	Proposers are scored on the experience of the company and its staff, their qualifications related to providing transit services, and information provided by their references	30%
Operational Resources	Proposers are scored on their financial and operational resources	20%
Cost		30%

IV. GENERAL PROPOSAL TERMS AND CONDITIONS

A. Communication Regarding RFP

If a Contractor is in doubt as to the true meaning or intent of any part of the Contract Documents, he/she may submit to Tra'a Bezdecny, a written request for an interpretation or a correction thereof. Interpretation or corrections of the Contract Documents shall be made only by addendum duly issued by Tra'a Bezdecny; a copy of such addendum will be made available on the City webpage at: <http://www.cityofcalabasas.com/public-notices.html>. Such addendum shall be considered a part of, and incorporated in, the Contract Documents. All timely requests for information submitted in writing will receive a written response from the City. Telephone communications with City staff are not encouraged, but will be permitted. However, any such oral communication shall not be binding on the City.

B. Contract Requirement

The Contractor to whom the contract is awarded shall execute a written contract with the City within ten (10) calendar days after Notice of Award has been sent by mail to the Contractor at the address given in the proposal. The contract/agreement shall be made in the form adopted by the City and incorporated in these specifications. The Contractor represents that they possess, or have arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the work hereunder in compliance with all Federal, State, County, City and Special District Laws, Ordinances, and Regulations, which are applicable.

C. Contract Assignment

The Contractor shall not assign, transfer, convey, or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City of Calabasas.

D. Non-Discrimination

In the performance of the terms of this contract, the Contractor agrees that it will not engage in, nor permit such subconsultant as it may employ to engage in, discrimination in employment of persons because of age, race, color, sex, national origin, or ancestry, or religion of such person(s).

E. Payment Terms

The city's payment terms are 30 days from the receipt of an original Invoice referencing the City's PSA and acceptance of services.

F. Ownership of Reports and Data

The originals of all studies, reports, exhibits, documents data and/or material(s) prepared and/or used to comply with any section/condition of these specifications, plus any copies of same required by the agreement to be furnished to the City, shall be deemed to be public records which shall be open to inspection by the public and, as such, shall become and remain the Property of the City.

G. Modification or Withdrawal of Submittals

Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Contractor. To be considered, however, the modified proposal must be received by the time and date specified.

H. Property Rights

Proposals received within the prescribed deadline become the property of the City and all rights to the contents therein become those of the City.

I. Confidentiality

Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

J. Amendments to Request for Proposal

The City reserves the right to amend the Request for Proposals by addendum prior to the final proposal submittal date.

K. Contract Term

This contract will cover services provided from the date the contract is signed by all parties through the completion of the Services, and may be extended upon mutual consent of the parties. The fee proposed by Contractor must be valid for the entire period unless otherwise conditioned in the proposal.

L. Insurance

The Contractor shall meet the insurance requirements as outlined in the Agreement, Section 11.

M. Non-Commitment of Department

This Request for Proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified company or to modify or cancel in part or in its entirety the Request for Proposals if it is in the best interests of the City to do so.

N. Public Domain

All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain during and at the completion of the contract.

O. Termination

The City reserves the right to terminate this agreement upon thirty (30) calendar days from written notice to the Contractor,

P. Required Timeframes

The Contractor office hours shall be open from 7:30 a.m. to 5:30 p.m., Monday through Friday, excluding holidays, so that the Contractor will be available to City staff. However, Contractor shall be available through phone, email or text communication for emergency response and service on a twenty-four (24) hour, seven (7) day per week basis.

Q. Conflict of Interest Disclosure

In accordance with California Government Code Section 87306, the Contractor awarded a contract may be required to file a Conflict of Interest Statement, Form 730. If such requirement is made, the filing must be no later than 30 days after the execution of the contract, annually thereafter prior to June 30th

of each year for the duration of the contract, and within 30 days of termination of the contract. Failure to file any required statements will result in withholding payment for services rendered (See Attachment A).

R. Inspections

City reserves the right to inspect the work being accomplished by the Contractor at any time.

**“EXHIBIT B”
APPROVED FEE SCHEDULE**



ALL CITY MANAGEMENT SERVICES

Proposed Hourly Rate Year 1 2024/2025

As a full service contractor, the hourly rate quoted is a fully loaded rate, meaning all of our costs are included in the proposed hourly billing rate. This would include but be not limited to; recruitment, background clearance, training, equipment, insurance, supervision and management of the **City of Calabasas, CA** Crossing Guard Program.

Proposed Hourly Rate: Thirty-five Dollars and Twenty-one Cents (**\$35.21**) per hour, per guard. This pricing is based upon 11 crossing guards compensated an average of 3.1 hours per day, for 180 school days annually. Local field supervision and substitute guards are also included in the rate, as are all other costs except as noted below. Based upon 6,138 hours, we project a **Not to Exceed price of \$216,119.**

Option Years:

- **2025/2026 Proposed Hourly Rate:** Thirty-seven Dollars and Thirty Cents (**\$37.30**) per hour, per guard.
- **2026/2027 Proposed Hourly Rate:** Thirty-nine Dollars and Forty-four Cents (**\$39.44**) per hour, per guard.

Invoices for services are mailed every two weeks. Included with each invoice is a Work Summary, which details each site, each day and the hours worked at that site. **City of Calabasas** would only be billed for Crossing Guard services rendered on designated “school days” unless otherwise requested by the City.

The hourly rate does not include additional safety equipment, crosswalk delineators, cones or safety devices. If the City should desire any such additional equipment the additional cost would be billed to the City.

ACMS Contact Information

Business Address: 10440 Pioneer Blvd, Suite 5 Santa Fe Springs, CA 90670

Phone numbers: 310.202.8284 or 800.540.9290

Fax number: 310.202.8325

Website address: www.thecrossingguardcompany.com

24 Hour Emergency Dispatch: 877.363.2267

General Manager: Brian Brooks:	brianb@thecrossingguardcompany.com
Marketing Manager: David Mecusker:	david@thecrossingguardcompany.com
Contract Administrator: Claudia Than:	cthan@thecrossingguardcompany.com
Comptroller: John Varner	jvarner@thecrossingguardcompany.com

This pricing is valid for a period of 90 days.

NON-COLLUSION DECLARATION

TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], _____ [state].”

Signature

Printed Name of Signatory

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

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Cities are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the City with your application.

No City Councilmember or other City official shall accept, solicit, or direct a campaign contribution of more than \$250 from any party¹ or agent² for 12 months after the City approves a contract. This prohibition commences when an application is filed, or a proceeding is otherwise initiated.

A party to a City proceeding shall disclose on the record of the proceeding any campaign contribution of more than \$250 by a party or agent to any City Councilmember or other City official during the preceding 12 months. No party to a City proceeding, or agent, shall make a campaign contribution to a City Councilmember or other City official during a proceeding and for 12 months after the City approves a contract.

A City Councilmember or other City official who received a campaign contribution of more than \$250 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall abstain from participating in the proceeding. However, if he or she returns the portion of a campaign contribution in excess of \$250 within 30 days of knowing about the contribution and the relevant proceeding, he or she may participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.

² "Agent" is defined as a person who represents a party in connection with a proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether you or your agent made a campaign contribution of more than \$250 to a City Councilmember or other City official within the preceding 12 months, you must aggregate all such contributions.

Names of current City Councilmembers and other City officials are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the City Clerk.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

- License
- Lease
- Permit
- Franchise
- Other Contract
- Other Entitlement

Name and address of any party, or agent, who has contributed more than \$250 to any City Councilmember or other City official within the preceding 12 months:

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(c) Name of City Councilmember or other City official to whom contribution was made:

1. _____
2. _____
3. _____

(d) Check here If no contributions have been made to any Councilmember or other City official in the preceding 12 months.

(e) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

Signature _____

Date _____ Phone _____



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 4, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER 

SUBJECT: ORDINANCE NO. 2024-403 AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF CALABASAS AND THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

Staff recommends the City Council adopt Ordinance 2024-403 authorizing an amendment to contract between the City Council of the City of Calabasas (City) and the Board of Administration of the California Public Employee Retirement System (CalPERS). This ordinance authorizes an amendment to the CalPERS contract to merge the Agoura Hills Calabasas Community Center (AHCCC) CalPERS plan into the City of Calabasas CalPERS plan.

BACKGROUND:

The City Council approved Resolution No. 2024-1893 on April 24, 2024 to merge the two plans. AHCCC Board of Directors approved Resolution No. 2024-01 on April 25, 2024 to approve the merger.

On May 8, 2024 City Council approved Resolution No. 2024-1898 which stated the City of Calabasas' intention to amend the CalPERS contract. On May 8, 2024, the City Council introduced (first reading) Ordinance No. 2024-403 authorizing an amendment to the contract between the City and CalPERS.

DISCUSSION/ANALYSIS:

The attached Ordinance amends the CalPERS contract which merges the AHCCC CalPERS Plan into the City CalPERS Plan. The merger date is June 30, 2024. CalPERS staff informed City staff that the actual effective date of the merger must be prior to July 1, 2024 and must be the beginning of a pay period. The beginning of the pay period prior to July 1, 2024 is June 21, 2024.

CalPERS requires the City to make known these costs in a public meeting which this report accomplishes. Staff recommends the City Council adopts the Ordinance to amend the CalPERS contract. The ordinance becomes effective 30 days after adoption which is July 11, 2024.

The July 11, 2024 date is after the June 21, 2024 date; therefore, the City Council will also adopt an "Urgency Ordinance" at the meeting of June 12, 2024. The effective date of the "Urgency Ordinance" is the day after adoption ;which is June 13, 2024.

Attachment 1, Exhibit, is the actual "AMENDMENT TO CONTRACT Between the Board of Administration California Public Employees' Retirement System and the City Council City of Calabasas". Section A. 6. details the Agoura Hills and Calabasas Community Center merger into the City of Calabasas plan.

FISCAL IMPACT/SOURCE OF FUNDING:

Disclosure of the cost of this Contract Amendment

CalPERS requires that the City disclose the following values identified in the amendment actuarial valuation for the adoption of this plan amendment:

Classic Miscellaneous Plan

1. Change in Actuarial Accrued Liability	\$1,766,405
2. Change in Total Normal Cost	0 %
3. Change in Total UAL Payment	\$72,370

New Miscellaneous Plan

1. Change in Actuarial Accrued Liability	\$1,668
2. Change in Total Normal Cost	0%
3. Change in Total UAL Payment	\$126

Please see the two attachments from CalPERS which detail the actuarial costs for this merger.

The following table depicts the CLASSIC Plan merger costs; which is the column titled, "AHCCC Pre-Merger".

		City Pre-Merger	AHCCC Pre-Merger	Post-Merger
EMPLOYER Normal Cost Rate		11.88 %	11.88 %	11.88 %
Annual UAL Prepayment		\$ 802,311	\$ 70,028	\$ 872,339
Accrued Liability	(a)	\$ 47,172,149	\$ 1,766,405	\$ 48,938,554
Plan's Market Value of Assets	(b)	\$ 35,990,187	\$ 1,242,623	\$ 37,232,810
Unfunded Accrued Liability (UAL)	(a)-(b)	\$ 11,181,962	\$ 523,782	\$ 11,705,744
Funded Ratio	(b) / (a)	76.3 %	70.3 %	76.1 %

The following table depicts the PEPRA Plan merger costs; which is the column titled, "AHCCC Pre-Merger".

		City Pre-Merger	AHCCC Pre-Merger	Post-Merger
EMPLOYER Normal Cost Rate		7.87 %	7.87 %	7.87 %
Annual UAL Prepayment		\$ 5,372	\$ 122	\$ 5,494
Accrued Liability	(a)	\$ 1,233,905	\$ 1,668	\$ 1,235,573
Plan's Market Value of Assets	(b)	\$ 1,074,995	\$ 1,525	\$ 1,076,520
Unfunded Accrued Liability (UAL)	(a)-(b)	\$ 158,910	\$ 143	\$ 159,053
Funded Ratio	(b) / (a)	87.1 %	91.4 %	87.1 %

REQUESTED ACTION:

City Council adopts the Ordinance No. 2024-403.

ATTACHMENTS:

1. Ordinance No. 2024-403
Exhibit ~ AMENDMENT TO CONTRACT Between the Board of Administration California Public Employees' Retirement System and the City Council City of Calabasas
2. CalPERS Miscellaneous Plan of the City of Calabasas ~ Merger Actuarial Report
3. CalPERS PEPRA Miscellaneous Plan of the City of Calabasas ~ Merger Actuarial Report

ORDINANCE NO. 2024-403

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF CALABASAS AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM.

The City Council of the City of Calabasas does ordain as follows:

Section 1.

That an amendment to the contract between the City Council of the City of Calabasas and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit, and by such reference made a part hereof as though herein set out in full.

Section 2.

The Mayor of the City Council is hereby authorized, empowered, and directed to execute said amendment for and on behalf of the City of Calabasas.

Section 3.

This Ordinance shall take effect 30 days after the date of its adoption, and prior to the expiration of ten days from the passage thereof shall be published at least once in the Calabasas Enterprise, a newspaper of general circulation, published and circulated in the City of Calabasas and thenceforth and thereafter the same shall be in full force and effect.

Section 4. Certification

The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this 12th day of June, 2024.

ATTEST:

Hon. Alicia Weintraub, Mayor

Analuz Mendoza, Interim City Clerk

APPROVED AS TO FORM:

Matthew Summers, City Attorney
Colantuono, Highsmith & Whatley, PC
City Attorney




California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of Calabasas



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1993, and witnessed January 6, 1993, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective January 1, 1993, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1993, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**
6. This contract shall be a continuation of the contract of the Agoura Hills and Calabasas Community Center, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred June 30, 2024.

7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20965 (Credit for Unused Sick Leave).
 - b. Section 21573 (Third Level of 1959 Survivor Benefits).
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF CALABASAS

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

**California Public Employees' Retirement System****Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov**April 25, 2024****Miscellaneous Plan of the City of Calabasas****(CalPERS ID: 1664188432)****Merger Actuarial Report: Effective Date July 1, 2024, Based on June 30, 2022 Actuarial Valuation Reports****Section 20508 Cost Analysis for Proposed Merger with the Agoura Hills and Calabasas Community Center**

Dear Requestor:

A cost analysis for the valuation(s) requested above and related information is enclosed.

The change in the employer contribution rate, as of the effective date of the proposed merger, is displayed on page 3.

Government Code sections 20463 (b) and (c) require the governing body of a public agency which requests a contract cost analysis to provide each affected employee organization with a copy within five days of receipt. Likewise, if a cost analysis is requested by an employee organization, the employee organization is required to provide a copy of the analysis to the public agency within five days of receipt.

This cost analysis expires July 1, 2024. A Resolution of Intention declaring the agency's intent to amend the contract must be approved by the agency's governing body. The approved resolution must be received by this office on or before July 1, 2024. If either of these two conditions is not met, an updated cost analysis is required to merge the contracts. An updated cost analysis may be available as early as September 2024.

To complete the contract merger process based on the enclosed analysis, do the following:

- Complete and return the enclosed Contract Request and Schedule of Agency Actions forms. Within 90 days, CalPERS staff will send your agency the Resolution of Intention form for adoption.
- Complete and return the adopted Resolution of Intention to CalPERS on or before July 1, 2024. Adoption of the Final Resolution/Ordinance by this date is not required.

If you have questions about the cost analysis, please call (888) CalPERS (225-7377). Please ask to speak to a contract analyst for questions about the timing of the contract amendment. Please ask to speak to me for questions about this cost analysis.

A handwritten signature in black ink, appearing to read "Alex Grunder".

ALEX GRUNDER, ASA, MAAA
Senior Actuary, CalPERS



**Merger Actuarial Valuation
as of June 30, 2022**

**for the
Miscellaneous Plan
of the
City of Calabasas**

(CalPERS ID: 1664188432)

**Proposed Merger with the
Agoura Hills and Calabasas Community
Center**

(CalPERS ID: 5913005428)

**Required Contributions
for Fiscal Year
July 1, 2024 – June 30, 2025**

Introduction

This report presents the June 30, 2022 actuarial valuation results for the proposed merger of the Agoura Hills and Calabasas Community Center with the City of Calabasas Miscellaneous Plan, pursuant to Section 20508 of the California Public Employees' Retirement Law.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68. A separate accounting valuation report for annual GASB reporting purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on cost analysis results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on cost analysis results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

The following tables show the change in the plans’ employer contribution requirements for fiscal year 2024-25 due to the proposed merger. If the effective date of the proposed merger is prior to July 1, 2024, the contribution requirements for the remainder of fiscal year 2023-24 will remain unchanged.

	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
	Fiscal Year 2024-25	Fiscal Year 2024-25	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll			
Base Total Normal Cost for Formula	18.81%	18.81%	18.81%
Surcharge for Class 1 Benefits ¹			
a) None	0.00%	0.00%	0.00%
Plan’s Total Normal Cost	18.81%	18.81%	18.81%
Offset Due to Employee Contributions ²	<u>6.93%</u>	<u>6.93%</u>	<u>6.93%</u>
Employer Normal Cost Rate	11.88%	11.88%	11.88%

Required Employer Contributions

Employer Normal Cost Rate	11.88%	11.88%	11.88%
<i>Plus, Either</i>			
1) Monthly UAL Payment	\$69,095.08	\$6,030.83	\$75,125.91
<i>Or</i>			
2) Annual UAL Prepayment*	\$802,311	\$70,028	\$872,339

*The total minimum required employer contribution is the **sum** of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31**).*

¹ The Section 2 report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

² The rate displayed is the actual average employee contribution rate for the Risk Pool, which takes into account adjustments for Social Security contribution offsets. The required employee contribution, which is set by statute, is 7% of pay.

Funded Status – Funding Policy Basis

The table below provides information on the funded status of the plan before and after the proposed merger under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member’s projected benefit (Present Value of Benefits) to individual years of service (the Normal Cost). The value of the projected benefit that is not allocated to future service is referred to as the Accrued Liability (AL) and is the plan’s funding target on the valuation date. The Unfunded Accrued Liability (UAL) equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The funded ratio equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
1. Entry Age Accrued Liability (AL)	47,172,149	1,766,405	48,938,554
2. Plan’s Market Value of Assets (MVA)	35,990,187	1,242,623	37,232,810
3. Unfunded Accrued Liability (UAL) [(1) - (2)]	11,181,962	523,782	11,705,744
4. Funded Ratio [(2) / (1)]	76.3%	70.3%	76.1%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions.

Projected Employer Contributions

The tables below show the required and projected employer contributions before and after the proposed merger (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with fiscal year 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

City of Calabasas Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	11.88%	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Payment	\$829,141	\$968,000	\$1,106,000	\$1,245,000	\$1,383,000	\$1,383,000

Agoura Hills and Calabasas Community Center Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	11.88%	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Payment	\$72,370	\$72,000	\$72,000	\$72,000	\$72,000	\$72,000

City of Calabasas Post-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	11.88%	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Payment	\$901,511	\$1,040,000	\$1,178,000	\$1,317,000	\$1,455,000	\$1,455,000

Schedule of Plan's Amortization Bases

The following pages display the amortization base schedules for City of Calabasas before and after the proposed merger, as well as the amortization base schedule for Agoura Hills and Calabasas Community Center before the proposed merger. Note that there is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: fiscal year 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Schedule of Plan's Amortization Bases (Continued)

City of Calabasas (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	2,597,466	2,684,327	0	0	0	0
Non-Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	(25,594)	(26,450)	0	0	0	0
Share of Pre-2013 Pool UAL	6/30/13	No Ramp		2.80%	1	1,381,685	1,427,890	0	0	0	0
Assumption Change	6/30/14	100%	Up/Down	2.80%	1	1,260,969	1,303,137	0	0	0	0
Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.80%	1	(2,206,229)	(2,280,007)	0	0	0	0
Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	1,523,117	1,574,051	0	0	0	0
Non-Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	(119,382)	(123,374)	0	0	0	0
Assumption Change	6/30/16	100%	Up/Down	2.80%	1	612,954	633,452	0	0	0	0
Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	2,066,302	2,135,401	0	0	0	0
Non-Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	(243,031)	(251,158)	0	0	0	0
Assumption Change	6/30/17	100%	Up/Down	2.80%	1	759,569	784,970	0	0	0	0
Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(1,124,600)	(1,162,208)	0	0	0	0
Non-Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(54,809)	(56,642)	0	0	0	0
Assumption Change	6/30/18	100%	Up/Down	2.80%	1	1,249,919	1,291,717	0	0	0	0
Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	(363,639)	(375,799)	0	0	0	0
Method Change	6/30/18	100%	Up/Down	2.80%	1	333,055	344,193	0	0	0	0
Non-Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	170,149	175,839	0	0	0	0
Investment (Gain)/Loss	6/30/19	80%	Up Only	0.00%	1	176,411	182,310	0	0	0	0
Non-Investment (Gain)/Loss	6/30/19	No Ramp		0.00%	1	163,586	169,056	0	0	0	0
Investment (Gain)/Loss	6/30/20	60%	Up Only	0.00%	1	863,785	892,671	0	0	0	0
Non-Investment (Gain)/Loss	6/30/20	No Ramp		0.00%	1	146,613	151,516	0	0	0	0
Assumption Change	6/30/21	No Ramp		0.00%	1	176,543	182,447	0	0	0	0
Fresh Start	6/30/21	No Ramp		0.00%	9	0	(4,413,473)	4,561,063	622,582	4,227,814	622,583
Net Investment (Gain)	6/30/21	40%	Up Only	0.00%	1	(4,249,834)	(4,391,952)	0	0	0	0
Non-Investment (Gain)/Loss	6/30/21	No Ramp		0.00%	1	(192,416)	(198,851)	0	0	0	0
Risk Mitigation	6/30/21	No Ramp		0.00%	0	1,172,138	1,211,335	0	0	0	0
Risk Mitigation Offset	6/30/21	No Ramp		0.00%	0	(1,209,588)	(1,250,038)	0	0	0	0
Investment (Gain)/Loss	6/30/22	20%	Up Only	0.00%	20	5,651,501	0	6,035,803	0	6,446,238	138,560
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	662,952	0	708,033	0	756,179	67,998
Total						11,181,962	616,809	11,304,899	622,582	11,430,231	829,141

Schedule of Plan’s Amortization Bases (Continued)

Agoura Hills and Calabasas Community Center (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Fresh Start	6/30/22	No Ramp		0.00%	9	523,782	62,907	494,389	35,375	491,449	72,370
Total						523,782	62,907	494,389	35,575	491,449	72,370

Schedule of Plan’s Amortization Bases (Continued)

City of Calabasas (Post-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	2,597,466	2,684,327	0	0	0	0
Non-Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	(25,594)	(26,450)	0	0	0	0
Share of Pre-2013 Pool UAL	6/30/13		No Ramp	2.80%	1	1,381,685	1,427,890	0	0	0	0
Assumption Change	6/30/14	100%	Up/Down	2.80%	1	1,260,969	1,303,137	0	0	0	0
Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.80%	1	(2,206,229)	(2,280,007)	0	0	0	0
Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	1,523,117	1,574,051	0	0	0	0
Non-Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	(119,382)	(123,374)	0	0	0	0
Assumption Change	6/30/16	100%	Up/Down	2.80%	1	612,954	633,452	0	0	0	0
Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	2,066,302	2,135,401	0	0	0	0
Non-Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	(243,031)	(251,158)	0	0	0	0
Assumption Change	6/30/17	100%	Up/Down	2.80%	1	759,569	784,970	0	0	0	0
Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(1,124,600)	(1,162,208)	0	0	0	0
Non-Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(54,809)	(56,642)	0	0	0	0
Assumption Change	6/30/18	100%	Up/Down	2.80%	1	1,249,919	1,291,717	0	0	0	0
Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	(363,639)	(375,799)	0	0	0	0
Method Change	6/30/18	100%	Up/Down	2.80%	1	333,055	344,193	0	0	0	0
Non-Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	170,149	175,839	0	0	0	0
Investment (Gain)/Loss	6/30/19	80%	Up Only	0.00%	1	176,411	182,310	0	0	0	0
Non-Investment (Gain)/Loss	6/30/19		No Ramp	0.00%	1	163,586	169,056	0	0	0	0
Investment (Gain)/Loss	6/30/20	60%	Up Only	0.00%	1	863,785	892,671	0	0	0	0
Non-Investment (Gain)/Loss	6/30/20		No Ramp	0.00%	1	146,613	151,516	0	0	0	0
Assumption Change	6/30/21		No Ramp	0.00%	1	176,543	182,447	0	0	0	0
Fresh Start	6/30/21	No Ramp	0.00%	9	0	(4,413,473)	4,561,063	622,582	4,227,814	622,583	
Net Investment (Gain)	6/30/21	40%	Up Only	0.00%	1	1	(4,249,834)	(4,391,952)	0	0	0
Non-Investment (Gain)/Loss	6/30/21		No Ramp	0.00%	1	(192,416)	(198,851)	0	0	0	0
Risk Mitigation	6/30/21		No Ramp	0.00%	0	1,172,138	1,211,335	0	0	0	0
Risk Mitigation Offset	6/30/21		No Ramp	0.00%	0	(1,209,588)	(1,250,038)	0	0	0	0
Investment (Gain)/Loss	6/30/22	20%	Up Only	0.00%	20	5,651,501	0	6,035,803	0	6,446,238	138,560
Non-Investment (Gain)/Loss	6/30/22		No Ramp	0.00%	20	662,952	0	708,033	0	756,179	67,998
Fresh Start (Agoura Hills and Calabasas Community Center)	6/30/22		No Ramp	0.00%	9	523,782	62,907	494,389	35,375	491,449	72,370
Total						11,705,744	679,716	11,799,288	657,957	11,921,680	901,511

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

City of Calabasas (Pre-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Contribution	\$1,001,000	\$1,207,000	\$1,448,000	\$1,725,000	\$1,900,000
10.8% (95th percentile)					
Normal Cost Rate	12.1%	12.4%	12.6%	12.9%	13.1%
UAL Contribution	\$937,000	\$1,014,000	\$1,056,000	\$1,059,000	\$744,000

City of Calabasas (Post-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Contribution	\$1,075,000	\$1,283,000	\$1,527,000	\$1,809,000	\$1,990,000
10.8% (95th percentile)					
Normal Cost Rate	12.1%	12.4%	12.6%	12.9%	13.1%
UAL Contribution	\$1,008,000	\$1,083,000	\$1,122,000	\$1,120,000	\$744,000

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

Future Investment Return Scenarios (Continued)

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

City of Calabasas (Pre-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$829,141	\$1,179,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$829,141	\$1,073,000

City of Calabasas (Post-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$901,511	\$1,259,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$901,511	\$1,149,000

Without investment gains (returns higher than 6.8%) in year FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 before and after the proposed merger assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	23.67%	18.81%	15.11%
b) Accrued Liability	54,214,664	47,172,149	41,438,524
c) Market Value of Assets	35,990,187	35,990,187	35,990,187
d) Unfunded Liability/(Surplus) [(b) - (c)]	18,224,477	11,181,962	5,448,337
e) Funded Ratio	66.4%	76.3%	86.9%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	23.67%	18.81%	15.11%
b) Accrued Liability	56,256,831	48,938,554	42,990,460
c) Market Value of Assets	37,232,810	37,232,810	37,232,810
d) Unfunded Liability/(Surplus) [(b) - (c)]	19,024,021	11,705,744	5,757,650
e) Funded Ratio	66.2%	76.1%	86.6%

Discount Rate Sensitivity (continued)

Sensitivity to the Price Inflation Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	19.74%	18.81%	17.15%
b) Accrued Liability	49,172,215	47,172,149	43,144,321
c) Market Value of Assets	35,990,187	35,990,187	35,990,187
d) Unfunded Liability/(Surplus) [(b) - (c)]	13,182,028	11,181,962	7,154,134
e) Funded Ratio	73.2%	76.3%	83.4%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	19.74%	18.81%	17.15%
b) Accrued Liability	51,070,308	48,938,554	44,720,896
c) Market Value of Assets	37,232,810	37,232,810	37,232,810
d) Unfunded Liability/(Surplus) [(b) - (c)]	13,837,498	11,705,744	7,488,086
e) Funded Ratio	72.9%	76.1%	83.3%

Mortality Rate Sensitivity

The following tables look at the change in the June 30, 2022 plan costs and funded ratio under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

City of Calabasas (Pre-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	19.13%	18.81%	18.51%
b) Accrued Liability	48,081,065	47,172,149	46,334,120
c) Market Value of Assets	35,990,187	35,990,187	35,990,187
d) Unfunded Liability/(Surplus) [(b) - (c)]	12,090,878	11,181,962	10,343,933
e) Funded Status	74.9%	76.3%	77.7%

City of Calabasas (Post-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	19.13%	18.81%	18.51%
b) Accrued Liability	49,881,903	48,938,554	48,068,813
c) Market Value of Assets	37,232,810	37,232,810	37,232,810
d) Unfunded Liability/(Surplus) [(b) - (c)]	12,649,093	11,705,744	10,836,003
e) Funded Status	74.6%	76.1%	77.5%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan’s retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

City of Calabasas as of June 30, 2022

Ratio of Retiree Accrued Liability to Total Accrued Liability	Pre-Merger	Post-Merger
1. Retired Accrued Liability	19,995,553	21,761,958
2. Total Accrued Liability	47,172,149	48,938,554
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.42	0.44

Another measure of the maturity level of CalPERS and its plans is the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, may be less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

City of Calabasas as of June 30, 2022

Support Ratio	Pre-Merger	Post-Merger
1. Number of Actives	48	48
2. Number of Retirees	71	78
3. Support Ratio [(1) / (2)]	0.68	0.62

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

City of Calabasas as of June 30, 2022

Contribution Volatility	Pre-Merger	Post-Merger
1. Market Value of Assets	\$35,990,187	\$37,232,810
2. Payroll	4,738,914	4,738,914
3. Asset Volatility Ratio (AVR) [(1) / (2)]	7.6	7.9
4. Accrued Liability	\$47,172,149	\$48,938,554
5. Liability Volatility Ratio (LVR) [(4) / (2)]	10.0	10.3

Participant Data

The table below summarizes changes in the plan's member data.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
Reported Payroll	\$4,738,914	\$0	\$4,738,914
Projected Payroll for Contribution Purposes	\$5,148,233	\$0	\$5,148,233
Number of Members			
Actives	48	0	48
Transferred	47	2	49
Separated	57	6	63
Retired	71	7	78
Total	223	15	238

Additional Disclosure

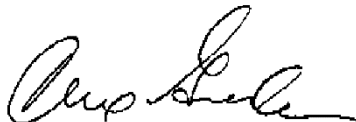
If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes **may not** be obtained by adding the individual costs. Instead, a separate valuation must be done to provide a cost analysis for the combination of benefit changes.

Please note that the cost analysis provided in this document **may not** be relied upon after July 1, 2024. If you have not taken action to contract by this date, you must contact our office for an updated cost analysis, based on the new annual valuation.

Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 2022 annual report. Please note that the results shown here are subject to change if any of the data or plan provisions differ from what was used in this study.

Certification

This actuarial valuation for the proposed merger is based on the participant, benefits, and asset data used in the June 30, 2022 annual valuation, with the benefits modified, if necessary, to reflect what is currently provided under the agency's contract with CalPERS, and further modified to reflect the proposed merger. It is my opinion that the valuation has been performed in accordance with standards of practice prescribed by the Actuarial Standards Board, and the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.



ALEX GRUNDER, ASA, MAAA
 Senior Actuary, CalPERS

**California Public Employees' Retirement System****Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

April 25, 2024**PEPRA Miscellaneous Plan of the City of Calabasas****(CalPERS ID: 1664188432)****Merger Actuarial Report: Effective Date July 1, 2024, Based on June 30, 2022 Actuarial Valuation Reports****Section 20508 Cost Analysis for Proposed Merger with the Agoura Hills and Calabasas Community Center**

Dear Requestor:

A cost analysis for the valuation(s) requested above and related information is enclosed.

The change in the employer contribution rate, as of the effective date of the proposed merger, is displayed on page 3.

Government Code sections 20463 (b) and (c) require the governing body of a public agency which requests a contract cost analysis to provide each affected employee organization with a copy within five days of receipt. Likewise, if a cost analysis is requested by an employee organization, the employee organization is required to provide a copy of the analysis to the public agency within five days of receipt.

This cost analysis expires July 1, 2024. A Resolution of Intention declaring the agency's intent to amend the contract must be approved by the agency's governing body. The approved resolution must be received by this office on or before July 1, 2024. If either of these two conditions is not met, an updated cost analysis is required to merge the contracts. An updated cost analysis may be available as early as September 2024.

To complete the contract merger process based on the enclosed analysis, do the following:

- Complete and return the enclosed Contract Request and Schedule of Agency Actions forms. Within 90 days, CalPERS staff will send your agency the Resolution of Intention form for adoption.
- Complete and return the adopted Resolution of Intention to CalPERS on or before July 1, 2024. Adoption of the Final Resolution/Ordinance by this date is not required.

If you have questions about the cost analysis, please call (888) CalPERS (225-7377). Please ask to speak to a contract analyst for questions about the timing of the contract amendment. Please ask to speak to me for questions about this cost analysis.

A handwritten signature in black ink, appearing to read "Alex Grunder".

ALEX GRUNDER, ASA, MAAA
Senior Actuary, CalPERS



**Merger Actuarial Valuation
as of June 30, 2022**

**for the
PEPRA Miscellaneous Plan
of the**

City of Calabasas

(CalPERS ID: 1664188432)

**Proposed Merger with the
Agoura Hills and Calabasas Community
Center**

(CalPERS ID: 5913005428)

**Required Contributions
for Fiscal Year
July 1, 2024 – June 30, 2025**

Introduction

This report presents the June 30, 2022 actuarial valuation results for the proposed merger of the Agoura Hills and Calabasas Community Center with the City of Calabasas PEPRA Miscellaneous Plan, pursuant to Section 20508 of the California Public Employees' Retirement Law.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68. A separate accounting valuation report for annual GASB reporting purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on cost analysis results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on cost analysis results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

The following tables show the change in the plans’ employer contribution requirements for fiscal year 2024-25 due to the proposed merger. If the effective date of the proposed merger is prior to July 1, 2024, the contribution requirements for the remainder of fiscal year 2023-24 will remain unchanged.

	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
	Fiscal Year 2024-25	Fiscal Year 2024-25	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll			
Base Total Normal Cost for Formula	15.62%	15.62%	15.62%
Surcharge for Class 1 Benefits ¹			
a) None	0.00%	0.00%	0.00%
Plan’s Total Normal Cost	15.62%	15.62%	15.62%
Offset Due to Employee Contributions ²	<u>7.75%</u>	<u>7.75%</u>	<u>7.75%</u>
Employer Normal Cost Rate	7.87%	7.87%	7.87%

Required Employer Contributions

Employer Normal Cost Rate	7.87%	7.87%	7.87%
<i>Plus, Either</i>			
1) Monthly UAL Payment	\$462.67	\$10.50	\$473.17
<i>Or</i>			
2) Annual UAL Prepayment*	\$5,372	\$122	\$5,494

*The total minimum required employer contribution is the **sum** of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31**).*

¹ The Section 2 report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

² The rate displayed is the actual average employee contribution rate for the Risk Pool, which takes into account adjustments for Social Security contribution offsets.

Funded Status – Funding Policy Basis

The table below provides information on the funded status of the plan before and after the proposed merger under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member’s projected benefit (Present Value of Benefits) to individual years of service (the Normal Cost). The value of the projected benefit that is not allocated to future service is referred to as the Accrued Liability (AL) and is the plan’s funding target on the valuation date. The Unfunded Accrued Liability (UAL) equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The funded ratio equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
1. Entry Age Accrued Liability (AL)	1,233,905	1,668	1,235,573
2. Plan’s Market Value of Assets (MVA)	1,074,995	1,525	1,076,520
3. Unfunded Accrued Liability (UAL) [(1) - (2)]	158,910	143	159,053
4. Funded Ratio [(2) / (1)]	87.1%	91.4%	87.1%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions.

Projected Employer Contributions

The tables below show the required and projected employer contributions before and after the proposed merger (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with fiscal year 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

City of Calabasas Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$5,552	\$9,300	\$13,000	\$17,000	\$21,000	\$21,000

Agoura Hills and Calabasas Community Center Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$126	\$0	\$0	\$0	\$0	\$0

City of Calabasas Post-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$5,678	\$9,300	\$13,000	\$17,000	\$21,000	\$21,000

Schedule of Plan's Amortization Bases

The following pages display the amortization base schedules for City of Calabasas before and after the proposed merger, as well as the amortization base schedule for Agoura Hills and Calabasas Community Center before the proposed merger. Note that there is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: fiscal year 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Schedule of Plan's Amortization Bases (Continued)

City of Calabasas (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escala-tion Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Partial Fresh Start	6/30/22	20%	Up Only	0.00%	20	141,569	(12,713)	164,334	0	175,509	3,773
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	17,341	0	18,520	0	19,779	1,779
Total						158,910	(12,713)	182,854	0	195,288	5,552

Schedule of Plan's Amortization Bases (Continued)

Agoura Hills and Calabasas Community Center (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Fresh Start	6/30/22	No Ramp		0.00%	1	143	37	114	0	122	126
Total						143	37	114	0	122	126

Schedule of Plan’s Amortization Bases (Continued)

City of Calabasas (Post-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	17,341	0	18,520	0	19,779	1,779
Partial Fresh Start	6/30/22	Up Only		0.00%	20	141,569	(12,713)	164,334	0	175,509	3,773
Fresh Start (Agoura Hills and Calabasas Community Center)	6/30/22	No Ramp		0.00%	1	143	37	114	0	122	126
Total						159,053	(12,676)	182,968	0	195,410	5,678

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

City of Calabasas (Pre-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Contribution	\$10,000	\$16,000	\$23,000	\$31,000	\$36,000
10.8% (95th percentile)					
Normal Cost Rate	8.1%	8.3%	8.5%	8.7%	8.4%
UAL Contribution	\$8,500	\$10,000	\$11,000	\$11,000	\$0

City of Calabasas (Post-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Contribution	\$10,100	\$16,100	\$23,100	\$31,100	\$36,100
10.8% (95th percentile)					
Normal Cost Rate	8.1%	8.3%	8.5%	8.7%	8.4%
UAL Contribution	\$8,500	\$10,000	\$11,000	\$11,000	\$0

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

Future Investment Return Scenarios (Continued)

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

City of Calabasas (Pre-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,552	\$16,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,552	\$12,000

City of Calabasas (Post-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,678	\$16,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,678	\$12,000

Without investment gains (returns higher than 6.8%) in year FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 before and after the proposed merger assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	19.53%	15.62%	12.65%
b) Accrued Liability	1,513,098	1,233,905	1,017,170
c) Market Value of Assets	1,074,995	1,074,995	1,074,995
d) Unfunded Liability/(Surplus) [(b) - (c)]	438,103	158,910	(57,825)
e) Funded Ratio	71.0%	87.1%	105.7%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	19.53%	15.62%	12.65%
b) Accrued Liability	1,515,092	1,235,573	1,018,580
c) Market Value of Assets	1,076,520	1,076,520	1,076,520
d) Unfunded Liability/(Surplus) [(b) - (c)]	438,572	159,053	(57,940)
e) Funded Ratio	71.1%	87.1%	105.7%

Discount Rate Sensitivity (continued)

Sensitivity to the Price Inflation Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	16.48%	15.62%	14.20%
b) Accrued Liability	1,301,107	1,233,905	1,117,152
c) Market Value of Assets	1,074,995	1,074,995	1,074,995
d) Unfunded Liability/(Surplus) [(b) - (c)]	226,112	158,910	42,157
e) Funded Ratio	82.6%	87.1%	96.2%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	16.48%	15.62%	14.20%
b) Accrued Liability	1,302,988	1,235,573	1,118,579
c) Market Value of Assets	1,076,520	1,076,520	1,076,520
d) Unfunded Liability/(Surplus) [(b) - (c)]	226,468	159,053	42,059
e) Funded Ratio	82.6%	87.1%	96.2%

Mortality Rate Sensitivity

The following tables look at the change in the June 30, 2022 plan costs and funded ratio under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

City of Calabasas (Pre-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	15.89%	15.62%	15.37%
b) Accrued Liability	1,254,769	1,233,905	1,214,583
c) Market Value of Assets	1,074,995	1,074,995	1,074,995
d) Unfunded Liability/(Surplus) [(b) - (c)]	179,774	158,910	139,588
e) Funded Status	85.7%	87.1%	88.5%

City of Calabasas (Post-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	15.89%	15.62%	15.37%
b) Accrued Liability	1,256,450	1,235,573	1,216,240
c) Market Value of Assets	1,076,520	1,076,520	1,076,520
d) Unfunded Liability/(Surplus) [(b) - (c)]	179,930	159,053	139,720
e) Funded Status	85.7%	87.1%	88.5%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan’s retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

City of Calabasas as of June 30, 2022

Ratio of Retiree Accrued Liability to Total Accrued Liability	Pre-Merger	Post-Merger
1. Retired Accrued Liability	236,847	236,847
2. Total Accrued Liability	1,233,905	1,235,573
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.19	0.19

Another measure of the maturity level of CalPERS and its plans is the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, may be less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

City of Calabasas as of June 30, 2022

Support Ratio	Pre-Merger	Post-Merger
1. Number of Actives	22	22
2. Number of Retirees	1	1
3. Support Ratio [(1) / (2)]	22.00	22.00

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

City of Calabasas as of June 30, 2022

Contribution Volatility	Pre-Merger	Post-Merger
1. Market Value of Assets	\$1,074,995	\$1,076,520
2. Payroll	1,347,490	1,347,490
3. Asset Volatility Ratio (AVR) [(1) / (2)]	0.8	0.8
4. Accrued Liability	\$1,233,905	1,235,573
5. Liability Volatility Ratio (LVR) [(4) / (2)]	0.9	0.9

Participant Data

The table below summarizes changes in the plan's member data.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
Reported Payroll	\$1,347,490	\$0	\$1,347,490
Projected Payroll for Contribution Purposes	\$1,463,878	\$0	\$1,463,878
Number of Members			
Actives	22	0	22
Transferred	7	0	7
Separated	12	1	13
Retired	1	0	1
Total	42	1	43

Additional Disclosure

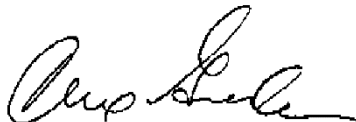
If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes **may not** be obtained by adding the individual costs. Instead, a separate valuation must be done to provide a cost analysis for the combination of benefit changes.

Please note that the cost analysis provided in this document **may not** be relied upon after July 1, 2024. If you have not taken action to contract by this date, you must contact our office for an updated cost analysis, based on the new annual valuation.

Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 2022 annual report. Please note that the results shown here are subject to change if any of the data or plan provisions differ from what was used in this study.

Certification

This actuarial valuation for the proposed merger is based on the participant, benefits, and asset data used in the June 30, 2022 annual valuation, with the benefits modified, if necessary, to reflect what is currently provided under the agency's contract with CalPERS, and further modified to reflect the proposed merger. It is my opinion that the valuation has been performed in accordance with standards of practice prescribed by the Actuarial Standards Board, and the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.




ALEX GRUNDER, ASA, MAAA
 Senior Actuary, CalPERS



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 4, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER 

SUBJECT: URGENCY ORDINANCE NO. 2024-404 AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF CALABASAS AND THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

Staff recommends the City Council adopt Urgency Ordinance 2024-404 authorizing an amendment to contract between the City Council of the City of Calabasas (City) and the Board of Administration of the California Public Employee Retirement System (CalPERS). This urgency ordinance authorizes an amendment to the CalPERS contract to merge the Agoura Hills Calabasas Community Center (AHCCC) CalPERS plan into the City of Calabasas CalPERS plan.

BACKGROUND:

The City Council approved Resolution No. 2024-1893 on April 24, 2024 to merge the two plans. AHCCC Board of Directors approved Resolution No. 2024-01 on April 25, 2024 to approve the merger.

On May 8, 2024 City Council approved Resolution No. 2024-1898 which stated the City of Calabasas' intention to amend the CalPERS contract. On May 8, 2024, the City Council introduced (first reading) Ordinance No. 2024-403 authorizing an amendment to the contract between the City and CalPERS.

DISCUSSION/ANALYSIS:

The attached Urgency Ordinance amends the CalPERS contract which merges the AHCCC CalPERS Plan into the City CalPERS Plan. The merger date is June 30, 2024. CalPERS staff informed City staff that the actual effective date of the merger must be prior to July 1, 2024 and must be the beginning of a pay period. The beginning of the pay period prior to July 1, 2024 is June 21, 2024.

CalPERS requires the City to make known these costs in a public meeting which this report accomplishes. Staff recommends the City Council adopt the Urgency Ordinance to amend the CalPERS contract. The urgency ordinance becomes effective the day after adoption, which is June 13, 2024.

Attachment 1, Exhibit, is the actual "AMENDMENT TO CONTRACT Between the Board of Administration California Public Employees' Retirement System and the City Council City of Calabasas". Section A. 6. details the Agoura Hills and Calabasas Community Center merger into the City of Calabasas plan.

FISCAL IMPACT/SOURCE OF FUNDING:

Disclosure of the cost of this Contract Amendment

CalPERS requires that the City disclose the following values identified in the amendment actuarial valuation for the adoption of this plan amendment:

Classic Miscellaneous Plan

1. Change in Actuarial Accrued Liability	\$1,766,405
2. Change in Total Normal Cost	0 %
3. Change in Total UAL Payment	\$72,370

New Miscellaneous Plan

1. Change in Actuarial Accrued Liability	\$1,668
2. Change in Total Normal Cost	0%
3. Change in Total UAL Payment	\$126

Please see the two attachments from CalPERS which detail the actuarial costs for this merger.

The following table depicts the CLASSIC Plan merger costs; which is the column titled, "AHCCC Pre-Merger".

		City Pre-Merger	AHCCC Pre-Merger	Post-Merger
EMPLOYER Normal Cost Rate		11.88 %	11.88 %	11.88 %
Annual UAL Prepayment		\$ 802,311	\$ 70,028	\$ 872,339
Accrued Liability	(a)	\$ 47,172,149	\$ 1,766,405	\$ 48,938,554
Plan's Market Value of Assets	(b)	\$ 35,990,187	\$ 1,242,623	\$ 37,232,810
Unfunded Accrued Liability (UAL)	(a)-(b)	\$ 11,181,962	\$ 523,782	\$ 11,705,744
Funded Ratio	(b) / (a)	76.3 %	70.3 %	76.1 %

The following table depicts the PEPRA Plan merger costs; which is the column titled, "AHCCC Pre-Merger".

		City Pre-Merger	AHCCC Pre-Merger	Post-Merger
EMPLOYER Normal Cost Rate		7.87 %	7.87 %	7.87 %
Annual UAL Prepayment		\$ 5,372	\$ 122	\$ 5,494
Accrued Liability	(a)	\$ 1,233,905	\$ 1,668	\$ 1,235,573
Plan's Market Value of Assets	(b)	\$ 1,074,995	\$ 1,525	\$ 1,076,520
Unfunded Accrued Liability (UAL)	(a)-(b)	\$ 158,910	\$ 143	\$ 159,053
Funded Ratio	(b) / (a)	87.1 %	91.4 %	87.1 %

REQUESTED ACTION:

City Council adopts the Urgency Ordinance No. 2024-404.

ATTACHMENTS:

1. Ordinance No. 2024-404
Exhibit ~ AMENDMENT TO CONTRACT Between the Board of Administration California Public Employees' Retirement System and the City Council City of Calabasas
2. CalPERS Miscellaneous Plan of the City of Calabasas ~ Merger Actuarial Report
3. CalPERS PEPRA Miscellaneous Plan of the City of Calabasas ~ Merger Actuarial Report

ORDINANCE NO. 2024-404U**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF CALABASAS, CALIFORNIA, AUTHORIZING
AN AMENDMENT TO THE CONTRACT BETWEEN THE
CITY COUNCIL OF THE CITY OF CALABASAS AND THE
BOARD OF ADMINISTRATION OF THE CALIFORNIA
PUBLIC EMPLOYEES RETIREMENT SYSTEM.**

The City Council of the City of Calabasas does ordain as follows:

Section 1. PERS Contract Amendment Authorization

That an amendment to the contract between the City Council of the City of Calabasas and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit A, and by such reference made a part hereof as though herein set out in full.

Section 2. Delegation of Power to Sign PERS Contract Amendment

The Mayor of the City Council is hereby authorized, empowered, and directed to execute said amendment for and on behalf of the City of Calabasas.

Section 3. Effective Date

Under Government Code Section 36937(b), this Urgency Ordinance shall take effect the day after its adoption by a four-fifths vote of City Council.

Section 4. Certification

The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

Section 5. Urgency Finding.

The City Council finds this Urgency Ordinance's passage is required for the immediate preservation of the public peace, health, and safety. Specifically, the City Council finds the PERS contract amendment approved by this Ordinance is necessary to preserve the public peace, health, and safety because the PERS contract amendment must be completed before the end of the fiscal year 2023-2024 to enable the City's acquisition of full title to the Calabasas Community Center — a facility necessary for the City's emergency response efforts in the event of a wildfire or other calamity as it serves as an emergency operations center, evacuation center, and police, fire, and other first responders personnel and equipment staging area.

PASSED, APPROVED AND ADOPTED this 12th day of June, 2024.

ATTEST:

Hon. Alicia Weintraub, Mayor

Analuz Mendoza, Interim City Clerk

APPROVED AS TO FORM:

Matthew Summers, City Attorney
Colantuono, Highsmith & Whatley, PC
City Attorney




California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of Calabasas



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1993, and witnessed January 6, 1993, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective January 1, 1993, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1993, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**
6. This contract shall be a continuation of the contract of the Agoura Hills and Calabasas Community Center, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred June 30, 2024.

7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20965 (Credit for Unused Sick Leave).
 - b. Section 21573 (Third Level of 1959 Survivor Benefits).
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF CALABASAS

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

**California Public Employees' Retirement System****Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov**April 25, 2024****Miscellaneous Plan of the City of Calabasas****(CalPERS ID: 1664188432)****Merger Actuarial Report: Effective Date July 1, 2024, Based on June 30, 2022 Actuarial Valuation Reports****Section 20508 Cost Analysis for Proposed Merger with the Agoura Hills and Calabasas Community Center**

Dear Requestor:

A cost analysis for the valuation(s) requested above and related information is enclosed.

The change in the employer contribution rate, as of the effective date of the proposed merger, is displayed on page 3.

Government Code sections 20463 (b) and (c) require the governing body of a public agency which requests a contract cost analysis to provide each affected employee organization with a copy within five days of receipt. Likewise, if a cost analysis is requested by an employee organization, the employee organization is required to provide a copy of the analysis to the public agency within five days of receipt.

This cost analysis expires July 1, 2024. A Resolution of Intention declaring the agency's intent to amend the contract must be approved by the agency's governing body. The approved resolution must be received by this office on or before July 1, 2024. If either of these two conditions is not met, an updated cost analysis is required to merge the contracts. An updated cost analysis may be available as early as September 2024.

To complete the contract merger process based on the enclosed analysis, do the following:

- Complete and return the enclosed Contract Request and Schedule of Agency Actions forms. Within 90 days, CalPERS staff will send your agency the Resolution of Intention form for adoption.
- Complete and return the adopted Resolution of Intention to CalPERS on or before July 1, 2024. Adoption of the Final Resolution/Ordinance by this date is not required.

If you have questions about the cost analysis, please call (888) CalPERS (225-7377). Please ask to speak to a contract analyst for questions about the timing of the contract amendment. Please ask to speak to me for questions about this cost analysis.

A handwritten signature in black ink, appearing to read "Alex Grunder".

ALEX GRUNDER, ASA, MAAA
Senior Actuary, CalPERS



**Merger Actuarial Valuation
as of June 30, 2022**

**for the
Miscellaneous Plan
of the
City of Calabasas**

(CalPERS ID: 1664188432)

**Proposed Merger with the
Agoura Hills and Calabasas Community
Center**

(CalPERS ID: 5913005428)

**Required Contributions
for Fiscal Year
July 1, 2024 – June 30, 2025**

Introduction

This report presents the June 30, 2022 actuarial valuation results for the proposed merger of the Agoura Hills and Calabasas Community Center with the City of Calabasas Miscellaneous Plan, pursuant to Section 20508 of the California Public Employees' Retirement Law.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68. A separate accounting valuation report for annual GASB reporting purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on cost analysis results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on cost analysis results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

The following tables show the change in the plans’ employer contribution requirements for fiscal year 2024-25 due to the proposed merger. If the effective date of the proposed merger is prior to July 1, 2024, the contribution requirements for the remainder of fiscal year 2023-24 will remain unchanged.

	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
	Fiscal Year 2024-25	Fiscal Year 2024-25	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll			
Base Total Normal Cost for Formula	18.81%	18.81%	18.81%
Surcharge for Class 1 Benefits ¹			
a) None	0.00%	0.00%	0.00%
Plan’s Total Normal Cost	18.81%	18.81%	18.81%
Offset Due to Employee Contributions ²	<u>6.93%</u>	<u>6.93%</u>	<u>6.93%</u>
Employer Normal Cost Rate	11.88%	11.88%	11.88%

Required Employer Contributions

Employer Normal Cost Rate	11.88%	11.88%	11.88%
<i>Plus, Either</i>			
1) Monthly UAL Payment	\$69,095.08	\$6,030.83	\$75,125.91
<i>Or</i>			
2) Annual UAL Prepayment*	\$802,311	\$70,028	\$872,339

*The total minimum required employer contribution is the **sum** of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31**).*

¹ The Section 2 report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

² The rate displayed is the actual average employee contribution rate for the Risk Pool, which takes into account adjustments for Social Security contribution offsets. The required employee contribution, which is set by statute, is 7% of pay.

Funded Status – Funding Policy Basis

The table below provides information on the funded status of the plan before and after the proposed merger under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member’s projected benefit (Present Value of Benefits) to individual years of service (the Normal Cost). The value of the projected benefit that is not allocated to future service is referred to as the Accrued Liability (AL) and is the plan’s funding target on the valuation date. The Unfunded Accrued Liability (UAL) equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The funded ratio equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
1. Entry Age Accrued Liability (AL)	47,172,149	1,766,405	48,938,554
2. Plan’s Market Value of Assets (MVA)	35,990,187	1,242,623	37,232,810
3. Unfunded Accrued Liability (UAL) [(1) - (2)]	11,181,962	523,782	11,705,744
4. Funded Ratio [(2) / (1)]	76.3%	70.3%	76.1%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions.

Projected Employer Contributions

The tables below show the required and projected employer contributions before and after the proposed merger (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with fiscal year 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

City of Calabasas Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	11.88%	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Payment	\$829,141	\$968,000	\$1,106,000	\$1,245,000	\$1,383,000	\$1,383,000

Agoura Hills and Calabasas Community Center Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	11.88%	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Payment	\$72,370	\$72,000	\$72,000	\$72,000	\$72,000	\$72,000

City of Calabasas Post-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	11.88%	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Payment	\$901,511	\$1,040,000	\$1,178,000	\$1,317,000	\$1,455,000	\$1,455,000

Schedule of Plan's Amortization Bases

The following pages display the amortization base schedules for City of Calabasas before and after the proposed merger, as well as the amortization base schedule for Agoura Hills and Calabasas Community Center before the proposed merger. Note that there is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: fiscal year 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Schedule of Plan's Amortization Bases (Continued)

City of Calabasas (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	2,597,466	2,684,327	0	0	0	0
Non-Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	(25,594)	(26,450)	0	0	0	0
Share of Pre-2013 Pool UAL	6/30/13	No Ramp		2.80%	1	1,381,685	1,427,890	0	0	0	0
Assumption Change	6/30/14	100%	Up/Down	2.80%	1	1,260,969	1,303,137	0	0	0	0
Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.80%	1	(2,206,229)	(2,280,007)	0	0	0	0
Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	1,523,117	1,574,051	0	0	0	0
Non-Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	(119,382)	(123,374)	0	0	0	0
Assumption Change	6/30/16	100%	Up/Down	2.80%	1	612,954	633,452	0	0	0	0
Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	2,066,302	2,135,401	0	0	0	0
Non-Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	(243,031)	(251,158)	0	0	0	0
Assumption Change	6/30/17	100%	Up/Down	2.80%	1	759,569	784,970	0	0	0	0
Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(1,124,600)	(1,162,208)	0	0	0	0
Non-Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(54,809)	(56,642)	0	0	0	0
Assumption Change	6/30/18	100%	Up/Down	2.80%	1	1,249,919	1,291,717	0	0	0	0
Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	(363,639)	(375,799)	0	0	0	0
Method Change	6/30/18	100%	Up/Down	2.80%	1	333,055	344,193	0	0	0	0
Non-Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	170,149	175,839	0	0	0	0
Investment (Gain)/Loss	6/30/19	80%	Up Only	0.00%	1	176,411	182,310	0	0	0	0
Non-Investment (Gain)/Loss	6/30/19	No Ramp		0.00%	1	163,586	169,056	0	0	0	0
Investment (Gain)/Loss	6/30/20	60%	Up Only	0.00%	1	863,785	892,671	0	0	0	0
Non-Investment (Gain)/Loss	6/30/20	No Ramp		0.00%	1	146,613	151,516	0	0	0	0
Assumption Change	6/30/21	No Ramp		0.00%	1	176,543	182,447	0	0	0	0
Fresh Start	6/30/21	No Ramp		0.00%	9	0	(4,413,473)	4,561,063	622,582	4,227,814	622,583
Net Investment (Gain)	6/30/21	40%	Up Only	0.00%	1	(4,249,834)	(4,391,952)	0	0	0	0
Non-Investment (Gain)/Loss	6/30/21	No Ramp		0.00%	1	(192,416)	(198,851)	0	0	0	0
Risk Mitigation	6/30/21	No Ramp		0.00%	0	1,172,138	1,211,335	0	0	0	0
Risk Mitigation Offset	6/30/21	No Ramp		0.00%	0	(1,209,588)	(1,250,038)	0	0	0	0
Investment (Gain)/Loss	6/30/22	20%	Up Only	0.00%	20	5,651,501	0	6,035,803	0	6,446,238	138,560
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	662,952	0	708,033	0	756,179	67,998
Total						11,181,962	616,809	11,304,899	622,582	11,430,231	829,141

Schedule of Plan’s Amortization Bases (Continued)

Agoura Hills and Calabasas Community Center (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Fresh Start	6/30/22	No Ramp		0.00%	9	523,782	62,907	494,389	35,375	491,449	72,370
Total						523,782	62,907	494,389	35,575	491,449	72,370

Schedule of Plan's Amortization Bases (Continued)

City of Calabasas (Post-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	2,597,466	2,684,327	0	0	0	0
Non-Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	1	(25,594)	(26,450)	0	0	0	0
Share of Pre-2013 Pool UAL	6/30/13	No Ramp		2.80%	1	1,381,685	1,427,890	0	0	0	0
Assumption Change	6/30/14	100%	Up/Down	2.80%	1	1,260,969	1,303,137	0	0	0	0
Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.80%	1	(2,206,229)	(2,280,007)	0	0	0	0
Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	1,523,117	1,574,051	0	0	0	0
Non-Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	1	(119,382)	(123,374)	0	0	0	0
Assumption Change	6/30/16	100%	Up/Down	2.80%	1	612,954	633,452	0	0	0	0
Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	2,066,302	2,135,401	0	0	0	0
Non-Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	1	(243,031)	(251,158)	0	0	0	0
Assumption Change	6/30/17	100%	Up/Down	2.80%	1	759,569	784,970	0	0	0	0
Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(1,124,600)	(1,162,208)	0	0	0	0
Non-Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	1	(54,809)	(56,642)	0	0	0	0
Assumption Change	6/30/18	100%	Up/Down	2.80%	1	1,249,919	1,291,717	0	0	0	0
Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	(363,639)	(375,799)	0	0	0	0
Method Change	6/30/18	100%	Up/Down	2.80%	1	333,055	344,193	0	0	0	0
Non-Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	1	170,149	175,839	0	0	0	0
Investment (Gain)/Loss	6/30/19	80%	Up Only	0.00%	1	176,411	182,310	0	0	0	0
Non-Investment (Gain)/Loss	6/30/19	No Ramp		0.00%	1	163,586	169,056	0	0	0	0
Investment (Gain)/Loss	6/30/20	60%	Up Only	0.00%	1	863,785	892,671	0	0	0	0
Non-Investment (Gain)/Loss	6/30/20	No Ramp		0.00%	1	146,613	151,516	0	0	0	0
Assumption Change	6/30/21	No Ramp		0.00%	1	176,543	182,447	0	0	0	0
Fresh Start	6/30/21	No Ramp	0.00%	9	0	(4,413,473)	4,561,063	622,582	4,227,814	622,583	
Net Investment (Gain)	6/30/21	40%	Up Only	0.00%	1	1	(4,249,834)	(4,391,952)	0	0	0
Non-Investment (Gain)/Loss	6/30/21	No Ramp		0.00%	1	(192,416)	(198,851)	0	0	0	0
Risk Mitigation	6/30/21	No Ramp		0.00%	0	1,172,138	1,211,335	0	0	0	0
Risk Mitigation Offset	6/30/21	No Ramp		0.00%	0	(1,209,588)	(1,250,038)	0	0	0	0
Investment (Gain)/Loss	6/30/22	20%	Up Only	0.00%	20	5,651,501	0	6,035,803	0	6,446,238	138,560
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	662,952	0	708,033	0	756,179	67,998
Fresh Start (Agoura Hills and Calabasas Community Center)	6/30/22	No Ramp		0.00%	9	523,782	62,907	494,389	35,375	491,449	72,370
Total						11,705,744	679,716	11,799,288	657,957	11,921,680	901,511

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

City of Calabasas (Pre-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Contribution	\$1,001,000	\$1,207,000	\$1,448,000	\$1,725,000	\$1,900,000
10.8% (95th percentile)					
Normal Cost Rate	12.1%	12.4%	12.6%	12.9%	13.1%
UAL Contribution	\$937,000	\$1,014,000	\$1,056,000	\$1,059,000	\$744,000

City of Calabasas (Post-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	11.9%	11.9%	11.9%	11.9%	11.9%
UAL Contribution	\$1,075,000	\$1,283,000	\$1,527,000	\$1,809,000	\$1,990,000
10.8% (95th percentile)					
Normal Cost Rate	12.1%	12.4%	12.6%	12.9%	13.1%
UAL Contribution	\$1,008,000	\$1,083,000	\$1,122,000	\$1,120,000	\$744,000

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

Future Investment Return Scenarios (Continued)

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

City of Calabasas (Pre-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$829,141	\$1,179,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$829,141	\$1,073,000

City of Calabasas (Post-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$901,511	\$1,259,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	11.88%	11.9%
UAL Contribution	\$901,511	\$1,149,000

Without investment gains (returns higher than 6.8%) in year FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 before and after the proposed merger assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	23.67%	18.81%	15.11%
b) Accrued Liability	54,214,664	47,172,149	41,438,524
c) Market Value of Assets	35,990,187	35,990,187	35,990,187
d) Unfunded Liability/(Surplus) [(b) - (c)]	18,224,477	11,181,962	5,448,337
e) Funded Ratio	66.4%	76.3%	86.9%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	23.67%	18.81%	15.11%
b) Accrued Liability	56,256,831	48,938,554	42,990,460
c) Market Value of Assets	37,232,810	37,232,810	37,232,810
d) Unfunded Liability/(Surplus) [(b) - (c)]	19,024,021	11,705,744	5,757,650
e) Funded Ratio	66.2%	76.1%	86.6%

Discount Rate Sensitivity (continued)

Sensitivity to the Price Inflation Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	19.74%	18.81%	17.15%
b) Accrued Liability	49,172,215	47,172,149	43,144,321
c) Market Value of Assets	35,990,187	35,990,187	35,990,187
d) Unfunded Liability/(Surplus) [(b) - (c)]	13,182,028	11,181,962	7,154,134
e) Funded Ratio	73.2%	76.3%	83.4%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	19.74%	18.81%	17.15%
b) Accrued Liability	51,070,308	48,938,554	44,720,896
c) Market Value of Assets	37,232,810	37,232,810	37,232,810
d) Unfunded Liability/(Surplus) [(b) - (c)]	13,837,498	11,705,744	7,488,086
e) Funded Ratio	72.9%	76.1%	83.3%

Mortality Rate Sensitivity

The following tables look at the change in the June 30, 2022 plan costs and funded ratio under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

City of Calabasas (Pre-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	19.13%	18.81%	18.51%
b) Accrued Liability	48,081,065	47,172,149	46,334,120
c) Market Value of Assets	35,990,187	35,990,187	35,990,187
d) Unfunded Liability/(Surplus) [(b) - (c)]	12,090,878	11,181,962	10,343,933
e) Funded Status	74.9%	76.3%	77.7%

City of Calabasas (Post-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	19.13%	18.81%	18.51%
b) Accrued Liability	49,881,903	48,938,554	48,068,813
c) Market Value of Assets	37,232,810	37,232,810	37,232,810
d) Unfunded Liability/(Surplus) [(b) - (c)]	12,649,093	11,705,744	10,836,003
e) Funded Status	74.6%	76.1%	77.5%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan’s retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

City of Calabasas as of June 30, 2022

Ratio of Retiree Accrued Liability to Total Accrued Liability	Pre-Merger	Post-Merger
1. Retired Accrued Liability	19,995,553	21,761,958
2. Total Accrued Liability	47,172,149	48,938,554
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.42	0.44

Another measure of the maturity level of CalPERS and its plans is the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, may be less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

City of Calabasas as of June 30, 2022

Support Ratio	Pre-Merger	Post-Merger
1. Number of Actives	48	48
2. Number of Retirees	71	78
3. Support Ratio [(1) / (2)]	0.68	0.62

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

City of Calabasas as of June 30, 2022

Contribution Volatility	Pre-Merger	Post-Merger
1. Market Value of Assets	\$35,990,187	\$37,232,810
2. Payroll	4,738,914	4,738,914
3. Asset Volatility Ratio (AVR) [(1) / (2)]	7.6	7.9
4. Accrued Liability	\$47,172,149	\$48,938,554
5. Liability Volatility Ratio (LVR) [(4) / (2)]	10.0	10.3

Participant Data

The table below summarizes changes in the plan's member data.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
Reported Payroll	\$4,738,914	\$0	\$4,738,914
Projected Payroll for Contribution Purposes	\$5,148,233	\$0	\$5,148,233
Number of Members			
Actives	48	0	48
Transferred	47	2	49
Separated	57	6	63
Retired	71	7	78
Total	223	15	238

Additional Disclosure

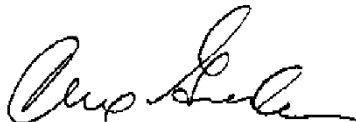
If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes **may not** be obtained by adding the individual costs. Instead, a separate valuation must be done to provide a cost analysis for the combination of benefit changes.

Please note that the cost analysis provided in this document **may not** be relied upon after July 1, 2024. If you have not taken action to contract by this date, you must contact our office for an updated cost analysis, based on the new annual valuation.

Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 2022 annual report. Please note that the results shown here are subject to change if any of the data or plan provisions differ from what was used in this study.

Certification

This actuarial valuation for the proposed merger is based on the participant, benefits, and asset data used in the June 30, 2022 annual valuation, with the benefits modified, if necessary, to reflect what is currently provided under the agency's contract with CalPERS, and further modified to reflect the proposed merger. It is my opinion that the valuation has been performed in accordance with standards of practice prescribed by the Actuarial Standards Board, and the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.



ALEX GRUNDER, ASA, MAAA
 Senior Actuary, CalPERS

**California Public Employees' Retirement System****Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

April 25, 2024**PEPRA Miscellaneous Plan of the City of Calabasas****(CalPERS ID: 1664188432)****Merger Actuarial Report: Effective Date July 1, 2024, Based on June 30, 2022 Actuarial Valuation Reports****Section 20508 Cost Analysis for Proposed Merger with the Agoura Hills and Calabasas Community Center**

Dear Requestor:

A cost analysis for the valuation(s) requested above and related information is enclosed.

The change in the employer contribution rate, as of the effective date of the proposed merger, is displayed on page 3.

Government Code sections 20463 (b) and (c) require the governing body of a public agency which requests a contract cost analysis to provide each affected employee organization with a copy within five days of receipt. Likewise, if a cost analysis is requested by an employee organization, the employee organization is required to provide a copy of the analysis to the public agency within five days of receipt.

This cost analysis expires July 1, 2024. A Resolution of Intention declaring the agency's intent to amend the contract must be approved by the agency's governing body. The approved resolution must be received by this office on or before July 1, 2024. If either of these two conditions is not met, an updated cost analysis is required to merge the contracts. An updated cost analysis may be available as early as September 2024.

To complete the contract merger process based on the enclosed analysis, do the following:

- Complete and return the enclosed Contract Request and Schedule of Agency Actions forms. Within 90 days, CalPERS staff will send your agency the Resolution of Intention form for adoption.
- Complete and return the adopted Resolution of Intention to CalPERS on or before July 1, 2024. Adoption of the Final Resolution/Ordinance by this date is not required.

If you have questions about the cost analysis, please call (888) CalPERS (225-7377). Please ask to speak to a contract analyst for questions about the timing of the contract amendment. Please ask to speak to me for questions about this cost analysis.

A handwritten signature in black ink, appearing to read "Alex Grunder".

ALEX GRUNDER, ASA, MAAA
Senior Actuary, CalPERS



**Merger Actuarial Valuation
as of June 30, 2022**

**for the
PEPRA Miscellaneous Plan
of the**

City of Calabasas

(CalPERS ID: 1664188432)

**Proposed Merger with the
Agoura Hills and Calabasas Community
Center**

(CalPERS ID: 5913005428)

**Required Contributions
for Fiscal Year
July 1, 2024 – June 30, 2025**

Introduction

This report presents the June 30, 2022 actuarial valuation results for the proposed merger of the Agoura Hills and Calabasas Community Center with the City of Calabasas PEPRA Miscellaneous Plan, pursuant to Section 20508 of the California Public Employees' Retirement Law.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68. A separate accounting valuation report for annual GASB reporting purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on cost analysis results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on cost analysis results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

The following tables show the change in the plans' employer contribution requirements for fiscal year 2024-25 due to the proposed merger. If the effective date of the proposed merger is prior to July 1, 2024, the contribution requirements for the remainder of fiscal year 2023-24 will remain unchanged.

	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
	Fiscal Year 2024-25	Fiscal Year 2024-25	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll			
Base Total Normal Cost for Formula	15.62%	15.62%	15.62%
Surcharge for Class 1 Benefits ¹			
a) None	0.00%	0.00%	0.00%
Plan's Total Normal Cost	15.62%	15.62%	15.62%
Offset Due to Employee Contributions ²	<u>7.75%</u>	<u>7.75%</u>	<u>7.75%</u>
Employer Normal Cost Rate	7.87%	7.87%	7.87%
Required Employer Contributions			
Employer Normal Cost Rate	7.87%	7.87%	7.87%
<i>Plus, Either</i>			
1) Monthly UAL Payment	\$462.67	\$10.50	\$473.17
<i>Or</i>			
2) Annual UAL Prepayment*	\$5,372	\$122	\$5,494

*The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31**).*

¹ The Section 2 report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

² The rate displayed is the actual average employee contribution rate for the Risk Pool, which takes into account adjustments for Social Security contribution offsets.

Funded Status – Funding Policy Basis

The table below provides information on the funded status of the plan before and after the proposed merger under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member’s projected benefit (Present Value of Benefits) to individual years of service (the Normal Cost). The value of the projected benefit that is not allocated to future service is referred to as the Accrued Liability (AL) and is the plan’s funding target on the valuation date. The Unfunded Accrued Liability (UAL) equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The funded ratio equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
1. Entry Age Accrued Liability (AL)	1,233,905	1,668	1,235,573
2. Plan’s Market Value of Assets (MVA)	1,074,995	1,525	1,076,520
3. Unfunded Accrued Liability (UAL) [(1) - (2)]	158,910	143	159,053
4. Funded Ratio [(2) / (1)]	87.1%	91.4%	87.1%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions.

Projected Employer Contributions

The tables below show the required and projected employer contributions before and after the proposed merger (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with fiscal year 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

City of Calabasas Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$5,552	\$9,300	\$13,000	\$17,000	\$21,000	\$21,000

Agoura Hills and Calabasas Community Center Pre-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$126	\$0	\$0	\$0	\$0	\$0

City of Calabasas Post-Merger

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$5,678	\$9,300	\$13,000	\$17,000	\$21,000	\$21,000

Schedule of Plan's Amortization Bases

The following pages display the amortization base schedules for City of Calabasas before and after the proposed merger, as well as the amortization base schedule for Agoura Hills and Calabasas Community Center before the proposed merger. Note that there is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: fiscal year 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Schedule of Plan’s Amortization Bases (Continued)

City of Calabasas (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escala-tion Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Partial Fresh Start	6/30/22	20%	Up Only	0.00%	20	141,569	(12,713)	164,334	0	175,509	3,773
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	17,341	0	18,520	0	19,779	1,779
Total						158,910	(12,713)	182,854	0	195,288	5,552

Schedule of Plan’s Amortization Bases (Continued)

Agoura Hills and Calabasas Community Center (Pre-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Fresh Start	6/30/22	No Ramp		0.00%	1	143	37	114	0	122	126
Total						143	37	114	0	122	126

Schedule of Plan’s Amortization Bases (Continued)

City of Calabasas (Post-Merger)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Non-Investment (Gain)/Loss	6/30/22	No Ramp		0.00%	20	17,341	0	18,520	0	19,779	1,779
Partial Fresh Start	6/30/22	Up Only		0.00%	20	141,569	(12,713)	164,334	0	175,509	3,773
Fresh Start (Agoura Hills and Calabasas Community Center)	6/30/22	No Ramp		0.00%	1	143	37	114	0	122	126
Total						159,053	(12,676)	182,968	0	195,410	5,678

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

City of Calabasas (Pre-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Contribution	\$10,000	\$16,000	\$23,000	\$31,000	\$36,000
10.8% (95th percentile)					
Normal Cost Rate	8.1%	8.3%	8.5%	8.7%	8.4%
UAL Contribution	\$8,500	\$10,000	\$11,000	\$11,000	\$0

City of Calabasas (Post-Merger)

Assumed Annual Return FY 2022-23 through FY 2041-42	Projected Employer Contributions				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
3.0% (5th percentile)					
Normal Cost Rate	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Contribution	\$10,100	\$16,100	\$23,100	\$31,100	\$36,100
10.8% (95th percentile)					
Normal Cost Rate	8.1%	8.3%	8.5%	8.7%	8.4%
UAL Contribution	\$8,500	\$10,000	\$11,000	\$11,000	\$0

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

Future Investment Return Scenarios (Continued)

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

City of Calabasas (Pre-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,552	\$16,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,552	\$12,000

City of Calabasas (Post-Merger)

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	FY 2024-25	FY 2025-26
(17.2%) (2 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,678	\$16,000
(5.2%) (1 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$5,678	\$12,000

Without investment gains (returns higher than 6.8%) in year FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 before and after the proposed merger assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	19.53%	15.62%	12.65%
b) Accrued Liability	1,513,098	1,233,905	1,017,170
c) Market Value of Assets	1,074,995	1,074,995	1,074,995
d) Unfunded Liability/(Surplus) [(b) - (c)]	438,103	158,910	(57,825)
e) Funded Ratio	71.0%	87.1%	105.7%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	19.53%	15.62%	12.65%
b) Accrued Liability	1,515,092	1,235,573	1,018,580
c) Market Value of Assets	1,076,520	1,076,520	1,076,520
d) Unfunded Liability/(Surplus) [(b) - (c)]	438,572	159,053	(57,940)
e) Funded Ratio	71.1%	87.1%	105.7%

Discount Rate Sensitivity (continued)

Sensitivity to the Price Inflation Assumption

City of Calabasas (Pre-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	16.48%	15.62%	14.20%
b) Accrued Liability	1,301,107	1,233,905	1,117,152
c) Market Value of Assets	1,074,995	1,074,995	1,074,995
d) Unfunded Liability/(Surplus) [(b) - (c)]	226,112	158,910	42,157
e) Funded Ratio	82.6%	87.1%	96.2%

City of Calabasas (Post-Merger)

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	16.48%	15.62%	14.20%
b) Accrued Liability	1,302,988	1,235,573	1,118,579
c) Market Value of Assets	1,076,520	1,076,520	1,076,520
d) Unfunded Liability/(Surplus) [(b) - (c)]	226,468	159,053	42,059
e) Funded Ratio	82.6%	87.1%	96.2%

Mortality Rate Sensitivity

The following tables look at the change in the June 30, 2022 plan costs and funded ratio under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

City of Calabasas (Pre-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	15.89%	15.62%	15.37%
b) Accrued Liability	1,254,769	1,233,905	1,214,583
c) Market Value of Assets	1,074,995	1,074,995	1,074,995
d) Unfunded Liability/(Surplus) [(b) - (c)]	179,774	158,910	139,588
e) Funded Status	85.7%	87.1%	88.5%

City of Calabasas (Post-Merger)

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	15.89%	15.62%	15.37%
b) Accrued Liability	1,256,450	1,235,573	1,216,240
c) Market Value of Assets	1,076,520	1,076,520	1,076,520
d) Unfunded Liability/(Surplus) [(b) - (c)]	179,930	159,053	139,720
e) Funded Status	85.7%	87.1%	88.5%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

City of Calabasas as of June 30, 2022

Ratio of Retiree Accrued Liability to Total Accrued Liability	Pre-Merger	Post-Merger
1. Retired Accrued Liability	236,847	236,847
2. Total Accrued Liability	1,233,905	1,235,573
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.19	0.19

Another measure of the maturity level of CalPERS and its plans is the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, may be less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

City of Calabasas as of June 30, 2022

Support Ratio	Pre-Merger	Post-Merger
1. Number of Actives	22	22
2. Number of Retirees	1	1
3. Support Ratio [(1) / (2)]	22.00	22.00

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

City of Calabasas as of June 30, 2022

Contribution Volatility	Pre-Merger	Post-Merger
1. Market Value of Assets	\$1,074,995	\$1,076,520
2. Payroll	1,347,490	1,347,490
3. Asset Volatility Ratio (AVR) [(1) / (2)]	0.8	0.8
4. Accrued Liability	\$1,233,905	1,235,573
5. Liability Volatility Ratio (LVR) [(4) / (2)]	0.9	0.9

Participant Data

The table below summarizes changes in the plan's member data.

June 30, 2022	City of Calabasas (Pre-Merger)	Agoura Hills and Calabasas Community Center (Pre-Merger)	City of Calabasas (Post-Merger)
Reported Payroll	\$1,347,490	\$0	\$1,347,490
Projected Payroll for Contribution Purposes	\$1,463,878	\$0	\$1,463,878
Number of Members			
Actives	22	0	22
Transferred	7	0	7
Separated	12	1	13
Retired	1	0	1
Total	42	1	43

Additional Disclosure

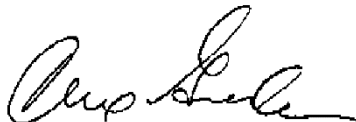
If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes **may not** be obtained by adding the individual costs. Instead, a separate valuation must be done to provide a cost analysis for the combination of benefit changes.

Please note that the cost analysis provided in this document **may not** be relied upon after July 1, 2024. If you have not taken action to contract by this date, you must contact our office for an updated cost analysis, based on the new annual valuation.

Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 2022 annual report. Please note that the results shown here are subject to change if any of the data or plan provisions differ from what was used in this study.

Certification

This actuarial valuation for the proposed merger is based on the participant, benefits, and asset data used in the June 30, 2022 annual valuation, with the benefits modified, if necessary, to reflect what is currently provided under the agency's contract with CalPERS, and further modified to reflect the proposed merger. It is my opinion that the valuation has been performed in accordance with standards of practice prescribed by the Actuarial Standards Board, and the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.



ALEX GRUNDER, ASA, MAAA
 Senior Actuary, CalPERS



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 3, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE
MANAGER**

**SUBJECT: PUBLIC HEARING REGARDING LANDSCAPE LIGHTING ACT DISTRICT
NOS. 22, 24, 27, & 32 LEVY OF ASSESSMENTS, ADOPTION OF
RESOLUTION 2024-1904, APPROVING A FINAL ENGINEER'S REPORT
IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICT NOS. 22,
24, 27, & 32, AND CONFIRMING DIAGRAMS AND ASSESSMENTS FOR
SUCH DISTRICTS FOR FISCAL YEAR 2024-2025**

MEETING

DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

That the City Council hold a public hearing with respect to the increased assessments and levy of assessments in connection with Landscape Lighting Act District Nos. 22, 24, & 27, & 32. Once City Council has considered all oral and written testimony and protests with respect to the proposed assessments for Fiscal Year 2024-25, it can then close the public hearing, setting June 17, 2024 as the date for the tabulation of ballots, City Council will reconvene on June 26, 2024 to declare and certify the results of the tabulation.

Adopt Resolution 2024-1904, approving a Final Engineer's Report in connection with the Landscape Lighting Act District Nos. 22, 24, 27, & 32 and confirming diagrams and assessment for such districts for the Fiscal Year 2024-2025.

BACKGROUND:

The Landscape and Lighting Act of 1972 regulates the annual administration of special assessment districts. The City of Calabasas administers four Landscape Lighting Act Districts, as follows:

Landscape Lighting Act District No. 22 – Calabasas Park Area (LLAD 22)

Landscape Lighting Act District No. 24 – Lost Hills Road &
The Saratogas (LLAD 24)

Landscape Lighting Act District No. 27 – Las Virgenes Road (LLAD 27)

Landscape Lighting Act District No. 32 – Agoura Road/Lost Hills Road
Commercial District (LLAD 32)

On April 24, 2024, the City Council approved resolutions initiating the annual proceedings in connection with these districts and declairing the Council's intention to levy assessments for Fiscal Year 2024-2025.

DISCUSSION/ANALYSIS:

The Preliminary Engineer's Report approved by Council called for a ballot for an assessment increase for the Calabasas Park Estates Homeowners Association Zone and the Las Villas Calabasas Homeowners Association Zone in LLAD 22 (Landscape Lighting Act District 22). Consequently, pursuant to Proposition 218, a mail ballot proceeding was conducted for the Zones in order to seek property owner approval of the proposed increase.

On May 22, 2024, the City Council held a meeting to receive public comment regarding the proposed increase in the assessment of the Calabasas Park Estates Homeowners Association Zone and the Las Villas Calabasas Homeowners Association Zone.

The formal public hearing, with respect to the annual assessments and assessment increase for the Calabasas Park Estates Homeowners Association Zone and Las Villas Calabasas Homeowners Association Zone of LLAD 22, will be held tonight. Property owners had the opportunity to return their ballots to City Hall until 4pm today, June 12, 2024. Following public comment, Council will extend the public hearing to the June 26, 2024 Council meeting so that the ballots may be tallied.

In addition, Council will be asked to adopt Resolution No. 2024-1904, approving the Final Engineer's Report in connection with the Landscape Lighting Act District Nos. 22, 24, 27, & 32 and Confirming Diagrams and Assessments for such districts.

This year the City will implement a 3.475% inflation adjustment to Landscape Maintenance District No. 22 (LMD 22) and all Landscape Lighting Act Districts 22, 24, 27, and 32.

FISCAL IMPACT/SOURCE OF FUNDING:

The Landscape Lighting Act District Program is funded through dedicated special assessment funds.

Funding Sources:

- Division: 322 – LLAD 22
- Division: 323 – LLAD 24
- Division: 324 – LLAD 27
- Division: 325 – LLAD 32

REQUESTED ACTION:

Hold a public hearing with respect to the levy of assessments. Once the hearing is closed, extend the public hearing to June 26, 2024 Council meeting, so that the ballots may be tallied on June 17, 2024. Following the public hearing, staff requests that the City Council adopt Resolution No. 2024-1904, approving a Final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, and 32 and Confirming Diagrams and Assessments for such districts

ATTACHMENTS:

1. Resolution 2024-1904
2. Final Engineer's Report Fiscal Year 2024-25

RESOLUTION NO. 2024-1904**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A FINAL ENGINEER'S REPORT IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICTS NOS. 22, 24, 27 & 32 AND CONFIRMING DIAGRAMS AND ASSESSMENTS FOR SUCH DISTRICTS**

WHEREAS, by its Resolution No. 2024-1890, the City Council declared its intention to levy and collect assessments for Fiscal Year 2024-25 in connection with Landscape Lighting Act District No. 22, Landscape Lighting Act District No. 24, Landscape Lighting Act District No. 27, and Landscape Lighting Act District No. 32 (collectively the "Districts" and each a "District") pursuant to the Landscape and Lighting Act of 1972 (California Streets & Highways Code Section 22500 et seq.) (the "Assessment Law"); and

WHEREAS, on June 12, 2024, the City Council held a full and fair public hearing at which all interested persons could give oral and written testimony with respect to the Fiscal Year 2024-25 assessment, which is at the same rate as in effect in Fiscal Year 2023-24 plus 3.475% CPI inflation adjustment; and

WHEREAS, the City Council has considered all oral and written testimony and protests with respect to the proposed assessment for Fiscal Year 2024-25; and

WHEREAS, the City Council desires to cause the levy and collection of assessments for Fiscal Year 2024-25 in the Districts;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The forgoing recitals are each true and correct.

SECTION 2. The City Council hereby approves the Final Report of Willdan Financial Services, as Assessment Engineers, entitled Final Engineer's Report for the Landscape Lighting Act Districts, and dated June 12, 2024, which is on file in the Office of the City Clerk and available for public inspection. Any protests against the proposed assessments for Fiscal Year 2024-25 are hereby overruled.

SECTION 3. The Diagram and Assessment contained within such Report is hereby approved pursuant to Section 22631 of the Assessment Law.

SECTION 4. The adoption of this Resolution constitutes the levy of the assessment within each of the Districts for Fiscal Year 2024-25.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 12th day of June, 2024.

Alicia Weintraub, Mayor

ATTEST:

Interim City Clerk

APPROVED AS TO FORM:

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



CITY of CALABASAS

City of Calabasas

Landscaping Lighting Act District Nos. 22, 24, 27 & 32 (1972 Act Districts)

FISCAL YEAR 2024-25
ENGINEER'S REPORT

FINAL

INTENT MEETING: APRIL 24, 2024
PUBLIC HEARING: JUNE 12, 2024

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ENGINEER'S REPORT AFFIDAVIT

***Landscaping Lighting Act District Nos. 22, 24, 27 & 32
(1972 Act Districts)***

City of Calabasas
Los Angeles County, State of California

This Report describes the Landscaping Lighting Act District Nos. 22, 24, 27 & 32 therein including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2024-25, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 3rd day of June , 2024.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Calabasas

By: 
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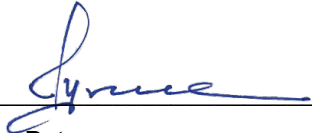
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I. Introduction

The City of Calabasas (the “City”) under the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the “1972 Act”), and the provisions of the California Constitution Article XIII D (the “Constitution”), annually levies and collects special assessments for the City’s maintenance assessment districts designated as:

Landscaping Lighting Act District Nos. 22, 24, 27 & 32 (1972 Act Districts)

The County of Los Angeles formed the Landscaping Lighting Act Districts (the “Districts”) pursuant to the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500et seq.), prior to the incorporation of the City of Calabasas. In July 1995, the County of Los Angeles transferred the following four Districts to the City of Calabasas:

Landscaping Lighting Act District No. 22 (Calabasas Park Area) (Formed in 1979)

Landscaping Lighting Act District No. 24 (Lost Hills Road and The Saratogas) (Formed in 1984)

Landscaping Lighting Act District No. 27 (Las Virgenes Road) (Formed in 1984)

Landscaping Lighting Act District No. 32 (Agoura Road/Lost Hills Road Commercial District) (Formed in 1989)

This report presents the engineering analysis for the annual administration of the four Districts. Through the levy and collection of benefit assessments, the four Districts fund maintenance and operation of landscape improvements. For Fiscal Year 2024-25, Landscape Lighting Act District Nos. 22, 24, 27 and 32 assessments will be levied based on the previously approved methodology, at the rates indicated on page 25 through 29 of this report as recommended by the City of Calabasas’ Chief Financial Officer. The assessments are levied on the basis of benefit, they are not considered a tax, and, therefore, are not governed by Article XIII A of the Constitution of the State of California. The assessments are governed by Articles XIII D of the Constitution.

In accordance with the 1972 Act, the Districts utilize benefit zones (“Zones”) to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the Districts. Within the boundaries of the Districts, parcels are assigned to various Zones each of which is associated with a set of improvements and/or type of improvements that provide special benefit to properties within that Zone.

These 1972 Act Districts fund landscape maintenance services and are funded by annual benefit assessments levied against each parcel in each District. The word “lighting” was apparently included in their names as a reference to the Landscaping and Lighting Act of 1972.

HISTORICAL INFORMATION

In Fiscal Year 1997-98, assessment ballot proceedings were conducted pursuant to Proposition 218 (Articles XIII C and XIII D of the California Constitution) for each of the four Districts. There was not a majority protest against any of the assessments, and the assessment methodology was approved by the City Council. The approved methodology reserved to the City Council the right each year to implement an inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the Consumer Price Index (CPI), does not constitute an assessment increase for purposes of Proposition 218, because landowners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting’s authorized these adjustments.

Landscape Lighting Act District No. 22

In Fiscal Year 2002-03, fifteen (15) parcels located in the City of Calabasas were annexed into the Commercial Area, Calabasas Road. The Assessor Parcel Numbers are as follows:

Annexed Assessor Parcel Numbers		
2068-002-023	2069-009-021	2069-009-900
2068-002-035	2069-009-027	2069-032-025
2069-009-008	2069-009-029	2069-032-027
2069-009-012	2069-009-030	2069-032-900
2069-009-020	2069-009-031	2069-032-901

In Fiscal Year 2009-10, Zone 15, Park Sorrento Condominium HOA was detached from LLAD 22.

In Fiscal Year 2011-12, Zone 18, Calabasas Ridge HOA was detached from LLAD 22.

In Fiscal Year 2018-19, the District attempted to increase the assessment rate for Classic Calabasas Park. In compliance with Proposition 218, the proposed rate was submitted to the property owners via mailed ballots. The ballots were tabulated on June 18, 2018, where majority protest denied the increase in assessment.

In Fiscal Year 2019-20, the District proposed a rate increase for Classic Calabasas Park. In compliance with Proposition 218, the proposed rate increase was submitted to the property owners via mailed ballots. The ballots were tabulated on June 17, 2019 and 54% of the ballots returned were in favor of the rate increase.

In Fiscal Year 2022-23, the District proposed a rate increase for Las Villas HOA. In compliance with Proposition 218, the proposed rate increase was submitted to the property owners via mailed ballots. The ballots were tabulated on June 27, 2022, and ballots returned were not in favor of the increase.

In Fiscal Year 2024-25, the District is proposing a rate increase for Las Villas HOA and Calabasas Park Estates. The proposed rate increase for Las Villas HOA is 10% increase from the prior year rate and a 10% increase from the prior year rate for Calabasas Park Estates. The proposed balloting budgets are described in more detail in the budget section of the report. In compliance with Proposition 218, the proposed rate increase will be submitted to the property owners via mailed ballots. The ballots will be tabulated the Monday following the Public Hearing, and it will be determined on that day if the ballots are in favor of the increase.

Landscape Lighting Act District No. 24

In Fiscal Year 2000-01, Mira Monte (Tract No. 52150) (Assessor’s Parcel No. 2064-004-91 and its successor parcels) was annexed into LLAD 24, and Calabasas View HOA, was detached from LLAD 24.

In Fiscal Year 2002-03, two hundred seventy (270) parcels in Saratoga Ranch and Saratoga Hills HOAs were annexed into LLAD 24.

Landscape Lighting Act District No. 27

In Fiscal Year 2016-17, the City of Calabasas, at the request of Mont Calabasas member homeowner association (HOA) Board of Directors, proposed annexing Mont Calabasas HOA Zone into Landscaping Lighting District No. 27 (LLAD27). In compliance with Proposition 218, the proposed annexation into the District and assessment was submitted to the property owners via mailed ballots. The ballots were tabulated at the June 22, 2016 Council Meeting and 77.78% of the ballots returned were in favor of annexation. By Resolution No. 2016-1504, the Council adopted Mont Calabasas annexation into District No. 27

In Fiscal Year 2019-20, the District proposed a rate increase for Mont Calabasas. In compliance with Proposition 218, the proposed rate increase was submitted to the property owners via mailed ballots. The ballots were tabulated on June 17, 2019 and 62.50% of the ballots returned were in favor of the rate increase. The Fiscal Year 2018-19 rate increased by 41.23% for Fiscal Year 2019-20, 2020-21 and 2021-22. In Fiscal Year 2022-23, the rate reverted back to the previously approved maximum rate including any inflationary adjustments.

Landscape Lighting Act District No. 32

In Fiscal Year 2000-01 Mira Monte (Tract No. 52150) (Assessor's Parcel No. 2064-004-91 and its successor parcels) was detached from LLAD 32 and annexed into LLAD 24.

ANNUAL CONSUMER PRICE INDEX ADJUSTMENT

The maximum assessment rate may increase each fiscal year based on the annual change in the Consumer Price Index (CPI), during the preceding year, for All Urban Consumers, for the Los Angeles-Long Beach-Anaheim areas, published by the United States Department of Labor, Bureau of Labor Statistics (or a reasonably equivalent index should the stated index be discontinued).

Assessments for the Districts are subject to an increase each year equal to the 12-month average percent change in the annual Consumer Price Index, All Urban Consumers, for the Los Angeles-Long Beach-Anaheim areas ("CPI"), from January 1st through December 31st of the fiscal year prior to the subject fiscal year. Future annual budgets within this limit may be approved by the City Council without additional property owner ratification. A CPI increase may be exceeded only by a majority parcel owner approval. For fiscal year 2024-25, Landscape Lighting Act District Nos. 22, 24, 27, and 32 maximum assessment rates will be increased by 3.475% annual CPI inflation adjustment determined by the Consumer Price Index (CPI).

For fiscal year 2024-25, the maximum assessment rates will continue to increase by the stated CPI above. Districts 22, 24, 27 and 32 will be charged at the maximum assessment rate.

REPORT CONTENT AND ANNUAL PROCEEDINGS

This Engineer's Annual Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and presented to the City Council for their consideration and approval of the proposed improvements and services to be provided within the District and the levy and collection of annual assessments related thereto for fiscal year 2024-25. If any section, subsection, sentence, clause, phrase, portion, or Zone, of this Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Report and each section, subsection, subdivision, sentence, clause, phrase, portion, or zone, thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions, or zones, might subsequently be declared invalid or unconstitutional.

This Report outlines the Districts Zone structures, the improvements, and the proposed assessments to be levied in connection with the benefits the properties will receive from the maintenance and servicing of the District improvements for fiscal year 2024-25. The annual assessments to be levied on properties within the Districts provide a funding source for the continued operation and maintenance of landscaping improvements within various zones of benefit ("Zones") that provide special benefits to the properties within the Districts and each respective Zone. Each fiscal year, the City establishes the assessments for the Districts based on an estimate of the costs to maintain, operate and service the improvements and based upon available revenues including fund balances, general benefit contributions and additional City contributions and assessment limits. The costs of the improvements and the proposed annual assessments budgeted and assessed against properties within the Districts may include, but are not limited to the estimated expenditures for regular annual maintenance and repairs; incidental expenditures related to the operation and administration of the District; deficits or surpluses from prior years; revenues from other sources; and the collection of funds for operational reserves or for periodic maintenance and improvement rehabilitation projects as authorized by the 1972 Act. Each parcel is assessed proportionately for only those improvements, services and expenses for which the parcel will receive special benefit.

Each District outlined in this Report is a reflection of the various improvements and the types of improvements and services to be provided by the Districts for the properties that are directly associated with and benefit from those improvements. The net annual cost to provide the improvements for each District are allocated to the benefiting properties within that District using a weighted method of apportionment (refer to Assessment Methodology, Method of Apportionment) that calculates the proportional special benefit and assessment for each parcel as compared to other properties that benefit from the improvements in the Districts and services.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (“APN”) by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the District assessments.

At a noticed annual Public Hearing, the City Council will accept all public comments and written protests regarding the District and the annual levy of assessments. Based on those public comments and written protests, the City Council may order amendments to the Report or confirm the Report as submitted. Following final approval of the Report and confirmation of the assessments the Council will, by Resolution, order the improvements to be made and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel.

As required by the 1972 Act, this Engineer’s Report describes the improvements to be provided, maintained and serviced by the District, an estimated budget for the District improvements, and the proposed assessments to be levied upon each assessable lot or parcel within the District for fiscal year 2024-25.

While the budgets outlined in this Report reflect the estimated costs necessary to fully and adequately provide for the maintenance and operation of the improvements within the District, many of these estimated costs and associated services cannot be funded by the current special benefit assessment revenues and the City contribution for those improvements or portions thereof determined to be general benefits. Therefore, in addition to the City’s contribution for general benefit costs, in some Districts, at the discretion of the City Council, the City may also provide additional funding to support the improvements and/or implement service reductions. To fully fund the improvements that are considered special benefits, it may be necessary in the future to increase assessment revenues which would require the support of the property owners for new or increased assessments through a ballot proceeding conducted under the provisions of the California Constitution Article XIII D.

II. Plans and Specifications

The lines and dimensions of each lot or parcel within the Districts are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the year when this Report is prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

Plans and specifications showing each District's exterior boundaries; and indicating the general nature, location and extent of improvements.

Several items related to the Districts are on file and available for review at the City of Calabasas Public Works Department, Landscape Maintenance Division office.

For Landscape Lighting Act District No. 22, each member of the HOA has an individual maintenance contract. The member HOAs have been designated as "Zones"; each Zone has been given a number. The City has on file for each Zone a maintenance contract listing the work contracted and a diagram(s) detailing maintenance service work areas.

IMPROVEMENT AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to the Districts, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing, or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.

- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

DESCRIPTION OF IMPROVEMENTS

As authorized by the 1972 Act, the improvements provided by the Districts and associated with each Zone incorporate various improvements that are maintained and serviced for the benefit of real property within the Districts. The maintenance of the improvements may also include various appurtenances that may include but is not limited to entry monuments; various types of fencing; retaining walls; ornamental lighting or other ornamental fixtures; signage; and irrigation, drainage, and electrical equipment. The work to be performed within each respective Zone may include but is not limited to (as applicable), the personnel, materials, equipment, electricity, water, contract services, repair and rehabilitation of the improvements and incidental expenses required to operate the District and provide the improvements and services for each Zone. The improvements provided within the District and for which parcels receive special benefits are generally described in the following

Note: The four Districts do not necessarily provide every service authorized under the 1972 Act. For example, while these Districts provide electrical current to power irrigation systems, fountains, landscape lighting, Calabasas Lake aeration systems, and Association Park lake sidewalk lighting, they do not fund LLAD residential or commercial district street lighting.

IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS

The purpose of the District is to fund the maintenance and servicing of parkway landscape improvements installed in connection with development of properties within the District. The landscape improvements maintained by each District are generally described as follows:

Landscape Lighting Act District No. 22

LLAD 22 provides for the maintenance of landscape of the common areas and open space areas located within member homeowner associations (HOA) referred to as “Zones”. The HOA common areas are either owned in common or privately owned, with easements granted to the District for landscape maintenance purposes. The maintenance of landscape also includes greenbelt and slope areas as well as annual weed abatement/brush clearance for fuel reduction/fire safety.

Landscape Lighting Act District No. 24

LLAD 24 provides maintenance of landscape within street right-of-way and open space areas. The open space areas include slopes and creek banks. Maintenance of landscape on streets within right-of-way includes parkways, center medians, adjacent turf areas, trees, and annual weed abatement/brush clearance for fuel reduction/fire safety.

Roadways with landscape in the public right-of-way includes landscaped center medians, trees, and adjacent turf areas that are conditions of development and are maintained by the District to soften and mitigate the impacts of traffic on the residential tracts within the District. The landscape improvements are located on the residential roadway serving the Malibu Lost Hills community, including Lost Hills Road south of Malibu Hills Road to Las Virgenes Road, Calabasas Hills Road, Meadow Creek Lane, portions of Las Virgenes Road, and designated slope areas along Las Virgenes Creek.

Landscape Lighting Act District No. 27

LLAD 27 provides maintenance of landscape within street right-of-way. Maintenance of landscape on streets within right-of-way includes parkways, center medians, and street trees.

The area of landscape improvements generally referred to as Las Virgenes Road are: On Las Virgenes Road, the east sidewalk and center medians beginning at 3560 Las Virgenes Road and continuing north to Thousand Oaks Blvd.; on Las Virgenes Road north of Thousand Oaks Blvd., the east sidewalk area north to the end of Las Virgenes Rd.; at the northwest corner of Thousand Oaks Blvd. and Ruthwood Drive the public right-of-way area located immediately behind the sidewalk; on the south side of Thousand Oaks Blvd., the sidewalk area from Las Virgenes Road to the flood control channel; and the sidewalk area on the north side of Thousand Oaks Blvd. from Las Virgenes Road to Ruthwood Drive.

For the Mont Calabasas HOA Zone, the improvements include the maintenance of Las Virgenes Road as described above and in addition, provides for the maintenance of landscape of common areas and open space areas located within the Zone. The HOA common areas are either owned in common or privately owned, with easements granted to the District for landscape maintenance purposes. The maintenance of landscape may also include greenbelt and slope areas, as well as annual weed abatement/brush clearance for fuel reduction/fire safety.

Landscape Lighting Act District No. 32

LLAD 32 provides maintenance of landscape within street right-of-way. Maintenance of landscape on streets within right-of-way includes center medians and street trees.

The landscape improvements maintained by the District are located on the major streets serving the Lost Hills Commercial Area, including Agoura Road from the west side of Malibu Hills Road to the eastern boundary of 26750 Agoura Road, Malibu Hills Road, Shadow Hills Road, and the portion of Lost Hills Road from Interstate 101 to the south side of Malibu Hills Road.

III. METHOD OF APPORTIONMENT

Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The City must separate the general benefits from the special benefits conferred on a parcel; a special benefit being a particular and distinct benefit over, and above general benefits conferred on the public at large, including real property within the district.

In Fiscal Year 1997-98, the four Districts conducted an assessment ballot proceeding pursuant to Proposition 218; the assessment methodology was approved by a majority of District parcel owners and the City Council. The City reserves the right to implement the previously approved inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the annual Consumer Price Index (CPI), does not constitute an assessment increase for purposes of Proposition 218, because parcel owners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

Each District will be discussed in terms of background, special benefit, general benefit, and assessment formula. Certain terms used throughout the Method of Assessment are defined below.

DEFINITIONS

Special Benefit: Articles XIII C and XIII D of the California Constitution define special benefit as "a particular and distinct benefit over and above the general benefits conferred on real property located in the District or to the public at large. General enhancement of property value does not constitute 'special benefit.'" The following Method of Apportionment of Assessment for each District analyzes the special benefit each parcel receives from the improvements funded in each District. The cost of landscape maintenance is distributed to parcels in each District based on the special benefit each parcel receives by an assessment formula. Within the Districts, zones of benefit may be designated based on spreading the cost of the improvements associated with each Zone over the parcels within that Zone.

Each assessed parcel within each District receives a particular and distinct Special Benefit from the improvements. The operation and maintenance of the landscape improvements provides a Special Benefit to the parcels within each District even though there may not be landscaping immediately adjacent to a particular parcel. Special Benefits associated with landscaped improvements are:

- The proper maintenance of landscape along streets provides noise abatement and visual barriers to reduce the negative impact of the streets upon nearby parcels within the District.
- Landscape improvements provide environmental enhancement to nearby parcels through erosion control, dust and debris control, and weed abatement for fire safety.
- The aesthetic desirability of parcels within the District is specifically enhanced by the presence of well-maintained open space, greenbelts, street medians, and frontage landscape.
- Having properly maintained landscape readily accessible to properties within the District means the owners of the assessed parcels may enjoy the benefits of having such improvements available for use while avoiding the effort and expense of individually installing and maintaining similar improvements.
- Where the District is providing maintenance along easements on privately held property, it is providing landscape services that otherwise would be direct expenses of the owners of such property.
- State and City laws generally hold property owners individually responsible for the safe and proper maintenance of their frontages.

Zones: Landscape Lighting Act District No. 22 (1972 Act District) Calabasas Park Area has been divided into “Zones” of benefit by individual communities or neighborhoods that receive distinct Special Benefit. In most cases, Zones are defined by the boundaries of a homeowners’ association. In a few cases, the Zone is based on master plan boundaries (Old Town Master Plan) or street boundaries. The landscape maintenance activities that provide a Special Benefit are separately identified by the City for each Zone. Based on an assessment formula, the cost of these landscape maintenance activities is then spread to the parcels within that Zone.

Assessment Units: The assessment units assigned to each parcel are used in the assessment formula to compute the assessment amount. If the zone has one single land use, then each parcel is assigned one assessment unit. Where more than one land use exists within a zone, traffic generation factors are used as a means to define the benefit a single-family residence receives as compared to an apartment or a commercial property. The following traffic generation factors for the City of Calabasas and resulting Assessment Units are incorporated in this Report.

Land Use	Traffic Generator Factor	Assessment Unit
Single Family Residential (Houses and Condominiums)	10 trips per day	1.0 (10 trips/10 trips) per parcel
Multi-Family Residential (Apartments)	6 trips per day	0.6 (6 trips/10 trips) per unit
Commercial Parcel	40 trips per day	4.00 (40 trips/10 trips) per acre

Note: Traffic Generation Factor is based on information provided by the City of Calabasas in 1997-98. Due to minor changes in development in the area since this time, these results continue to be representative of the traffic generated in the assessment district.

ASSESSMENT METHODOLOGY

Proposition 218 requires the City to ballot property owners to obtain consent for the increased assessment exceeding the anticipated maximum permissible increase per assessment formula, for example CPI (Consumer Price Index) increase.

ASSESSMENT RANGE FORMULA

Section 22573 of the 1972 Act states that “The net amount to be assessed upon lands within an assessment district may be proportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements.”

Section 22547 of the 1972 Act permits the designation of benefit zones within any individual assessment district if “... by reasons or variations in the nature, location, and extent of improvements, the various areas will receive different degrees of benefit from the improvements.” Thus, the 1972 Act requires the levy of true “assessment” rather than a “special tax”.

Within each District, it is determined that each parcel benefits equally from the services provided. Therefore, costs of providing services (as well as a proportional share of incidental expenses) are spread evenly across each parcel in that District but not exceeding the maximum permissible assessment rates as approved by the property owners.

Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The City must separate the general benefits from the special benefits conferred on a parcel; a special benefit being a particular and distinct benefit over, and above general benefits conferred on the public at large, including real property within the district.

In Fiscal Year 1997-98, the four Districts conducted an assessment ballot proceeding pursuant to Proposition 218; the assessment methodology was approved by a majority of District parcel owners and the City Council. The City reserves the right to implement the previously approved inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the annual Consumer Price Index (CPI), does not constitute an assessment

increase for purposes of Proposition 218, because parcel owners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

The Method of Assessment for each District is provided in the following pages below.

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 22

The following methodology described pertains to Landscape Lighting Act District No. 22 (1972 Act). The landscape services provided to all properties within the district boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

GENERAL BENEFIT

Articles XIII C and XIII D of the California Constitution require that the benefit to the public at large be identified for any improvements being funded through an assessment district. This so-called "general" benefit may not be assessed to the parcels through an assessment district. The following Method of Apportionment of Assessment for the District analyzes the benefit to the public at large from the landscape improvements provided by the City for the District.

In LLAD 22, certain portions of improvements are identified as providing general benefit. The costs associated with these improvements are not included in the LLAD 22 budget assessed to parcels in the District. Instead, these costs are funded through Landscape Maintenance District No. 22 (LMD 22), via an existing ad valorem tax levy. Proposition 218 does not govern the ad valorem levy, and the proceeds of this ad valorem levy may be used toward any landscape improvements providing general benefit within the LMD 22/LLAD 22 boundary.

The following landscape improvements provide general benefit and are funded solely by LMD 22, via the existing ad valorem tax levy and are not funded by LLAD 22. Maintenance of landscape on major thoroughfare roadways, including portions of Calabasas Road, Civic Center Way, Park Capri, Park Entrada, Park Granada, median islands on Park Helena and Park Sienna, Park Ora, certain parkway areas on Park Sorrento, Parkway Calabasas, Association Park, Calabasas Lake, and natural areas such as McCoy Creek, and open space areas within the district boundary.

The roadways are thoroughfares for the community, providing access to schools, shops, freeways, and recreational facilities, and therefore, confer a General Benefit to the community. The landscape along these streets includes parkway landscape that serves to improve the stabilization of slopes adjacent to these roadway sections within the District.

SPECIAL BENEFIT

With the exception of the major public thoroughfare roadways located within the boundaries of District LLAD 22 as described above in General Benefit, all of the areas maintained by LLAD 22 are either owned in common or are privately owned and are solely accessible to (or primarily accessible to) owners of the assessed properties, their tenants, and/or guests. These areas have easements granted to LLAD 22 for landscape maintenance purposes.

The local landscape improvements associated within member homeowner associations, provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within member homeowner associations are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit.

In order for the methodology to be in compliance with Articles XIII C and XIII D of the California Constitution, a thorough study of the landscape funded by the District was performed in 1997-98. The District was divided by tracts into member homeowner associations and a commercial district that are called "Zones". These Zones receive distinct special benefit. In a few cases, the Zone is based on master plan boundaries (Old Town Master Plan) or street boundaries. Each Zone's specific usage and landscape maintenance activities were identified to determine the level of special benefit each property receives within that Zone.

The landscape maintenance activities that provide a Special Benefit have been determined for each Zone. The LLAD 22 Zones are as follows:

LLAD 22 Zones			
Bellagio	Calabasas Country Estates	Calabasas Hills	Calabasas Park Estates
Calabasas Rd. Commercial*	Clairidge	Classic Calabasas Park	Las Villas
Oak Creek	Oak Park	The Oaks of Calabasas **	Palatino
Westridge	Vista Pointe		

* Calabasas Rd. Commercial includes Old Town

**The Oaks of Calabasas Zone is comprised of The Oaks of Calabasas and The Estates of The Oaks of Calabasas HOAs.

A complete landscape maintenance service level was developed for each Zone to determine the Zone's aggregate LLAD 22 assessment levy and detail the Special Benefit each Zone receives from the District.

The aggregate LLAD 22 assessment levy for each Zone includes costs associated with maintaining improvements that specially benefit the given Zone. Many of the costs are for local landscape improvements that can be accessed only by member homeowner association parcel owners, their tenants, or guests. In virtually all cases, the improvements were part of a condition of development and the assessed properties are responsible for the ongoing landscape maintenance.

PARCEL CLASSIFICATION

These costs are apportioned to each parcel within each Zone based on the Special Benefit associated with the type of land use. The benefit relationship between land uses is based on the assignment of vehicle trip generation factors. Trip rates are used as a measure of benefit because they are a representative land use comparison factor for the type of improvements being funded, namely street landscape, slopes, common areas, parks, and open space. From the traffic generation factors Assessment Units are calculated. The Assessment Unit for each land use is computed based on its traffic generation compared to the traffic generated by a single-family residence.

Single Family Residence parcels in the City of Calabasas generate an average of 10 trips per day. A parcel is classified as a Single-Family Residential use upon recordation of a subdivision map for houses or condominiums. The Single-Family Residences are assigned the base Assessment Unit of 1 and are used as the basis of comparison for all other land uses in the District.

Multiple Family Residential parcels the City of Calabasas generate an average of 6 trips per day, or 0.6 Assessment Unit per unit. Therefore, the Assessment Units assigned to a multiple family parcel would be the product of the number of dwelling units on a parcel and 0.6 Assessment Units per unit. For instance, a 20-unit apartment house would be assigned $20 \times 0.6 = 12$ Assessment Units.

Residential Vacant (un-subdivided but buildable) property receives a Special Benefit from the improvements as a result of the increased desirability of a parcel that is located in an area with landscape and park amenities. In addition, vacant parcels specially benefit from the availability of a landscape program and access to the City's landscape manager.

Commercial property within the City of Calabasas generates on average 40 trips per day. Therefore, the Assessment Units assigned to a commercial property is 4.0 Assessment Units per acre. At this time, all commercial properties in the District are within the Calabasas Road/ Old Town Commercial Zone, which also encompasses the Old Town Master Plan area. The commercial properties in the Calabasas Road/ Old Town Commercial Zone receive benefit from Calabasas Road maintenance. The cost for these specific improvements will be distributed to the properties within the Zone based on each parcel's land area (acreage).

Public Agency parcels within the District that have people working on the premises and have parkway landscape maintained by the District, benefit from the landscape improvements to their parkway maintenance, as do other similar parcels. The only Public Agency parcels subject to the assessment are the Civic Center and the Tennis and Swim Center. For purposes of the assessment, these parcels are considered part of the Calabasas Road Commercial/Old Town Master Plan Zone. Therefore, the Civic Center and the Tennis and Swim center will receive the same per acre charge as the Commercial properties in the Calabasas Road Commercial/Old Town Master Plan Zone.

Homeowner's Association and Common Area parcels within the District are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' properties do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the property owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area property is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the properties that benefit from the Zone's improvements and maintenance.

FORMULA OF ASSESSMENT

The District budget requirements for the special benefit improvement costs have been assembled in order to determine the aggregate levy of assessment for Landscape Lighting Act District No. 22 (1972 Act) by Zone. The total aggregate levy for each LLAD 22 Zone is divided by the number of assessment units to determine the assessment amount per unit. The assessment amount per unit is multiplied by the number of assessment units assigned to the parcel to determine each parcel's assessment. See Exhibit B for the Landscape Lighting Act District No. 22 (1972 Act) Assessments by Zone.

For example, a Zone that only has single-family residence parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount Per Unit (Parcel)}$$

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 24

The following methodology described pertains to the Landscape Lighting Act District No. 24 (1972 Act) herein referred to in this section as LLAD 24. The landscape services provided to all properties within the district boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

GENERAL BENEFIT

Articles XIII C and XIII D of the California Constitution require that the benefit to the public at large be identified for any improvements being funded through an assessment district. This so-called "general" benefit may not be assessed to the parcels through an assessment district. The following Method of Apportionment of Assessment for the District analyzes the benefit to the public at large from the landscape improvements provided by the City for the District.

Other residential areas of the City that are not included in an assessment district receive a minimal standard of City-funded landscape maintenance. The standard City landscaping for streets includes minimal median and parkway landscape. The City policy, therefore, is to have homeowner associations or landscaping and lighting districts fund certain landscaping maintenance, enhancements, and servicing. As a result, there is no general benefit from the funded improvements.

SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The maintenance of landscape improvements within street right-of-way and open space located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit, and the special benefits associated with the landscaped improvements include:

- The aesthetic desirability of parcels within the District is specifically enhanced by the presence of well-maintained open space, greenbelts, street medians, and frontage landscaping.
- Public rights-of-way with landscaped center medians, trees, and adjacent turf areas maintained by the District provide noise abatement and visual barrier to mitigate the negative impact of streets upon nearby parcels within the District.
- The special benefits derived from the maintenance of these landscape improvements provide environmental enhancement to nearby parcels through erosion control, dust and debris control, and weed abatement for safety.
- Additional special benefits of landscape maintenance are described earlier in this Report.

PARCEL CLASSIFICATION

Residential Parcels within the District all receive direct and special benefit. All of the parcels in this District are residential and each parcel is assigned 1 Assessment Unit per parcel.

Public Agency parcels within the District that have people working on the premises and have parkway landscape maintained by the District that benefit from the landscape improvements to their parkway maintenance, similar to other parcels. However, at this time, there are no Public Agency parcels in LLAD 24.

Homeowner's Association and Common Area parcels within the District are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' parcels do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the parcel owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area property is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the properties that benefit from the Zone's improvements and maintenance.

FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to each Zone within the District was performed. Specific usage and services were identified by zones of benefit to determine the level of benefit received by each Zone within the District. The District was divided into naturally bounded communities, usually by tracts, but sometimes by street boundaries, and within each community, there is a single residential land use.

The Zones located within the District are as follows:

LLAD 24 Zones			
Avalon Bay	Deer Springs	El Encanto	Lone Oak
Mira Monte	Saratoga Hills	Saratoga Ranch	Steeplechase

The assessment per assessment unit is determined by dividing the total aggregate levy by Zone by the number of assessment units in the Zone. The assessment per parcel is determined by multiplying the assessment per assessment unit by the number of units assigned to the parcel. See Exhibit B for the Landscape Lighting Act District No. 24 (1972 Act) Assessments by Zone.

For example, a Zone that only has residential parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount Per Unit (Parcel)}$$

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 27

The following methodology described pertains to Landscape Lighting Act District No. 27 (1972 Act) herein referred to in this section as LLAD 27.

GENERAL/SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements within the street right-of-way located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The special benefits of landscape maintenance are described earlier in this Report.

Other residential areas of the City that are not included in an assessment district receive a minimal standard of City-funded landscape maintenance. The standard City performed landscape for arterial streets in the City includes minimal median and parkway landscape maintenance. The City policy, therefore, is to have fronting property in the District fund the enhanced landscape maintenance, operation, and servicing of arterial streets. The parcels in the District are funding only the cost of their frontage landscape maintenance. As a result, there is no General Benefit from the funded improvements.

SPECIAL BENEFIT - MONT CALABASAS HOA ZONE

The Mont Calabasas HOA Zone special benefit includes the maintenance of landscape within Las Virgenes Road street right-of-way. In addition, the special benefit also includes areas to be maintained by LLAD 27 which are either owned in common or are privately owned and are solely accessible to (or primarily accessible to) owners of the assessed properties, their tenants, and/or guests. These areas have easements granted to LLAD 27 for landscape maintenance purposes.

The local landscape improvements associated within the Mont Calabasas HOA Zone, provide special benefits to the properties within the Mont Calabasas HOA, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within the member homeowner association are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The specific usage and landscape maintenance activities were identified to determine the level of special benefit each property receives within the Mont Calabasas HOA Zone.

PARCEL CLASSIFICATION

Public Agency parcels within the District that have people working on the premises and have parkway landscape maintained by the District that benefit from the landscape improvements to their parkway maintenance, similar to other parcels. There are no Public Agency parcels in LLAD 27 at this time.

Homeowner's Association and Common Area parcels within the District that are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' parcels do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the parcel owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area parcel is incidental to the primary residential parcels. Therefore, the

assessment will go directly to the source and assess the parcels that benefit from the Zone’s improvements and maintenance.

FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to zones of benefit within the District was performed. Specific usage and services were identified for each Zone to determine the level of benefit received by each Zone within LLAD 27. The District was divided into naturally bounded neighborhoods, usually by tracts, but sometimes by street boundaries, and each parcel is assigned 1 assessment unit. The Zones are as follows:

LLAD 27 Zones			
Casden Malibu Canyon LP	Las Virgenes Park	Las Virgenes Village	Mont Calabasas

Assessment Formula (Las Virgenes Road)

The following Zones receive special benefit: Casden Malibu Canyon LP, Las Virgenes Park, Las Virgenes Village and Mont Calabasas. The assessment per assessment unit (parcel) is determined by dividing the total aggregate levy by the total number of assessment units (parcels) in the Zones.

Assessment Formula (Mont Calabasas Zone)

Costs of services for maintaining Mont Calabasas landscape of common areas and open space areas located and specific to Mont Calabasas HOA Zone are spread only across the parcels in that Zone. Each developed residential parcel within the Zone is allocated an equal share of costs applicable to that zone. The assessment per assessment unit (parcel) is determined by dividing the total aggregate levy by the total number of assessment units (parcels) in the Zone.

For example, a Zone that only has residential parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount Per Unit (Parcel)}$$

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 32

The following methodology described pertains to the Landscape Lighting Act District No. 32 (1972 Act) herein referred to in this section as LLAD 32.

GENERAL/SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within member homeowner associations are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The special benefits of landscape maintenance are described earlier in this Report.

PARCEL CLASSIFICATION

Because there is basically a single land use in the District, commercial, each parcel is assigned 1 assessment unit. The assessment levy is spread equally to each parcel. The only nonconforming land use in the District is related to the Community Center, which is owned by the City of Calabasas and the City of Agoura Hills. The Community Center parcel's frontage landscape will be funded by the District, similar to the commercial properties in the District. Therefore, the Community Center benefits from the assessment and will be assessed as a parcel.

Common Area or Easement parcels within the District include primarily open space parcels that cannot be developed and parking lots that are considered 'unbuildable'. These parcels do not receive special benefit and will not be assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. Furthermore, these parcels are incidental to the primary parcels. Therefore, the assessment will go directly to the source and assess the parcels that benefit from the Districts improvements and maintenance.

FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to the District was performed. Specific usage and services were identified to determine the level of benefit each parcel within the District receives. These costs are apportioned to each parcel based on the Special Benefit associated with the type of land use. Two land uses exist in LLAD 32: Commercial and Public Agency (a sheriff station and a community center).

The assessment per assessment unit is determined by dividing the total aggregate levy by parcel by the number of assessment units in the District. The assessment per parcel is determined by multiplying the assessment per assessment unit by the number of units assigned to the parcel. See Exhibit D for the Landscape Lighting Act District No. 32 (1972 Act) Assessments by parcel.

For example, a District that only has commercial land use parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{District Total Levy Amount}}{\text{District Total Assessment Units (Parcels)}} = \text{Assessment Amount Per Unit (Parcel)}$$

IV. DISTRICT BUDGET

ESTIMATE OF COSTS

Section 22569 of the 1972 Act requires the Engineer's Report to contain an estimate of the costs of the Improvements including:

- total costs of improvements including incidental expenses,
- the amount of the surplus to be carried over from a previous fiscal year,
- the amount of any contributions to be made from sources other than the assessment,
- the amount, if any, to be collected in annual installments for the estimated cost of improvements,
- the net amount to be assessed within the Assessment District.

Estimates of these amounts are as follows:

Cost of Improvements:

As mentioned earlier, some zones are assessed at fixed annual rate without the CPI adjustment. In such areas, the level of service (i.e., gardening and watering) is reduced so that the costs of providing services does not exceed assessment revenues. For the areas where the CPI adjustments have been approved, an attempt is made to provide the same levels of service from year to year.

The Community Services Department oversees the operation of the landscape maintenance while outside contractors as well as in-house staff are used to maintain these areas. The expenditures are listed in the fiscal year 2024-25 budget listed below. Contract maintenance expenses are based on actual contractual costs. Water and electricity utility bills and routine supplies are estimated based on current expenditures.

Incidental Expenses:

Incidental expenses to be paid with assessment amounts of the Assessment District for FY 2024-25 ("Incidental Expenses") are included in the definition of "incidental expenses" as defined in Section 22526 of the 1972 Act.

Four types of incidental expenses are included in the costs associated with the Maintenance District: (i) compensation for special counsel providing advice in connection with the establishment of the Maintenance District, (ii) costs of the preparation of this Report, including preparation of plans, specifications, estimates, diagram, and assessment ("Assessment Engineering"), (iii) costs associated with printing, advertising, and the giving of published, posted, and mailed notices, including the balloting required by Article XIII D of the California Constitution, and (iv) compensation payable to the County of Los Angeles for the collection of assessments. The budget shows the total amounts for incidental expenses for Fiscal Year 2024-25.

Contribution from Other Sources

This is included to subsidize any shortfalls for Zones in the District.

Annual Installments

The entire amount of the net assessment assessed in FY 2024-25.

The estimated budget for fiscal year 2024-25 for each District is shown in the table below. The beginning fund balance estimated for July 1, 2024, is projected from the 2023-24 budget year. These fund balances are used to finance all work from July 1, 2024 until June 30, 2025. The first deposit from the County Assessor's Office to the District's accounts is December 2024. The projected carryover from FY 2023-24 is the beginning fund balance for Fiscal Year 2024-25.

City of Calabasas Landscape Act District Nos. 22, 24, 27, & 32 Sources and Uses for FY 2024-25					
		LLAD 22 Proposed			
Expenses	LLAD 22	Balloting ⁽¹⁾	LLAD 24	LLAD 27	LLAD 32
Direct	\$2,607,313.88	\$2,607,313.88	\$194,594.67	\$255,997.15	\$67,258.75
Indirect	150,038.75	150,038.75	46,563.75	14,072.60	5,173.75
Subtotal Expenses	\$2,757,352.63	\$2,757,352.63	\$241,158.42	\$270,069.75	\$72,432.50
Sources					
Interest Contribution	\$3,104.25	\$3,104.25	\$0.00	\$0.00	\$28,549.99
General Benefit Contribution*	413,900.00	413,900.00	39,320.50	73,467.25	0.00
Subtotal Sources	\$417,004.25	\$417,004.25	\$39,320.50	\$73,467.25	\$28,549.99
Total of Expenses and Sources	\$3,174,356.88	\$3,174,356.88	\$280,478.92	\$343,537.00	\$100,982.49
General/Reserve					
General Fund Contribution	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,290.15)
Reserve Fund Collection	1,424,889.65	1,470,092.98	49,437.22	150,681.80	0.00
Total	\$1,424,889.65	\$1,470,092.98	\$49,437.22	\$150,681.80	-\$2,290.15
Levy					
Benefit Assessment Fiscal Year 2024/25 Levy	\$3,765,238.03	\$3,810,441.35	\$251,275.14	\$347,284.30	\$41,592.36
Uses					
City Administration Costs (Salaries, Consultants, Incidental Costs, Etc.)	\$150,038.75	\$150,038.75	\$46,563.75	\$14,072.60	\$5,173.75
Utilities (Irrigation Water & Electrical to Power Irrigation Controllers)	879,537.50	879,537.50	41,390.00	5,691.13	20,695.00
Maintenance Contracts/Pest Control	1,158,663.88	1,158,663.88	145,961.42	214,089.78	46,563.75
Fire Break/Brush Clearance	569,112.50	569,112.50	7,243.25	36,216.25	0.00
Interest	3,104.25	3,104.25	0.00	0.00	28,549.99
General Benefit Landscape Improvements	413,900.00	413,900.00	39,320.50	73,467.25	0.00
Total Uses	\$3,174,356.88	\$3,174,356.88	\$280,478.92	\$343,537.00	\$100,982.49
Funds					
Beginning Balance (Est.) June 30, 2024	\$3,338,745.07	\$3,338,745.07	\$47,782.12	\$242,031.93	(\$2,213.24)
Collection/Contribution	1,424,889.65	1,470,092.98	49,437.22	150,681.80	(2,290.15)
Ending Balance Carryover June 30, 2025	\$4,763,634.72	\$4,808,838.05	\$97,219.34	\$392,713.73	(\$4,503.39)

*General Benefit Contribution – funds the maintenance of general benefit landscape improvements.

(1) LLAD 22 Proposed Balloting Budget is included to show the sources of funds if Calabasas Park Estates and Las Villas HOA balloting passes..

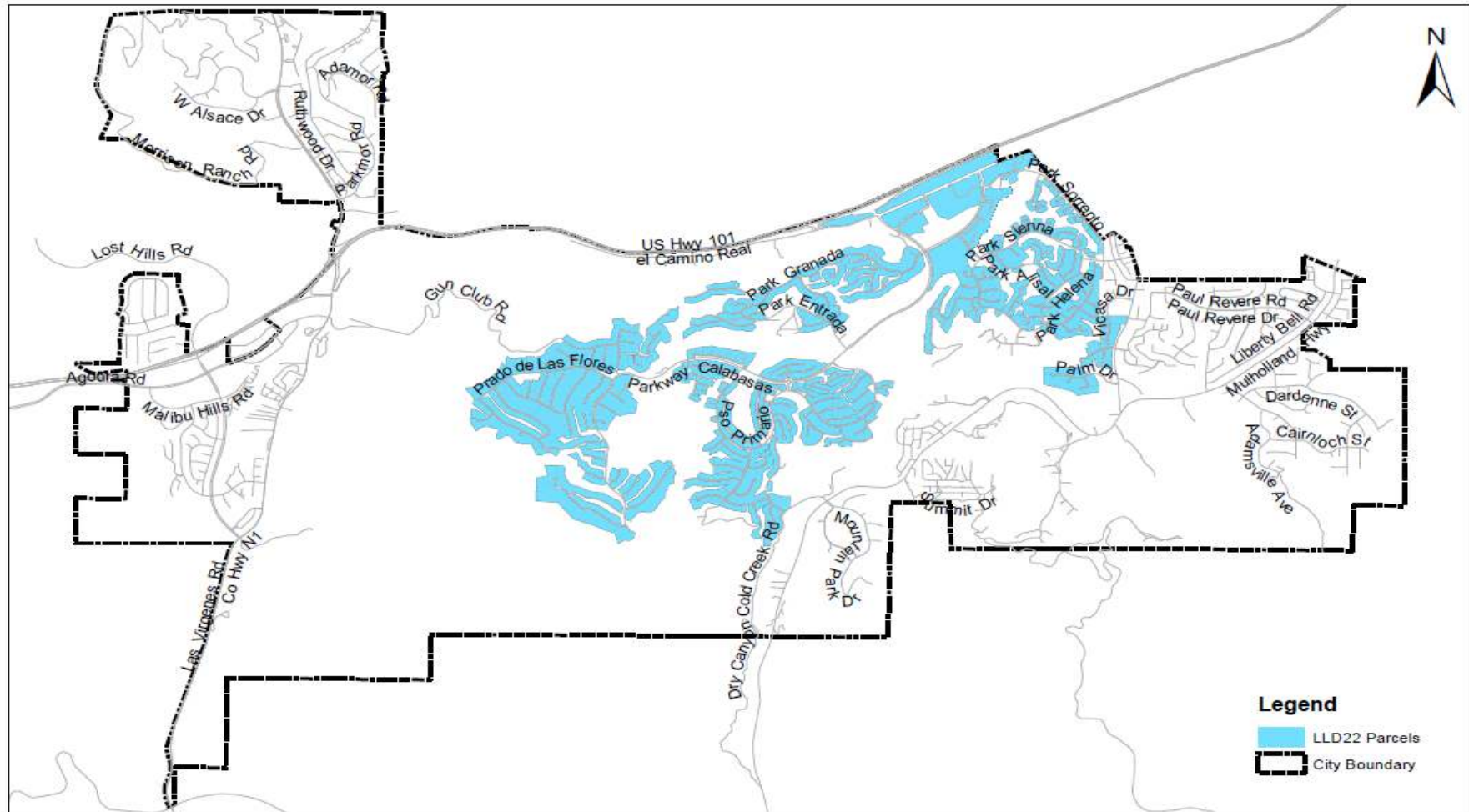
The City of Calabasas' Chief Financial Officer provided the FY 2024-25 Budget Sources and Uses. The maximum rate increase of 3.475% for Districts that are not being balloted is determined by the Consumer Price Index.

Note: Any deficit will not be covered by the City of Calabasas, so General Contributions will include negative. Each Zone is required to stay within the means of that Zone. In any event additional improvements are requested if it is forecasted that the expenses will increase above the maximum the Zone(s) will be balloted to cover this expense.

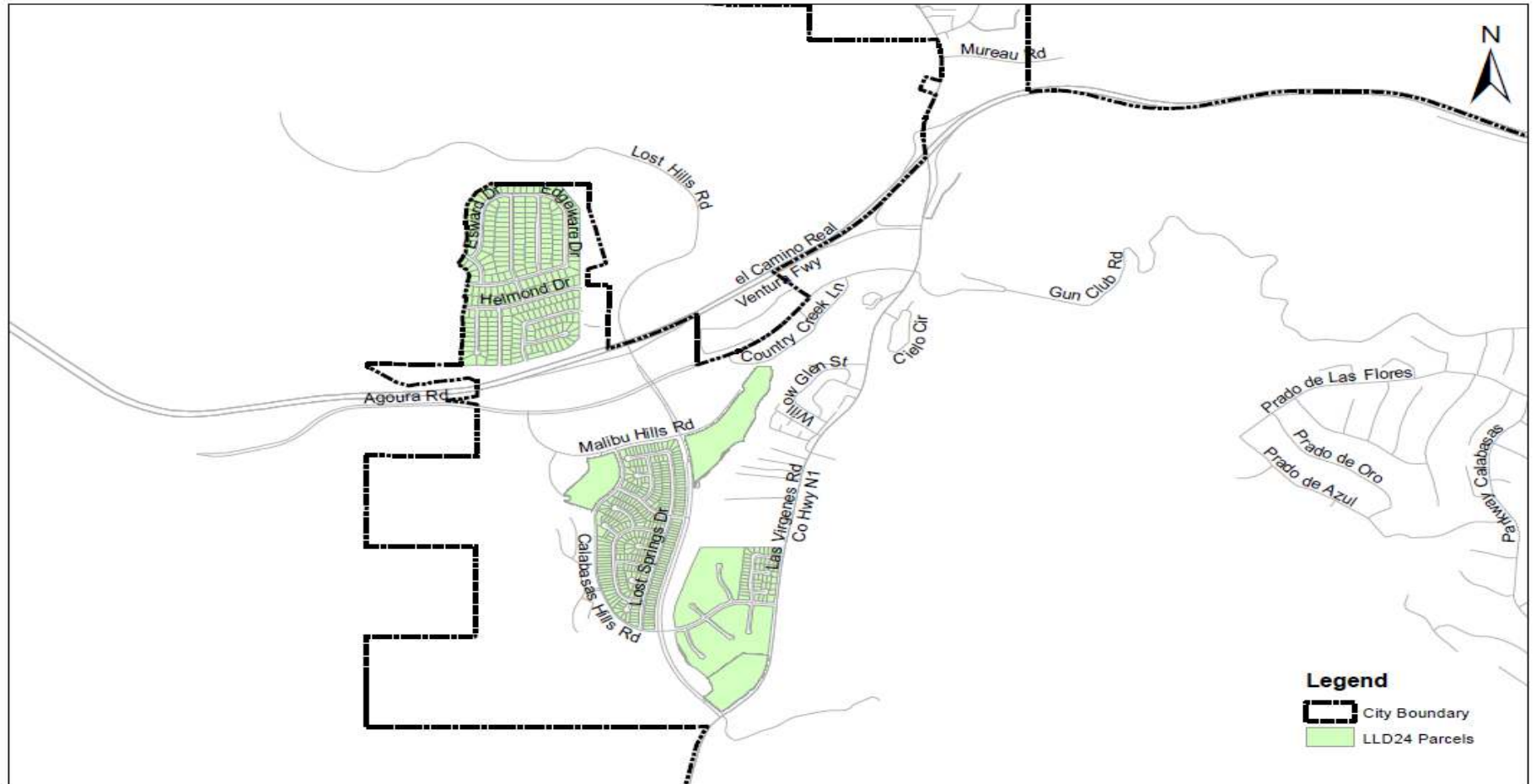
V. DISTRICT BOUNDARY MAPS

Reference is hereby made to the Assessor's Maps of the County of Los Angeles for an exact description of the lines and dimensions of each parcel within the Assessment District.

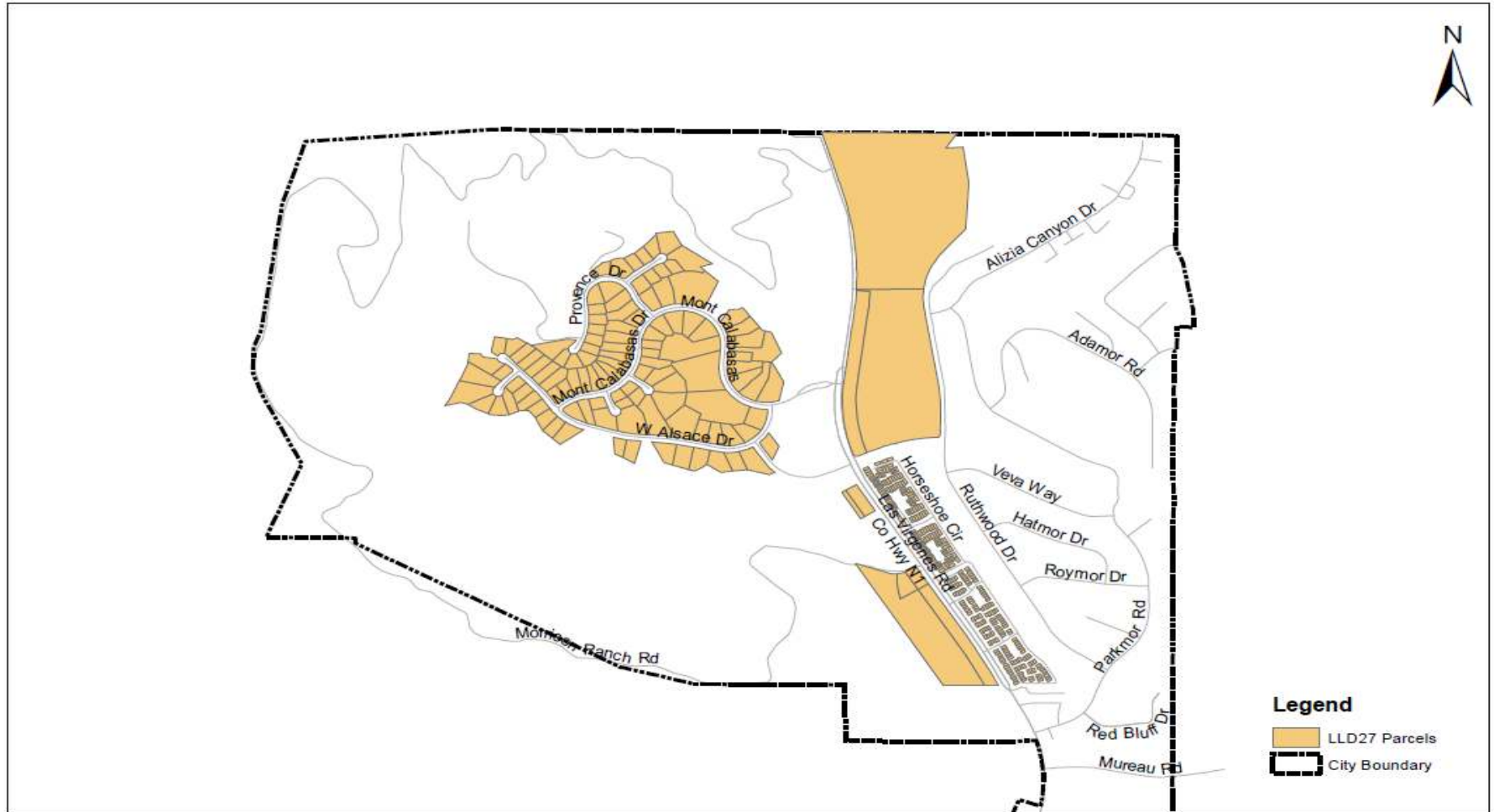
City of Calabasas Landscaping and Lighting District No. 22 Boundary Map



City of Calabasas Landscaping and Lighting District No. 24 Boundary Map



City of Calabasas Landscaping and Lighting District No. 27 Boundary Map



City of Calabasas Landscaping and Lighting District No. 32 Boundary Map

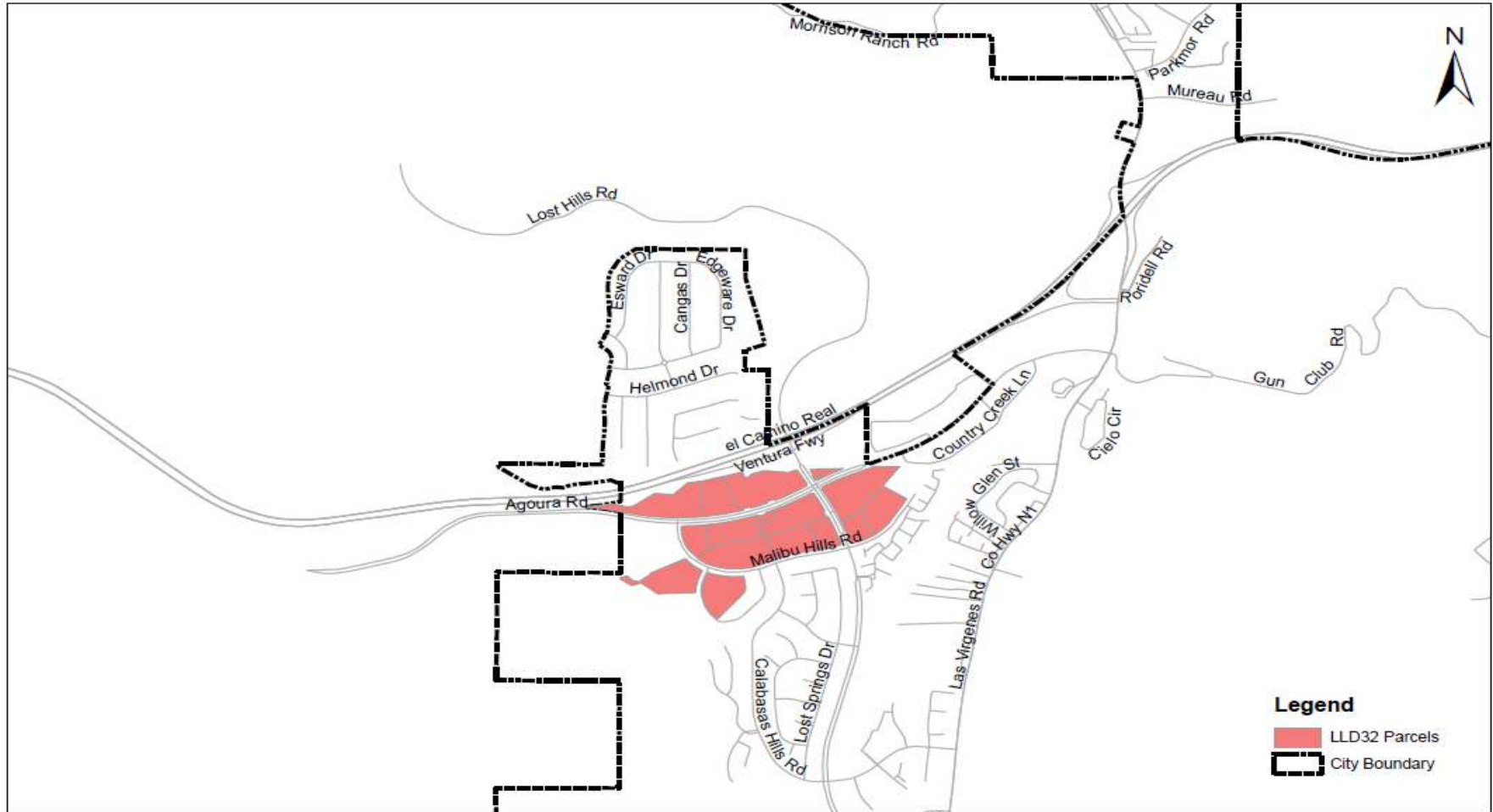


Exhibit A- 2024-25 ASSESSMENT ROLL

Parcel identification, for each lot or parcel within the District, shall be the parcel as shown on the Los Angeles County Assessor's map for the year in which this Report is prepared.

The land use classification for each parcel has been based on the Los Angeles County Assessor's Roll. A listing of parcels assessed within this District, along with the proposed assessment amounts, has been submitted to the City Clerk, under a separate cover, and by reference is made part of this Report.

Annexation of territory to an existing assessment district is provided by the 1972 Act, commencing with Section 22605. The 1972 Act further provides that an assessment district may consist of contiguous or non-contiguous areas. Annexation proceedings are limited to the territory proposed to be annexed. The history of annexations and detachments are listed above under the historical information section page 2.

Exhibit B- Maintenance Costs and Assessment by Zone

Landscape Lighting Act District No. 22

ZONE	FY 2024-25 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	Assessment Units Capped	Assessment Units Calculated Based on New Trip Generation ⁽²⁾	No. of Acres	FY 2023-24 Assessment Rate (7.446% Increase) ⁽¹⁾	FY 2024-25 Assessment Rate (3.475% CPI Increase) ⁽³⁾	FY 2024-25 Maximum Assessment Rate Cap (3.475% CPI Increase)	Per Parcel/ Acre
Bellagio	\$196,177.60	SFR	160	160	160		\$1,184.93	\$1,226.11	\$1,226.11	Parcel
Calabasas Country Estates	80,750.65	SFR	37	37	37		\$2,109.15	\$2,182.45	\$2,182.45	Parcel
Calabasas Hills	483,257.60	SFR	490	490	490		\$953.12	\$986.24	\$986.24	Parcel
Classic Calabasas Park	525,797.74	SFR	458	458	458		\$1,109.48	\$1,148.03	\$1,148.03	Parcel
Calabasas Park Estates	565,271.25	SFR	425	425	425		\$1,285.38	\$1,330.05	\$1,330.05	Parcel
Calabasas Park Estates (Balloting FY2024-25)	600,915.15	SFR	425	425	425		\$1,285.38	\$1,413.92	\$1,413.92	Parcel
Calabasas Rd Comm / Old Town	41,384.86	Commercial/Vacant	70	397	714	95.87	\$100.74	\$104.24	\$104.24	Acre
Calabasas Rd Comm / Old Town	4,690.80	MFR	1	45	60.75		\$100.74	\$104.24	\$104.24	Parcel
Calabasas Rd Comm / Old Town	7,505.28	SFR	72	72	72		\$100.74	\$104.24	\$104.24	Parcel
Clairidge	168,177.90	SFR	33	33	33		\$4,925.15	\$5,096.30	\$5,096.30	Parcel
Las Villas	151,603.49	SFR	89	89	89		\$1,646.20	\$1,703.41	\$1,703.41	Parcel
Las Villas (Balloting FY2024-25)	161,162.98	SFR	89	89	89		\$1,646.20	\$1,810.82	\$1,810.82	Parcel
Oak Creek	10,229.07	Condo	17	17	17		\$581.50	\$601.71	\$601.71	Parcel
Oak Park	232,045.12	Condo	268	268	268		\$836.76	\$865.84	\$865.84	Parcel
Palatino	118,348.80	SFR	120	120	120		\$953.12	\$986.24	\$986.24	Parcel
The Oaks of Calabasas	550,321.92	SFR	558	558	558		\$953.12	\$986.24	\$986.24	Parcel
Vista Pointe	394,242.66	SFR	189	189	189		\$2,015.89	\$2,085.94	\$2,085.94	Parcel
Westridge	235,433.22	SFR	111	111	111		\$2,049.79	\$2,121.02	\$2,121.02	Parcel
TOTAL⁽⁴⁾	\$3,765,237.96		3,098	3,469	3,802	95.87				

NOTE: The maximum assessment rate is increased by the percentage determined by the CFO. District 22 is being charged at the maximum rate for FY 2024/25.

- (1) The percentage for FY 2023-24 Assessment Rate Increase reflects an increase in assessment rate from the prior year.
- (2) The assessment units with updated Trip Generation Data cannot be used as the new maximum assessment is higher than the approved Prop 218 maximum rate.
- (3) Two zones are being balloted for FY2024-25. The percentage increase will not be the same as the CPI for these zones.
- (4) Total assessment if balloting does not pass for the two zones.

Landscape Lighting Act District No. 24

ZONE	FY 2024-25 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	Assessment Units	FY 2023-24 Assessment Rate (7.446% Increase) ⁽¹⁾	FY 2024-25 Assessment Rate (3.475% CPI Increase)	FY 2024-25 Maximum Assessment Rate (3.475% CPI Increase)
Deer Springs	\$55,602.00	Residential	300	300	\$179.12	\$185.34	\$185.34
Steeplechase	44,666.94	Residential	240	241	\$179.12	\$185.34	\$185.34
El Encanto	7,969.62	Residential	43	43	\$179.12	\$185.34	\$185.34
Avalon Bay	111,204.00	Residential	2	600	\$179.12	\$185.34	\$185.34
Lone Oak	8,896.32	Residential	48	48	\$179.12	\$185.34	\$185.34
Mira Monte (Tract 52150)	6,301.56	Residential	34	34	\$179.12	\$185.34	\$185.34
District 24 Subtotal	\$234,640.44		667	1,266			
Saratoga Ranch	\$2,649.23	Residential	43	43	\$59.54	\$61.61	\$61.61
Saratoga Hills	13,985.47	Residential	227	227	\$59.54	\$61.61	\$61.61
Saratogas Subtotal	\$16,634.70		270	270			
District Total	\$251,275.14		937	1,536			

Variance from budget due to rounding.

⁽¹⁾ The percentage for FY 2023-24 Assessment Rate Increase reflects an increase in assessment rate from the prior year.

NOTE: The maximum assessment rate is increased by the Consumer Price Index annually. District 24 is being charged at the maximum rate for FY 2024/25.

Landscape Lighting Act District No. 27

ZONE	FY 2024-25 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 2023-24 Assessment Rate (7.446% Increase) ⁽¹⁾	FY 2024-25 Assessment Rate (3.475% CPI Increase)	FY 2024-25 Maximum Assessment Rate (3.475% CPI Increase)
Casden Malibu Canyon	\$415.80	3	\$133.95	\$138.60	\$138.60
Las Virgenes Park	19,958.40	144	\$133.95	\$138.60	\$138.60
Las Virgenes Village	22,453.20	162	\$133.95	\$138.60	\$138.60
Mont Calabasas	15,246.00	110	\$133.95	\$138.60	\$138.60
Total	\$58,073.40	419			
ZONE	FY 2024-25 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 2023-24 Assessment Rate	FY 2024-25 Assessment Rate	FY 2024-25 Maximum Assessment Rate
Mont Calabasas HOA*	\$289,210.90	110	\$2,540.90	\$2,629.19	\$2,629.19
Total Mont Calabasas	\$289,210.90	110			
LLAD Total	\$347,284.30	419			

Variance from budget due to rounding.

⁽¹⁾ The percentage for FY 2023-24 Assessment Rate Increase reflects an increase in assessment rate from the prior year.

* Mont Calabasas HOA assessment rate was \$2,958.29 from FY2019-20 through FY2021-22. For FY2023-24, this rate reverted back to the previously approved maximum assessment from Fiscal Year 2018-19 with an increase in CPI over four years.

Note: The maximum assessment rate is increased by the Consumer Price Index annually. District 27 is being assessed at the maximum for Fiscal Year 2024/25.

Landscape Lighting Act District No. 32

ZONE	FY 2024-25 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	FY 2023-24 Assessment Rate (7.446% CPI Increase)	FY 2024-25 Applied Assessment Rate (3.475% CPI Increase)	FY 2024-25 Maximum Assessment Rate (3.475% CPI Increase)
Single Parcels	\$36,971.04	Commercial	16	\$2,233.09	\$2,310.69	\$2,310.69
Parcel Splits	4,621.32	Commercial	4	\$1,116.53	\$1,155.33	\$1,155.33
TOTAL	\$41,592.36		20			

Variance from budget due to rounding.

(1) The percentage for FY 2023-24 Assessment Rate Increase reflects an increase in assessment rate from the prior year.

Note: The maximum assessment rate is increased by the Consumer Price Index annually. District 32 is being assessed at the maximum for Fiscal Year 2024/25.

Exhibit C- Assessment Rate History

Landscape Lighting Act District No. 22

Fiscal Year	Prop 218 Assessment Increases & Annual CPI Increase per Parcel	Bellagio	Calabasas County Estates	Calabasas Hills	Classic Calabasas Park	Calabasas Park Estates	Calabasas Ridge (Detached from District 11-12)	Cal Road Commercial/ Old Town Master Plan Area (Formed 1997-98)	Clairridge (Formed 1996-97)	Creekside (Detached from District 1997-98)
1995-1996		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43		N/A	\$621.43
1996-1997		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43		\$621.43	\$621.43
1997-1998		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
1998-1999		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
1999-2000		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
2000-2001		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$1,023.73	172.92 per acre	\$2,500.00	NAP
2001-2002	Prop 18-Majority Vote	Yes	Yes				Yes	No	Yes	
2001-2002	Final Assessments	\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	Not Assessed	\$3,211.15	NAP
2002-2003	Prop 18-Majority Vote							Yes		
2002-2003	Final Assessments	\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2003-2004		\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2004-2005		\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2005-2006		\$772.56	\$764.03	\$621.43	\$621.43	\$621.43	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2006-2007	Prop 18-Majority Vote									
2006-2007	Final Assessments	\$772.56	\$764.03	\$621.43	\$621.43	\$761.88	\$1,948.37	262.76 per acre	\$3,211.15	NAP
2007-2008	Prop 18-Majority Vote			No	No					
2007-2008	Prop 18-Majority Vote			No	No					
2007-2008	Final Asmts & CPI Increase for all Zones	\$805.48	\$1,031.87	\$647.91	\$647.91	\$794.35	\$2,031.40	273.96 per acre	\$3,348.00	NAP
2008-2009	Prop 18-Majority Vote		Yes		Yes	No				
2008-2009	Final Asmts & CPI Increase for all Zones	\$831.90	\$1,364.87	\$669.16	\$700.69	\$820.40	\$2,098.03	282.95 per acre	\$3,457.81	NAP
2009-2010	Prop 18-Majority Vote		No							
2009-2010	Final Asmts & CPI Increase for all Zones	\$861.27	\$1,413.05	\$692.78	\$725.42	\$849.36	\$2,172.09	292.94 per acre	\$3,579.87	NAP
2010-2011	Prop 18-Majority Vote	No	Yes							
2010-2011	Final Asmts for all Zones (no CPI increase)	\$861.27	\$1,533.05	\$692.78	\$725.42	\$849.36	\$2,172.09	292.94 per acre	\$3,579.87	NAP
2011-2012	Asmts for all Zones (no CPI increase)	\$861.27	\$1,533.05	\$692.78	\$725.42	\$849.36	\$2,172.09	292.94 per acre	\$3,579.87	NAP
2011-2012	Survey Ballot Ridge voted to be Removed from LLAD 22						NAP			
2012-2013	Asmts for all Zones (2.67% CSI increase)	\$884.27	\$1,573.98	\$711.28	\$744.79	\$872.04	NAP	\$300.76	\$3,675.45	NAP
2013-2014	Asmts for all Zones (2.03% CSI increase)	\$902.22	\$1,605.93	\$725.72	\$759.91	\$978.71	NAP	\$306.87	\$3,750.06	NAP
2013-2014	Prop 18-Majority Vote					Yes				
2014-2015	Asmts for all Zones (1.08% CSI increase)	\$911.97	\$1,623.28	\$733.56	\$795.00	\$989.29	NAP	\$310.19	\$3,790.57	NAP
2014-2015	Prop 18-Majority Vote				Yes					
2015-2016	Asmts for all Zones (1.35% CSI increase)	\$924.29	\$1,645.20	\$743.47	\$805.74	\$1,002.65	NAP	\$314.38	\$3,841.75	NAP
2016-2017	Asmts for all Zones (0.91% CPI increase)	\$932.70	\$1,660.17	\$750.24	\$813.07	\$1,011.77	NAP	\$317.24	\$3,876.71	NAP
2017-2018	Asmts for all Zones (1.89% CPI increase)	\$950.33	\$1,691.55	\$764.42	\$828.44	\$1,030.89	NAP	\$323.24	\$3,949.98	NAP
2018-2019	Asmts for all Zones (2.79% CPI increase)	\$976.84	\$1,738.74	\$785.75	\$851.55	\$1,059.65	NAP	\$332.25	\$4,060.18	NAP
2018-2019	Prop 18-Majority Vote				No					
2019-2020	Asmts for all Zones (3.81% CPI increase)	\$1,014.05	\$1,804.98	\$815.67	\$949.48	\$1,100.02	NAP	\$344.91	\$4,214.87	NAP
2019-2020	Prop 18-Majority Vote				Yes					
2020-2021	Asmts for all Zones (the applied assessment rates were not increased by CPI)	\$1,014.05	\$1,804.98	\$815.67	\$949.48	\$1,100.02	NAP	\$344.91	\$4,214.87	NAP
2021-2022	Asmts for all Zones (the applied assessment rates were not increased by CPI)	\$1,062.10	\$1,890.53	\$854.32	\$994.47	\$1,152.14	NAP	\$361.26	\$4,414.62	NAP
2022-2023	Asmts for all Zones (3.83% CPI increase)	\$1,102.81	\$1,962.99	\$887.07	\$1,032.59	\$1,196.30	NAP	\$375.11	\$4,583.84	NAP
2023-2024	Asmts for all Zones (7.44% CPI increase)	\$1,184.93	\$2,109.15	\$953.12	\$1,109.48	\$1,285.38	NAP	\$403.04	\$4,925.15	NAP
2024-2025	Asmts for all Zones (3.475% CPI increase)	\$1,226.11	\$2,182.45	\$986.24	\$1,148.03	\$1,330.05	NAP	\$416.96	\$5,096.30	NAP

Variance from budget due to rounding.

Landscape Lighting Act District No. 22

Fiscal Year	Las Villas	Oak Creek	Oak Park	Palatino	Park Sorrento (Detached from District 2009-10)	The Oaks of Calabasas	The Oaks II (Vacant Land Asmt per acre)	Vista Pointe	Westridge
1995-1996	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	N/A	\$621.43	\$621.43
1996-1997	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	N/A	\$621.43	\$621.43
1997-1998	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
1998-1999	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
1999-2000	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
2000-2001	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$621.43	\$621.43
2001-2002								Yes	Yes
2001-2002	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2002-2003									
2002-2003	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2003-2004	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2004-2005	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2005-2006	\$621.43	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2006-2007	Yes								No
2006-2007	\$1,073.31	\$379.12	\$545.54	\$621.43	\$362.78	\$621.43	\$19.15	\$1,314.35	\$779.26
2007-2008									
2007-2008									
2007-2008	\$1,118.05	\$395.80	\$588.79	\$647.91	\$378.24	\$647.91	N/A All land developed-The Oaks	\$1,370.36	\$812.47
2008-2009							No		Yes
2008-2009	\$155.75	\$408.25	\$587.45	\$669.18	\$390.65	\$669.16		\$1,415.31	\$1,439.12
2009-2010									
2009-2010	\$1,196.55	\$422.66	\$608.19	\$692.78	NAP	\$692.78		\$1,465.27	\$1,439.12
2010-2011									
2010-2011	\$1,196.55	\$422.66	\$608.19	\$692.78	NAP	\$692.78		\$1,465.27	\$1,439.12
2011-2012	\$1,196.55	\$422.66	\$608.19	\$692.78	NAP	\$692.78		\$1,465.27	\$1,439.12
2011-2012									
2012-2013	\$1,228.50	\$433.95	\$624.43	\$711.28	NAP	\$711.28		\$1,504.39	\$1,529.70
2013-2014	\$1,253.44	\$442.76	\$637.11	\$725.72	NAP	\$725.72		\$1,534.93	\$1,560.75
2013-2014									
2014-2015	\$1,266.98	\$447.55	\$644.00	\$733.56	NAP	\$733.56		\$1,551.51	\$1,577.61
2014-2015									
2015-2016	\$1,284.09	\$453.60	\$652.70	\$743.47	NAP	\$743.70		\$1,572.46	\$1,598.91
2016-2017	\$1,295.78	\$457.73	\$658.64	\$750.24	NAP	\$750.24		\$1,586.77	\$1,613.46
2017-2018	\$1,320.27	\$466.38	\$671.09	\$764.42	NAP	\$764.42		\$1,616.76	\$1,643.95
2018-2019	\$1,357.11	\$479.39	\$689.81	\$785.75	NAP	\$785.75		\$1,661.87	\$1,689.82
2018-2019									
2019-2020	\$1,408.80	\$497.65	\$716.09	\$815.67	NAP	\$815.67		\$1,725.17	\$1,754.19
2019-2020									
2020-2021	\$1,408.80	\$497.65	\$716.09	\$815.67	NAP	\$815.67		\$1,725.17	\$1,754.19
2021-2022	\$1,475.56	\$521.23	\$750.02	\$854.32	NAP	\$854.32		\$1,806.93	\$1,837.32
2022-2023	\$1,532.12	\$541.21	\$778.77	\$887.07	NAP	\$887.07		\$1,876.19	\$1,907.74
2023-2024	\$1,646.20	\$581.50	\$836.76	\$953.12	NAP	\$953.12		\$2,015.89	\$2,049.79
2024-2025	\$1,703.41	\$601.71	\$865.84	\$986.24	NAP	\$986.24		\$2,085.94	\$2,121.02

Note: In FY2024-25, the District proposes a rate increase for Calabasas Park Estates and Las Villas HOA. If balloting passes, the FY 2024-25 assessment rate will be \$1,413.92 for Calabasas Park Estates and \$1,810.82 for Las Villas HOA.



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Administrative Services					
119369	5/22/2024	COVERED 6 LLC	PUBLIC SAFETY/PATROL	1,201.85	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	448.67	Administrative Services
119351	5/15/2024	WELLNESSMART	PRE-EMPLOY PHYSICALS	360.00	Administrative Services
119371	5/22/2024	CRISP IMAGING	PRINTING	323.74	Administrative Services
119371	5/22/2024	CRISP IMAGING	PRINTING	214.92	Administrative Services
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	109.13	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	107.76	Administrative Services
119402	5/22/2024	US BANK	EFILE/BUSINESS MEETING	65.03	Administrative Services
119371	5/22/2024	CRISP IMAGING	PRINTING	62.96	Administrative Services
119402	5/22/2024	US BANK	EFILE/BUSINESS MEETING	41.65	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	39.41	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	39.41	Administrative Services
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	28.46	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	21.89	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	18.60	Administrative Services
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	-18.60	Administrative Services
Total Amount for 16 Line Item(s) from Administrative Services				\$3,064.88	
Boards and Commissions					
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	95.58	Boards and Commissions
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	78.00	Boards and Commissions
119367	5/22/2024	CONEJO AWARDS	EMPLOYEE NAME BADGES	30.03	Boards and Commissions
Total Amount for 3 Line Item(s) from Boards and Commissions				\$203.61	
City Council					
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	2,000.00	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	401.11	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	395.00	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	335.00	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	266.75	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	248.57	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	230.00	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	224.00	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	175.00	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	126.08	City Council



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119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	124.56	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	106.50	City Council
119402	5/22/2024	US BANK	COUNCIL MEETING DIN/SUPPLIES	105.54	City Council
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	68.40	City Council
Total Amount for 14 Line Item(s) from City Council				\$4,806.51	
City Management					
119402	5/22/2024	US BANK	NEW OFFICE FURNITURE/MEMBERSHI	1,200.00	City Management
119402	5/22/2024	US BANK	NEW OFFICE FURNITURE/MEMBERSHI	153.92	City Management
119402	5/22/2024	US BANK	TROLLY TOURW/PW STAFF	68.75	City Management
Total Amount for 3 Line Item(s) from City Management				\$1,422.67	
Civic Center O&M					
119401	5/22/2024	TUTTLE FAMILY ENTERPRISES, INC	JANITORIAL SERVICES 05/24	4,299.59	Civic Center O&M
119336	5/15/2024	MESA ENERGY SYSTEMS INC	CHILLER REPAIR	3,295.00	Civic Center O&M
119336	5/15/2024	MESA ENERGY SYSTEMS INC	CHILLER REPAIR	3,295.00	Civic Center O&M
119350	5/15/2024	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	1,647.46	Civic Center O&M
119345	5/15/2024	SOUTHERN CALIFORNIA GAS CO	4/24 GAS CHARGES	957.30	Civic Center O&M
119345	5/15/2024	SOUTHERN CALIFORNIA GAS CO	4/24 GAS CHARGES	773.98	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	310.20	Civic Center O&M
119332	5/15/2024	GROWING ROOTS	PLANT CARE-LIBRARY	275.00	Civic Center O&M
119387	5/22/2024	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAIN CITYHALL/LIBRARY	205.00	Civic Center O&M
119387	5/22/2024	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAIN CITYHALL/LIBRARY	205.00	Civic Center O&M
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	98.30	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	59.11	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	56.92	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	52.53	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	32.72	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	32.58	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	22.98	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	17.47	Civic Center O&M
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	16.54	Civic Center O&M
Total Amount for 19 Line Item(s) from Civic Center O&M				\$15,652.68	
Community Development					



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119361	5/22/2024	CALABASAS CREST LTD	RENTAL ASSISTANCE	8,106.00	Community Development
119331	5/15/2024	ENVICOM CORPORATION	KIA	4,904.09	Community Development
119346	5/15/2024	TELECOM LAW FIRM, P.C.	WIRELESS	2,643.00	Community Development
119329	5/15/2024	DAPEER, ROSENBLIT & LITVAK	PROSECUTOR	1,024.79	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	813.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	480.00	Community Development
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	468.67	Community Development
119372	5/22/2024	CUSATO/JUDITH//	RENTAL ASSISTANCE	276.00	Community Development
119373	5/22/2024	DADASHIYANPOUR/SHIVA//	RENTAL ASSISTANCE	276.00	Community Development
119374	5/22/2024	FERRELL/JULIE REEVE//	RENTAL ASSISTANCE	276.00	Community Development
119380	5/22/2024	HARWOOD/KIM//	RENTAL ASSISTANCE	276.00	Community Development
119390	5/22/2024	MCCUNE/SHANNON//	RENTAL ASSISTANCE	276.00	Community Development
119391	5/22/2024	MEDVETSKY/LINA//	RENTAL ASSISTANCE	276.00	Community Development
119397	5/22/2024	PLACENCIO/JOLENE//	RENTAL ASSISTANCE	276.00	Community Development
119406	5/22/2024	YAZDINIAN/SUSAN//	RENTAL ASSISTANCE	276.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	220.08	Community Development
119370	5/22/2024	CR PRINT	WARNING PLACARDS	194.37	Community Development
119328	5/15/2024	CRISP IMAGING	DIGITIZED PLANS	82.37	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	80.00	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	80.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	73.77	Community Development
119348	5/15/2024	VALLEY NEWS GROUP	PUBLIC NOTICE	65.00	Community Development
119348	5/15/2024	VALLEY NEWS GROUP	PUBLIC NOTICE	65.00	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	42.66	Community Development
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	36.08	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	31.68	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	17.35	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	16.79	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	16.79	Community Development
119402	5/22/2024	US BANK	TRAINING/ZOOM	16.39	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	5.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	5.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	5.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	5.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	5.00	Community Development
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	5.00	Community Development



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Total Amount for 36 Line Item(s) from Community Development				\$21,715.88	
Community Services					
119359	5/22/2024	BARRY KAY ENTERPRISES, INC.	YOUTH BASKETBALL UNIFORMS	14,519.70	Community Services
119364	5/22/2024	CHARIOT FIRE & ELECTRIC INC.	FIRE SYSTEMS	6,355.38	Community Services
119340	5/15/2024	PARKER-ANDERSON ENRICHMENT	INSTRUCTOR-CHEM KIDZ/CHESS	5,215.00	Community Services
119338	5/15/2024	NHA ADVISORS LLC	FINANCIAL CONSULTANT	4,352.08	Community Services
119338	5/15/2024	NHA ADVISORS LLC	ENERGY CONSULTING	2,275.00	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	1,609.59	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	1,452.00	Community Services
119402	5/22/2024	US BANK	EVENT/ANNUAL MEMBERSHIP	1,314.61	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	1,266.18	Community Services
119345	5/15/2024	SOUTHERN CALIFORNIA GAS CO	4/24 GAS CHARGES	1,208.94	Community Services
119338	5/15/2024	NHA ADVISORS LLC	FINANCIAL CONSULTANT	1,056.25	Community Services
119381	5/22/2024	HENSLEY/JASON//	INSTRUCTOR-HISTORY OF JERUSALE	1,016.40	Community Services
119338	5/15/2024	NHA ADVISORS LLC	ENERGY CONSULTING	975.00	Community Services
119392	5/22/2024	MESA ENERGY SYSTEMS INC	FRIDGE REPAIR	964.70	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	963.39	Community Services
119338	5/15/2024	NHA ADVISORS LLC	ENERGY CONSULTING	731.25	Community Services
119333	5/15/2024	HATFIELD/CAROLINE//	INSTRUCTOR-TAI CHI	562.25	Community Services
119393	5/22/2024	MORENO/RACHEL//	INSTRUCTOR-JAZZ DANCE	532.00	Community Services
119402	5/22/2024	US BANK	EVENT/ANNUAL MEMBERSHIP	457.98	Community Services
119357	5/22/2024	AZTECA LANDSCAPE	LANDSCAPE SERVICES	450.00	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	444.00	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	400.04	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	379.00	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	318.62	Community Services
119345	5/15/2024	SOUTHERN CALIFORNIA GAS CO	4/24 GAS CHARGES	305.52	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	289.86	Community Services
119356	5/22/2024	ANIMAL & INSECT PEST MGMT INC	PEST CONTROL	268.92	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	251.69	Community Services
119399	5/22/2024	SCHWARTZ/WHITNEY//	INSTRUCTOR-INTRO TO MEDITATION	243.25	Community Services
119378	5/22/2024	GROWING ROOTS	CONTRACTUAL SERVICES	205.00	Community Services
119387	5/22/2024	LIFTECH ELEVATOR SERVICES INC	CONTRACTUAL SERVICES	205.00	Community Services
119402	5/22/2024	US BANK	EVENT/ANNUAL MEMBERSHIP	200.00	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	199.65	Community Services
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWARE	197.00	Community Services



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119402	5/22/2024	US BANK	SUPPLIES/STORAGE	193.75	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	186.15	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	178.20	Community Services
119402	5/22/2024	US BANK	EVENT/ANNUAL MEMBERSHIP	168.00	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	157.66	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	153.63	Community Services
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWARE	150.00	Community Services
119365	5/22/2024	CHARTER COMMUNICATIONS	INTERNET	149.98	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	133.26	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	130.76	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	127.30	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	126.24	Community Services
119402	5/22/2024	US BANK	EVENT/ANNUAL MEMBERSHIP	125.00	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	123.34	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	120.00	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	115.48	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	115.48	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	112.78	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	104.75	Community Services
119345	5/15/2024	SOUTHERN CALIFORNIA GAS CO	4/24 GAS CHARGES	102.86	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	100.00	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	100.00	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	100.00	Community Services
119385	5/22/2024	KLOSSNER/JENNY//	INSTRUCTOR-URBAN ZEN	96.25	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	94.07	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	88.97	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	88.77	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	87.91	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	86.68	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	84.40	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	83.22	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	82.33	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	80.44	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	77.42	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	67.87	Community Services
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	65.69	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	62.36	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	62.03	Community Services



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119402	5/22/2024	US BANK	COMMUNITY CENTER LIGHTS	60.21	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	58.03	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	57.05	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	55.67	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	52.00	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	50.13	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	50.03	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	48.93	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	46.76	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	44.13	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	44.00	Community Services
119402	5/22/2024	US BANK	OFFICE SUPPLIES	43.78	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	43.73	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	42.58	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	42.14	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	38.11	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	37.98	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	37.08	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	35.00	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	34.95	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	32.95	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	32.95	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	32.11	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	29.76	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	26.95	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	26.22	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	25.16	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	24.42	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	21.95	Community Services
119400	5/22/2024	STAPLES	OFFICE SUPPLIES	21.67	Community Services
119402	5/22/2024	US BANK	OFFICE SUPPLIES	20.78	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	17.09	Community Services
119402	5/22/2024	US BANK	OFFICE SUPPLIES	16.86	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	16.10	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	12.80	Community Services
119402	5/22/2024	US BANK	OFFICE SUPPLIES	12.17	Community Services
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	12.02	Community Services
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	11.49	Community Services



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119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	11.48	Community Services
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWARE	10.99	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	9.84	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	8.58	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	7.98	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	7.56	Community Services
119402	5/22/2024	US BANK	OFFICE SUPPLIES	6.99	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	6.56	Community Services
119402	5/22/2024	US BANK	JANIT/OFFICE/KITCHEN SUPPLIES	4.37	Community Services
119402	5/22/2024	US BANK	SUPPLIES/STORAGE	1.68	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	-14.95	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	-14.95	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	-62.07	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES	-82.63	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	-209.96	Community Services
119402	5/22/2024	US BANK	EVENT SUPPLIES/REFUND CREDIT	-287.52	Community Services

Total Amount for 126 Line Item(s) from Community Services

\$56,187.97

Finance

119402	5/22/2024	US BANK	KITCHEN SUPPLIES	16.09	Finance
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Total Amount for 1 Line Item(s) from Finance

\$16.09

Library

119339	5/15/2024	OCLC, INC.	AUDIOBOOK	999.15	Library
119339	5/15/2024	OCLC, INC.	EBOOK	594.97	Library
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	524.52	Library
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	524.52	Library
119362	5/22/2024	CANON FINANCIAL SERVICES INC	PRINTER LEASE	486.33	Library
119384	5/22/2024	INGRAM LIBRARY SERVICES	BOOKS	452.00	Library
119339	5/15/2024	OCLC, INC.	AUDIOBOOK	279.54	Library
119339	5/15/2024	OCLC, INC.	EBOOK	238.17	Library
119339	5/15/2024	OCLC, INC.	AUDIOBOOK	194.13	Library
119339	5/15/2024	OCLC, INC.	EBOOK	190.78	Library
119339	5/15/2024	OCLC, INC.	EBOOK	173.86	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	151.88	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	149.00	Library



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119339	5/15/2024	OCLC, INC.	EBOOK	140.87	Library
119402	5/22/2024	US BANK	AMZN MKTP-PRIZES	124.23	Library
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	113.58	Library
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	113.58	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	97.36	Library
119384	5/22/2024	INGRAM LIBRARY SERVICES	BOOKS	97.20	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	93.90	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	63.73	Library
119384	5/22/2024	INGRAM LIBRARY SERVICES	BOOKS	58.33	Library
119384	5/22/2024	INGRAM LIBRARY SERVICES	BOOKS	52.47	Library
119339	5/15/2024	OCLC, INC.	EBOOK	49.13	Library
119360	5/22/2024	BLACKSTONE PUBLISHING	DVD	44.60	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	39.24	Library
119323	5/15/2024	BAKER & TAYLOR, LLC	BOOKS	38.99	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	37.04	Library
119402	5/22/2024	US BANK	INTERLIBRARY BOOK RETURN/CARDS	36.25	Library
119323	5/15/2024	BAKER & TAYLOR, LLC	BOOKS	36.24	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	31.03	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	29.03	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	26.99	Library
119384	5/22/2024	INGRAM LIBRARY SERVICES	BOOKS	25.41	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	23.64	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	21.89	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	21.22	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	20.79	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	20.58	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	20.52	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	19.54	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	19.54	Library
119384	5/22/2024	INGRAM LIBRARY SERVICES	BOOKS	19.27	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	18.56	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	18.54	Library
119358	5/22/2024	BAKER & TAYLOR, LLC	BOOK	17.85	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	16.74	Library
119323	5/15/2024	BAKER & TAYLOR, LLC	BOOK	16.39	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	16.39	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	16.35	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	16.24	Library



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119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	16.24	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	16.19	Library
119402	5/22/2024	US BANK	INTERLIBRARY BOOK RETURN/CARDS	15.26	Library
119334	5/15/2024	INGRAM LIBRARY SERVICES	BOOK	14.57	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	14.01	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	13.90	Library
119323	5/15/2024	BAKER & TAYLOR, LLC	BOOKS	12.03	Library
119402	5/22/2024	US BANK	INTERLIBRARY BOOK RETURN/CARDS	8.12	Library
119402	5/22/2024	US BANK	INTERLIBRARY BOOK RETURN/CARDS	7.42	Library
119402	5/22/2024	US BANK	ZIPBOOK/PHOTO SOFTWARE/OF SUPP	6.56	Library
119358	5/22/2024	BAKER & TAYLOR, LLC	CREDIT EARNED	-4.25	Library
Total Amount for 62 Line Item(s) from Library				\$6,752.15	

LMD #22

119403	5/22/2024	VENCO WESTERN, INC.	LAND MAINT	11,049.98	LMD #22
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	8,381.67	LMD #22
119342	5/15/2024	ROSS MORGAN & CO., INC.	TREE REM-LANDSC-IRRIGATION	7,200.00	LMD #22
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	4,994.22	LMD #22
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	4,343.79	LMD #22
119322	5/15/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	4,343.78	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	4,247.20	LMD #22
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	2,634.67	LMD #22
119341	5/15/2024	PARKWOOD LANDSCAPE MAINTENANCE	LANDSCAPE MAINTENANCE	2,457.00	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	2,428.93	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	1,853.81	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	1,664.12	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	1,350.42	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/29-03/29 2024	1,168.05	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	981.06	LMD #22
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	IIRRIGATION REPAIR	934.29	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/29-03/29 2024	888.55	LMD #22
119342	5/15/2024	ROSS MORGAN & CO., INC.	TREE REM-LANDSC-IRRIGATION	810.00	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	750.20	LMD #22
119349	5/15/2024	VENCO WESTERN, INC.	PEST ABATEMENT	589.00	LMD #22
119342	5/15/2024	ROSS MORGAN & CO., INC.	TREE REM-LANDSC-IRRIGATION	530.15	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	340.50	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/29-03/29 2024	297.08	LMD #22



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119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	236.55	LMD #22
119349	5/15/2024	VENCO WESTERN, INC.	IRRIGATION REPAIRS	232.00	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	228.96	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	179.71	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	164.46	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	113.50	LMD #22
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	107.95	LMD #22
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	107.95	LMD #22
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	36.28	LMD #22
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	22.66	LMD #22
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	22.66	LMD #22
Total Amount for 34 Line Item(s) from LMD #22				\$65,691.15	
LMD #24					
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	359.42	LMD #24
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	359.42	LMD #24
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	179.71	LMD #24
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	179.71	LMD #24
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	113.50	LMD #24
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	20.45	LMD #24
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	20.45	LMD #24
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	3.96	LMD #24
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	3.96	LMD #24
Total Amount for 9 Line Item(s) from LMD #24				\$1,240.58	
LMD #27					
119357	5/22/2024	AZTECA LANDSCAPE	LAND MAINT	2,708.10	LMD #27
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	14.95	LMD #27
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	6.42	LMD #27
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	6.42	LMD #27
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	1.24	LMD #27
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	1.24	LMD #27
Total Amount for 6 Line Item(s) from LMD #27				\$2,738.37	
LMD #32					



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119357	5/22/2024	AZTECA LANDSCAPE	LAND MAINT	4,268.19	LMD #32
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	179.71	LMD #32
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	14.95	LMD #32
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	1.20	LMD #32
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	1.20	LMD #32
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	0.26	LMD #32
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	0.26	LMD #32
Total Amount for 7 Line Item(s) from LMD #32				\$4,465.77	

LMD 22 - Common Benefit Area

119403	5/22/2024	VENCO WESTERN, INC.	IRRIGATION/LAND REFURB	10,201.00	LMD 22 - Common Benefit Area
119403	5/22/2024	VENCO WESTERN, INC.	LANDSCAPE REFURBISHMENT	9,061.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	8,960.07	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	8,610.25	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	7,120.32	LMD 22 - Common Benefit Area
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	3,190.81	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND MAINT	3,146.15	LMD 22 - Common Benefit Area
119349	5/15/2024	VENCO WESTERN, INC.	IRRIGATION/LAND REFURB	2,625.00	LMD 22 - Common Benefit Area
119349	5/15/2024	VENCO WESTERN, INC.	LANDSCAPE REFURBISHMENT	1,966.00	LMD 22 - Common Benefit Area
119403	5/22/2024	VENCO WESTERN, INC.	IRRIGATION/LAND REFURB	1,772.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	1,120.00	LMD 22 - Common Benefit Area
119349	5/15/2024	VENCO WESTERN, INC.	IRRIGATION/LAND REFURB	936.00	LMD 22 - Common Benefit Area
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	926.92	LMD 22 - Common Benefit Area
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/29-03/29 2024	454.12	LMD 22 - Common Benefit Area
119337	5/15/2024	NEWBURY PARK TREE SERVICE INC	TREE REMOVAL	395.00	LMD 22 - Common Benefit Area
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	389.31	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	384.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	360.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE 26	306.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	276.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	240.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	240.00	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	216.00	LMD 22 - Common Benefit Area
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	193.43	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE26	190.00	LMD 22 - Common Benefit Area
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	179.40	LMD 22 - Common Benefit Area
119355	5/22/2024	AMERICAN HERITAGE LANDSCAPE LP	LAND REFURB CBA6 ZONE 26	104.63	LMD 22 - Common Benefit Area



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119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	100.29	LMD 22 - Common Benefit Area
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	99.43	LMD 22 - Common Benefit Area
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	59.80	LMD 22 - Common Benefit Area
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	59.80	LMD 22 - Common Benefit Area
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	26.81	LMD 22 - Common Benefit Area
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	23.37	LMD 22 - Common Benefit Area
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	21.87	LMD 22 - Common Benefit Area
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	21.67	LMD 22 - Common Benefit Area
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	15.16	LMD 22 - Common Benefit Area
Total Amount for 36 Line Item(s) from LMD 22 - Common Benefit Area				\$63,991.61	

Media Operations

119330	5/15/2024	DIGITAL VIDEO & FILM LAB LLC	VHS DISITZATION	5,625.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	1,909.00	Media Operations
119402	5/22/2024	US BANK	MARKETING/STORAGE	920.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	650.88	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	536.00	Media Operations
119394	5/22/2024	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING	504.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	476.42	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	437.90	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	391.42	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	243.14	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	193.77	Media Operations
119376	5/22/2024	GRACENOTE MEDIA SERVICES	WEB MAINTENANCE	119.15	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	113.71	Media Operations
119402	5/22/2024	US BANK	MARKETING/STORAGE	110.00	Media Operations
119402	5/22/2024	US BANK	MARKETING/STORAGE	110.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	96.33	Media Operations
119402	5/22/2024	US BANK	MARKETING/STORAGE	84.00	Media Operations
119402	5/22/2024	US BANK	MARKETING/STORAGE	64.31	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	45.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	40.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	38.31	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	25.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	24.00	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	20.98	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	8.00	Media Operations



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119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	3.98	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	3.98	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	3.98	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	3.98	Media Operations
119402	5/22/2024	US BANK	MARKETING/STORAGE	2.99	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	1.99	Media Operations
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	0.01	Media Operations
Total Amount for 32 Line Item(s) from Media Operations				\$12,807.23	

Non-Departmental - Finance

119344	5/15/2024	SECURAL SECURITY CORP	PARKING ENFORCEMENT	4,279.63	Non-Departmental - Finance
119362	5/22/2024	CANON FINANCIAL SERVICES INC	PRINTER LEASE	1,678.04	Non-Departmental - Finance
119402	5/22/2024	US BANK	NEW OFFICE FURNITURE/MEMBERSHI	664.20	Non-Departmental - Finance
119371	5/22/2024	CRISP IMAGING	RECORDS FOR SUBPOENA	479.66	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	324.80	Non-Departmental - Finance
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	318.83	Non-Departmental - Finance
119402	5/22/2024	US BANK	TRAINING/ZOOM	310.31	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	200.00	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	120.00	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	115.00	Non-Departmental - Finance
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	100.00	Non-Departmental - Finance
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	100.00	Non-Departmental - Finance
119370	5/22/2024	CR PRINT	BUSINESS CARDS	88.15	Non-Departmental - Finance
119402	5/22/2024	US BANK	TRAINING/ZOOM	69.95	Non-Departmental - Finance
119367	5/22/2024	CONEJO AWARDS	EMPLOYEE NAME BADGES	51.05	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	47.46	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	38.11	Non-Departmental - Finance
119367	5/22/2024	CONEJO AWARDS	EMPLOYEE NAME BADGES	36.03	Non-Departmental - Finance
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	35.99	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	30.45	Non-Departmental - Finance
119402	5/22/2024	US BANK	SUPPLIES/LUNCH MEETING	26.80	Non-Departmental - Finance
Total Amount for 21 Line Item(s) from Non-Departmental - Finance				\$9,114.46	

Payroll

119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	5,880.79	Payroll
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	5,871.29	Payroll



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119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	1,258.42	Payroll
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	1,253.22	Payroll
119389	5/22/2024	LYSIK/GARY J//	HEALTH INS REIMB (RETIREE)	896.30	Payroll
119398	5/22/2024	RUBIN/JEFF//	HEALTH INS REIMB (RETIREE)	896.30	Payroll
119405	5/22/2024	YALDA/ROBERT//	HEALTH INS REIMB (RETIREE)	896.30	Payroll
119382	5/22/2024	HILL/BOB//	HEALTH INS REIMB (RETIREE)	739.30	Payroll
119363	5/22/2024	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	492.58	Payroll
119388	5/22/2024	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	492.58	Payroll
119404	5/22/2024	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	492.58	Payroll
119377	5/22/2024	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	291.15	Payroll
119396	5/22/2024	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	184.72	Payroll
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	15.81	Payroll
Total Amount for 14 Line Item(s) from Payroll				\$19,661.34	

Public Safety & Emergency Preparedness

119402	5/22/2024	US BANK	MACKAY COMM/AMZN/FRESHBOTH	1,116.84	Public Safety & Emergency Preparedness
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWARE	250.00	Public Safety & Emergency Preparedness
119402	5/22/2024	US BANK	MACKAY COMM/AMZN/FRESHBOTH	137.60	Public Safety & Emergency Preparedness
119402	5/22/2024	US BANK	MACKAY COMM/AMZN/FRESHBOTH	137.60	Public Safety & Emergency Preparedness
119402	5/22/2024	US BANK	MACKAY COMM/AMZN/FRESHBOTH	63.24	Public Safety & Emergency Preparedness
Total Amount for 5 Line Item(s) from Public Safety & Emergency Preparedness				\$1,705.28	

Public Works

119325	5/15/2024	BURNS PACIFIC CONSTRUCTION	STORM WORK	76,049.89	Public Works
119325	5/15/2024	BURNS PACIFIC CONSTRUCTION	STORM WORK	22,334.96	Public Works
119325	5/15/2024	BURNS PACIFIC CONSTRUCTION	STORM WORK	19,070.98	Public Works
119343	5/15/2024	SCA OF CA LLC	STREET SWEEPING 04/24	9,316.27	Public Works
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/29-03/29 2024	4,795.21	Public Works
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	1,550.92	Public Works
119402	5/22/2024	US BANK	ADMIN/MEETING	951.82	Public Works
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21	859.96	Public Works
119337	5/15/2024	NEWBURY PARK TREE SERVICE INC	IRRIGATION REPAIRS	483.49	Public Works
119337	5/15/2024	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING	449.00	Public Works
119386	5/22/2024	LAS VIRGENES MUNICIPAL WATER	WATER 02/21-03/21 2024	426.06	Public Works
119337	5/15/2024	NEWBURY PARK TREE SERVICE INC	IRRIGATION REPAIRS	363.60	Public Works
119337	5/15/2024	NEWBURY PARK TREE SERVICE INC	TREE REMOVAL	350.00	Public Works



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119402	5/22/2024	US BANK	ADMIN/MEETING	204.65	Public Works
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	194.35	Public Works
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	149.50	Public Works
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	138.01	Public Works
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	89.70	Public Works
119347	5/15/2024	UNDERGROUND SERVICE ALERT	DIGALERTS 04/24 FEES/TICKETS	85.25	Public Works
119402	5/22/2024	US BANK	ADMIN/MEETING	72.93	Public Works
119402	5/22/2024	US BANK	ADMIN/MEETING	58.01	Public Works
119402	5/22/2024	US BANK	ADMIN/MEETING	56.90	Public Works
119402	5/22/2024	US BANK	ADMIN/MEETING	46.34	Public Works
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	44.85	Public Works
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	40.42	Public Works
119402	5/22/2024	US BANK	ADMIN/MEETING	30.00	Public Works
119402	5/22/2024	US BANK	RAIN MASTER IRRIGATION/CLASSES	29.53	Public Works
119347	5/15/2024	UNDERGROUND SERVICE ALERT	FEES 04-24	27.86	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	25.68	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	25.68	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	23.46	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	23.46	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	15.68	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	15.26	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	12.81	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	12.39	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	5.66	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	5.66	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	5.09	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	5.09	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	3.71	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	3.61	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	2.90	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	2.80	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	2.40	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	2.40	Public Works
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	0.51	Public Works
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	0.51	Public Works
Total Amount for 48 Line Item(s) from Public Works				\$138,465.22	



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Recoverable / Refund / Liability					
119354	5/15/2024	ZARIBAF/MAY//	SECURITY DEPOSIT REFUND	225.00	Recoverable / Refund / Liability
119335	5/15/2024	LUSBY/KIARA//	SECURITY DEPOSIT REFUND	225.00	Recoverable / Refund / Liability
119402	5/22/2024	US BANK	EVENT/ANNUAL MEMBERSHIP	-1,000.00	Recoverable / Refund / Liability
119375	5/22/2024	GMZ ENGINEERING, INC.	OLD TOPANGA/MULHOLLAND PROJ	-25,573.75	Recoverable / Refund / Liability
Total Amount for 4 Line Item(s) from Recoverable / Refund / Liability				\$-26,123.75	

Tennis & Swim Center

119395	5/22/2024	NOHO CONSTRUCTORS	5-POOL DECK FINAL	53,900.00	Tennis & Swim Center
119368	5/22/2024	COOKSEY'S LIFEGUARD & SWIM	LIFEGUARD SERVICES	4,250.32	Tennis & Swim Center
119326	5/15/2024	CASCIONE/GAYLENE//	INSTRUCTOR-BALLET/JAZZ	3,211.47	Tennis & Swim Center
119345	5/15/2024	SOUTHERN CALIFORNIA GAS CO	4/24 GAS CHARGES	2,832.50	Tennis & Swim Center
119352	5/15/2024	ZACHARATOS/GERASSIMOS T//	INSTRUCTOR-KARATE	1,778.35	Tennis & Swim Center
119379	5/22/2024	GUREL/BATUHAN//	INSTRUCTOR-LATIN DANCE	1,451.45	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	1,432.40	Tennis & Swim Center
119366	5/22/2024	CLARK PEST CONTROL	PEST CONTROL 1/27	1,385.00	Tennis & Swim Center
119402	5/22/2024	US BANK	SUBSCRIPTION FEES/FITNESS	998.12	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	908.79	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	831.11	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	825.63	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	548.02	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	546.98	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	449.80	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	396.00	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	365.77	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	317.63	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	300.74	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	258.79	Tennis & Swim Center
119402	5/22/2024	US BANK	SUBSCRIPTION FEES/FITNESS	232.00	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	219.00	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	217.91	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	215.05	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	214.96	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	211.51	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	209.95	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	205.61	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	193.98	Tennis & Swim Center



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119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	189.23	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	172.18	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	171.52	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	168.14	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	157.29	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	150.95	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	149.77	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	126.20	Tennis & Swim Center
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	125.67	Tennis & Swim Center
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	125.67	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	122.57	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	122.53	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	91.97	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	90.26	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	87.36	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	81.97	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	69.90	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	68.97	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	61.17	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	54.28	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	52.53	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	52.08	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	43.69	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	43.69	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	43.13	Tennis & Swim Center
119402	5/22/2024	US BANK	MAINTENANCE SUPPLIES	40.48	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	39.40	Tennis & Swim Center
119402	5/22/2024	US BANK	SUBSCRIPTION FEES/FITNESS	34.47	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	32.82	Tennis & Swim Center
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	29.80	Tennis & Swim Center
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	29.80	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	19.70	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	19.70	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	17.37	Tennis & Swim Center
119402	5/22/2024	US BANK	SUBSCRIPTION FEES/FITNESS	16.41	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	12.34	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	11.30	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	8.56	Tennis & Swim Center



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119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	-7.60	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	-11.30	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	-16.81	Tennis & Swim Center
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	-130.89	Tennis & Swim Center
Total Amount for 71 Line Item(s) from Tennis & Swim Center				\$81,677.11	

Transportation

119375	5/22/2024	GMZ ENGINEERING, INC.	OLD TOPANGA/MULHOLLAND PROJ	511,475.00	Transportation
119383	5/22/2024	IDEAL GENERAL SERVICES, INC.	DIAL A RIDE 04/24	16,732.50	Transportation
119383	5/22/2024	IDEAL GENERAL SERVICES, INC.	MICROTRANSIT 4/13 - 5/5 2024	5,931.00	Transportation
119353	5/15/2024	ZAP MANUFACTURING, INC.	SIGN ORDER 05/24	3,268.37	Transportation
119327	5/15/2024	CF UNITED LLC	PUBLIC TRANSIT FUEL 3/1-3/31	1,601.23	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	1,364.86	Transportation
119327	5/15/2024	CF UNITED LLC	PUBLIC TRANSIT FUEL 2/1-2/29	1,173.00	Transportation
119353	5/15/2024	ZAP MANUFACTURING, INC.	SIGN ORDER 04/24	410.63	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	269.50	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	174.58	Transportation
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	160.36	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	139.73	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	133.70	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	130.48	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	129.55	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	129.10	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	126.73	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	122.18	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	117.04	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	111.19	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	107.11	Transportation
119402	5/22/2024	US BANK	FUEL, CITY VEHICLE	106.64	Transportation
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	104.36	Transportation
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWARE	97.31	Transportation
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	94.36	Transportation
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	93.44	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	82.70	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	81.92	Transportation
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	79.67	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	78.89	Transportation



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119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	77.37	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	77.02	Transportation
119402	5/22/2024	US BANK	FACILITY/MAINTENANCE SUPPLIES	71.68	Transportation
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	70.98	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	60.80	Transportation
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	60.39	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	60.04	Transportation
119402	5/22/2024	US BANK	TRAINING/ZOOM	60.00	Transportation
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	56.24	Transportation
119402	5/22/2024	US BANK	MAINT SUPPLIES/FUEL	49.53	Transportation
119402	5/22/2024	US BANK	SUPPLIES/COMP HARDWARE,SOFTWAR	45.34	Transportation
119402	5/22/2024	US BANK	PROPERTY RESEARCH/GAS	37.99	Transportation
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	23.70	Transportation
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	23.70	Transportation
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	21.30	Transportation
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	21.30	Transportation
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	5.56	Transportation
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	5.56	Transportation
119324	5/15/2024	BCC	05/2024 DENTAL/VISION/COBRA	5.05	Transportation
119324	5/15/2024	BCC	04/24 DENTAL/VISION/COBRA	5.05	Transportation
Total Amount for 50 Line Item(s) from Transportation				\$545,465.73	
GRAND TOTAL for 617 Line Items				\$1,030,722.54	



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Tennis & Swim Center					
14851	5/22/2024	MCCALLA COMPANY	JANITORIAL SUPPLIES	1,354.76	Tennis & Swim Center
14853	5/22/2024	US BANK	TOPSEED DUES/MEMBERSHIP	539.64	Tennis & Swim Center
14853	5/22/2024	US BANK	JANITORIAL SUPPLIES/GAS	348.18	Tennis & Swim Center
14850	5/22/2024	CANON FINANCIAL SERVICES INC	CONTRACT CHARGE	215.31	Tennis & Swim Center
14853	5/22/2024	US BANK	JANITORIAL SUPPLIES/GAS	142.00	Tennis & Swim Center
14853	5/22/2024	US BANK	JANITORIAL SUPPLIES/GAS	100.00	Tennis & Swim Center
14853	5/22/2024	US BANK	JANITORIAL SUPPLIES/GAS	80.00	Tennis & Swim Center
14853	5/22/2024	US BANK	JANITORIAL SUPPLIES/GAS	69.50	Tennis & Swim Center
14852	5/22/2024	PITNEY BOWES	POSTAGE	46.36	Tennis & Swim Center
14853	5/22/2024	US BANK	TOPSEED DUES/MEMBERSHIP	21.99	Tennis & Swim Center
14849	5/15/2024	BCC	04/24 DENTAL-VISION-COBRA	12.78	Tennis & Swim Center
14849	5/15/2024	BCC	04/24 DENTAL-VISION-COBRA	12.78	Tennis & Swim Center
14849	5/15/2024	BCC	04/24 DENTAL-VISION-COBRA	3.03	Tennis & Swim Center
14849	5/15/2024	BCC	04/24 DENTAL-VISION-COBRA	3.03	Tennis & Swim Center
Total Amount for 14 Line Item(s) from Tennis & Swim Center				\$2,949.36	
GRAND TOTAL for 14 Line Items				\$2,949.36	

Future Agenda/Information Items

No.	19-Jun-24	Agenda Section	Department
1	Michael Russo Recognition	Presentation	CM
2	Adoption of City Manager recommended Budget for FY 2024-2025	Public Hearing	FIN
3	Craftsman Corner County Resolutions	New Business	CD
4	Citywide Fee Schedule	Consent	FIN
5	Adoption of salary/benefits Resolution	Consent	FIN
6	Adoption of Investment Policy	Consent	FIN
No.	26-Jun-24	Agenda Section	Department
1	LMD/LLAD levy of assessments election results	Continued Public Hearing	PW
2	Consider sales tax initiative	New Business	CM
3	Open space Ordinance	New Business	CC
4	Budget	Continued Public Hearing	FIN
5	Woolsey Fire Overlay Ordinance TBD*	New Business	CD
6	Award agreement for traffic signal maintenance and related services	Consent	PW
7	Fire Dept update	Presentation	CM
8	Master Agreement w/ LASD	New Business	CM
9	Freedom Park ADA Ramp Construction Contract Award	Consent	CS

7/10/2024 - CANCELED

7/24/2024 - CANCELED

No.	14-Aug-24	Agenda Section	Department
1	West Village	Public Hearing	CD

Staff Driven Agenda Items

No.	Future Meetings	Agenda Section	Department
1	Strategic Priorities/2024 Work Plan Discussion	New Business	CM
2	Microtransit Program	Continued Business	PW
3	League of CA Cities Voting Delegate	Consent	CC
4	Conflict of Interest Code update	Consent	CC
5	Broadband project update	Continued Business	COMMS
6	Adoption of election certification Resolution	New Business	CC
7	CR Zoning Update	New Business	CD

City Council Future Agenda Items Prioritization

No.	Group A	Legislative Body/Task Force	Agenda Section	Department	Council Review
1	Earthquake Insurance	Public Safety Commission	New Business	Public Safety	2/28/24
2	Public Safety evacuation routes and HOA gates review/analysis/coordination	Public Safety Commission	New Business	Public Safety	2/14/24
3	Ordinance adding Chapter 5.22 – Provision of Security by Commercial Retailers to the Calabasas Municipal Code	Public Safety Task Force/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	3/13/24
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	3/27/24; 5/8/24
7	Solar panel and battery backup assessment at City facilities	Budget Task Force	New Business	CM	
8	Tennis & Swim Center operations update	City Council	New Business	CS	5/8/24

Future Agenda/Information Items

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 Task Force	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	3/27/24
7	Council position on California Business Roundtable Initiative on November 2024 ballot	City Attorney (Supreme Court decision expected by February)	New Business	CA	4/24/24
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. Encourage catalytic converter edging	Public Safety Task Force	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	
No.	Group D	Date Requested	Agenda Section	Requested by	Council Review
1	Woolsey Fire Overlay Ordinance to PC	1/10/24	New Business	Bozajian/Weintraub	
2	MYC Resolution clarifying City Council liaison	1/24/24	New Business	Weintraub/Shapiro	
3	Address Highway 101 traffaic with Caltrans and invite representative to attend a Council meeting	4/10/24	New Business	Kraut/Weintraub/Shapiro	
4	Old town zoning changes	4/10/24	New Business	Weintraub	
5	Digital Kiosk w/ security cameras	4/24/24	New Business	Weintraub	
8	Discussion regarding lawn mowers and how Cities are enforcing		Future Agenda Item	Weintraub	

No.	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

Future Agenda/Information Items

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 break-ins, 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	
14-Aug	05-Nov General Municipal Election
28-Aug	13-Nov
11-Sep	27-Nov - Canceled
25-Sep	04-Dec - Special
9-Oct	11-Dec - Council Reorg/Election Cert
23-Oct	25-Dec - Canceled