



CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, APRIL 10, 2019  
CITY HALL COUNCIL CHAMBERS  
100 CIVIC CENTER WAY, CALABASAS  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

**COUNCILMEMBER MAURER WILL PARTICIPATE VIA TELECONFERENCE  
FROM:  
HOLIDAY INN SACRAMENTO RANCHO CORDOVA  
11269 POINT EAST DR.  
RANCHO CORDOVA, CA 95742**

The starting times listed for each agenda item should be considered as a guide only. 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.**

**CLOSED SESSION – 6:00 P.M.**

1. Conference with Legal Counsel; Initiation of Litigation  
(Gov. Code § 54956.9(d)(4))  
Number of Potential Cases: 1

**OPENING MATTERS – 7:00 P.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance by Girl Scouts Brownie 2296 (3<sup>rd</sup>)  
Approval of Agenda

**ANNOUNCEMENTS/INTRODUCTIONS – 7:15 P.M.**

**PRESENTATIONS – 7:25 P.M.**

- Recognition of Calabasas resident Mr. Robert Cowen, WWII Veteran commemorating his 100<sup>th</sup> birthday
- Introduction of new Chief Financial Officer, Ron Ahlers
- To Calabasas High School Robotics Team
- To Calabasas High School Boys and Girls' Basketball Teams

**ORAL COMMUNICATION – PUBLIC COMMENT – 8:15 P.M.**

**CONSENT ITEMS – 8:25 P.M.**

1. [Approval of meeting minutes from March 27, 2019](#)
2. [Recommendation to approve Resolution No. 2019-1618 approving the blanket authority to file applications for grant funds from the Los Angeles County Regional Park and Open Space District for Measure A funding for projects and programs](#)
3. [Approval of professional services agreement with Downstream Services, Inc. in the amount of \\$111,636 for quarterly maintenance of CDS units and storm drain devices](#)
4. [Adoption of Resolution No. 2019-1622, amending Resolution No. 2018-1596, approving the position and salary of a full-time Management Analyst](#)
5. [Adoption of Resolution No. 2019-1623, authorizing investment of monies in the Local Agency Investment Fund](#)

**NEW BUSINESS – 8:35 P.M.**

6. [Adoption of Resolution No. 2019-1621, updating the Citywide Fee Schedule to establish fees for Small Wireless Transmission Facility permits for the Planning Division](#)
7. [Discussion and recommendation on the Wild Walnut Park Master Plan](#)

**INFORMATIONAL REPORTS – 9:30 P.M.**

8. [Check Register for the period of March 20-27, 2019](#)

**TASK FORCE REPORTS – 9:35 P.M.**

**CITY MANAGER'S REPORT – 9:40 P.M.**

**FUTURE AGENDA ITEMS – 9:45 P.M.**

**ADJOURN – 9:50 P.M.**

The City Council will adjourn to their next regular meeting scheduled on Wednesday, April 24, 2019, at 7: 00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, MARCH 27, 2019**

Mayor Shapiro called the meeting to order at 7:01 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

Present: Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Bozajian, Gaines and Maurer

Absent: None

Staff: Hernandez, Jordan, Klein, Lysik, Summers, Tamuri and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Boy Scout Pack 333 - Tiger Den 8

**APPROVAL OF AGENDA**

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

AYES: Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Bozajian, Gaines and Maurer

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor pro Tem Weintraub:

- Extended an invitation to a ribbon cutting ceremony on April 2 for the Las Virgenes Creek Restoration project.

Councilmember Gaines:

- The California State Auditor's Office will begin the process of forming the California's 2020 Citizens Redistricting Commission. He encouraged residents to apply.
- Extended an invitation to the Chambers' monthly networking luncheon at the Calabasas Country Club on April 3.
- Extended an invitation to a ribbon cutting ceremony on April 4 for the new offices of Calabasas Pediatric Wellness center.

Councilmember Maurer:

- Extended an invitation to the annual Calabasas Dodger Night on June 14.
- Reminded residents that the City has passed an Ordinance to ban the single use



of straws, stirrers, and cutlery, taking effect on April 30.

- Extended an invitation to the Family Fun Day in the Park on April 6 at De Anza Park.

Councilmember Bozajian:

- Expressed appreciation to everyone for the well-attended and successful annual St. Patrick's Day celebration and Open House at the AHCCC.
- There will be special commemoration to honor the 20<sup>th</sup> anniversary of the AHCCC. More details to follow.

Mayor Shapiro:

- Extended appreciation to those who participated in a successful and well-attended Arbor Day event.
- Extended an invitation to an Egg Hunt event on April 13 at De Anza Park.
- Extended an invitation in celebration of Earth Day on April 13.
- Congratulated the CHS Academic Decathlon team for taking fifth in the State Championships.
- Extended an invitation to the Relay for Life event on May 25 at De Anza Park.
- Echoed Councilmember Maurer and extended invitation to the annual Calabasas Dodger Night on June 14.

➤ Adourn in memory

Mayor Shapiro announced that the meeting would be adjourned in memory of Don Wallace.

Councilmember Maurer read some remarks.

Members of the Council expressed condolences to the Wallace family.

**PRESENTATIONS**

➤ Proclamation honoring April Donate Life California Month

Mayor Shapiro presented proclamation to Ms. Rachel Bennett-Steury

➤ Proclamation honoring March 31-April 6 as Safety Seat Checkup Week

Mayor Shapiro presented proclamation to Mr. Mark Cohen.

➤ To City Clerk, Maricela Hernandez on her completion of the California Professional Municipal Clerks (CPMC) certificate program at University of California, Riverside

Mayor Shapiro congratulated Ms. Hernandez on her accomplishments.

**ORAL COMMUNICATIONS – PUBLIC COMMENT**

Mark Levinson spoke during public comment.

**COMMISSION APPOINTMENTS – 8:25 P.M.**

1. Consideration and approval of appointments to the Transportation Commission and swearing in ceremony

**Councilmember Gaines moved, seconded by Councilmember Bozajian to appoint Peter Valk to the Traffic & Transportation Commission. MOTION CARRIED 5/0 as follows:**

**AYES:** Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Bozajian, Gaines and Maurer

Mayor Shapiro administered the Oath of Office to Mr. Valk.

**CONSENT ITEMS**

2. Approval of meeting minutes from March 13, 2019
3. Adoption of Resolution No. 2019-1620, formal adoption of the 2018 Las Virgenes-Malibu Council of Governments Multi-Jurisdictional Hazard Mitigation Plan
4. Recommendation to approve a professional services agreement for specialty engineering and plan check services with M6 Consulting, Inc. in the amount of \$3,500,000 (Three Million Five-Hundred Thousand Dollars) for a five year period

**Councilmember Gaines moved, seconded by Mayor pro Tem Weintraub to approve Consent Item Nos. 2-4. MOTION CARRIED 5/0 as follows:**

**AYES:** Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Bozajian, Gaines and Maurer

**NEW BUSINESS – 9:00 P.M.**

5. Report on annual progress – General Plan Housing Element 2018

Mr. Klein presented the report.

After extensive discussion, the City Council accepted the report as a receive and file.

The meeting recessed at 8:45 p.m.  
The meeting reconvened at 8:53 p.m.

6. Sheriff's Crime Report

Lt. Panis presented the report.

**INFORMATIONAL REPORTS**

7. Check Register for the period of March 6-15, 2019

**No action was taken on this item.**

**TASK FORCE REPORTS**

Mayor pro Tem Weintraub reported that at the last Council of Governments meeting, Mayor Shapiro was voted as the Regional Council District 44 representative.

Mayor Shapiro reported that Mayor pro Tem Weintraub and he attended various PFC, PFA and PTSA meetings.

Councilmember Gaines reported that Mayor pro Tem Weintraub and he met with LA County representatives, local business and agencies regarding homelessness. In addition, a future meeting is scheduled with a representative from LA County Family Corporation regarding Proposition H.

**CITY MANAGER'S REPORT**

Dr. Lysik announced that Ron Ahlers has accepted the position of Chief Financial Officer effective April 1, 2019.

**FUTURE AGENDA ITEMS**

Councilmember Bozajian requested a discussion for Council to consider establishing a Redistricting Committee task force.

Mayor pro Tem Weintraub requested a discussion regarding electric scooters.  
Mayor Shapiro announced that the June 12 Council meeting will start at 7:30 p.m. to allow participation in culmination ceremonies at the middle schools.

**ADJOURN**

Mayor pro Tem Weintraub moved, seconded by Councilmember Maurer to adjourn the meeting at 9:14 p.m. in memory of Don Wallace to the next regular meeting scheduled on Wednesday, April 10, 2019, at 7:00 p.m. MOTION CARRIED 5/0 as follows:

AYES: Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Bozajian, Gaines and Maurer

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Maricela Hernandez, MMC, CPMC  
City Clerk



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: MARCH 26, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: RECOMMENDATION TO APPROVE RESOLUTION NO. 2019-1618 APPROVING BLANKET AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS**

**MEETING DATE: APRIL 10, 2019**

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**SUMMARY RECOMMENDATION:**

It is recommended that City Council approve Resolution No. 2019-1618 approving the blanket authority to file applications for grant funds from the Los Angeles County Regional Park and Open Space District for Measure A funding for projects and programs.

**BACKGROUND:**

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing the Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Seventy-five percent (75%) of Los Angeles County voters approved Measure A in November 2016. This approval authorizes continued dedication of local funding for grant projects and their maintenance through an annual charge of 1.5 cents per square foot of building floor area on all taxable real property in the County. Similar propositions in 1992 and 1996 allocated funds to Calabasas and were key components in the purchase of the Calabasas Tennis &

Swim Center, building De Anza Park, building the Agoura Hills/Calabasas Community Center and for funding several park projects over the years.

Measure A makes funding available to eligible recipients for projects that repair and upgrade parks and recreation facilities, preserve and protect open spaces and beaches, and support recreational programming. Measure A implementation also includes efforts to update and maintain the 2016 Countywide Comprehensive Parks and Recreation Needs Assessment (Needs Assessment) process and its data. It will utilize available technology to facilitate grant applications and provide efficient oversight. The architecture of Measure A aims to respond to the findings of the Needs Assessment by increasing the quantity and the quality of parks, recreation facilities, beaches and open spaces throughout Los Angeles County, with an emphasis on the areas of highest need.

**DISCUSSION:**

Resolution No. 2019-1618 approves the blanket authority to file applications with the Los Angeles County Regional Park and Open Space District for Measure A Funds for projects or programs; and Appoints the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of projects or programs.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Calabasas is eligible to apply for both competitive and non-competitive grant funds through Measure A to increase the quantity and quality of our park system.

**REQUESTED ACTION:**

It is requested that City Council approve Resolution No. 2019-1618 approving the blanket authority to file applications for grant funds from the Los Angeles County Regional Park and Open Space District for Measure A funding for projects and programs.

**ATTACHMENTS:**

Resolution No. 2019-1618

**ITEM 2 ATTACHMENT  
RESOLUTION NO. 2019-1618**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING THE BLANKET AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS.**

**WHEREAS**, the voters of the County of Los Angeles on November 8, 2016, approved the Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure (Measure A); and

**WHEREAS**, Measure A also designated the Los Angeles County Regional Park and Open Space District (the District) to administer said funds; and

**WHEREAS**, the District has set forth the necessary policies and procedures governing the application for grant funds under Measure A; and

**WHEREAS**, the District's policies and procedures require the governing body of the City of Calabasas to approve of the filing of an application before submission of said application to the District; and

**WHEREAS**, said application contains assurances that the City of Calabasas must comply with; and

**WHEREAS**, the City of Calabasas will enter into Agreement(s) with the District to provide funds for acquisition projects, development projects, and/or programs.

**NOW THEREFORE, BE IT RESOLVED THAT THE** City Council of the City of Calabasas **HEREBY**:

1. Approves the blanket authority to file applications with the Los Angeles County Regional Park and Open Space District for Measure A Funds for projects or programs; and
2. Certifies that The City of Calabasas understands the assurances and will comply with the assurances in the application form; and
3. Appoints the City Manager or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of projects or programs.

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 10th day of April, 2019.

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David J. Shapiro, Mayor

ATTEST:

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Maricela Hernandez, MMC, CPMC  
City Clerk

APPROVED AS TO FORM:

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Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney






**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: APRIL 1, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, PE. T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
ALEX FARASSATI, PH.D., ENVIRONMENTAL SERVICES SUPERVISOR**

**SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH DOWNSTREAM SERVICES INC. IN THE AMOUNT OF \$111,636 FOR QUARTERLY MAINTENANCE OF CDS UNITS AND STORM DRAIN DEVICES**

**MEETING DATE: APRIL 10, 2019**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve the professional services agreement with Downstream Services, Inc. in the amount of \$111,636 for quarterly maintenance of CDS units and storm drain devices.

**BACKGROUND AND DISCUSSION:**

In accordance with the Clean Water Act, the City of Calabasas built and installed several storm drain BMP devices throughout the city to capture trash and sediment and to protect the creeks. These BMPs include four (4) CDS units with locations at Parkway Calabasas, Agoura Road, behind the Courtyard at the Commons, and at the Civic Center; and one (1) Contech Storm Water Device located on Lost Hills Road. These devices require quarterly cleaning and maintenance to function properly.

The current contract with the city's prior contractor expired in April 2019. On March 2, 2019, the city issued a request for proposal (RFP) soliciting proposals from qualified firms to assist the City's Public Works Department in pumping,

cleaning and disposing of both solid wastes from various Best Management Practice storm runoff treatment systems. Qualified firms were asked to provide prior experience with similar structures and a minimum of three references along with their cost proposal. The RFP was posted on the City's website and was e-mailed/faxed to potential contractors. The RFP was also published in various trade publications.

On March 21, 2019, the city received two (2) proposals with quarterly service fee as follows:

- |                              |             |
|------------------------------|-------------|
| 1. Ron's Maintenance Inc.    | \$14,570.00 |
| 2. Downstream Services, Inc. | \$9,303.00  |

Proposals were carefully evaluated by a team of Public Works staff and had been determined that the proposal submitted by Downstream Services, Inc. best serves the city's requirements and interests. The proposed 3-year contract is hereby presented for approval.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The annual cost of cleaning and maintaining the city's storm drain devices is \$37,212.00 and it shall be expended through City's General Fund Account No. 10-313-5252-00.

**REQUESTED ACTION:**

That the City Council approve the professional services agreement with Downstream Services Inc. in the amount of \$111,636 for quarterly maintenance of CDS units and storm drain devices.

**ATTACHMENT:**

Professional Services Agreement with Downstream Services Inc.

ITEM 3 ATTACHMENT  
**PROFESSIONAL SERVICES AGREEMENT**  
(Downstream Services, Inc.)

**CONTRACT SUMMARY**

<b>Name of Contractor:</b>	Downstream Services, Inc
<b>City Department in charge of Contract:</b>	Public Works
<b>Contact Person for City Department:</b>	Alex Farassati
<b>Period of Performance for Contract:</b>	2019-2020
<b>Not to Exceed Amount of Contract:</b>	\$111,636
<b>Scope of Work for Contract:</b>	Quarterly maintenance of 4 DCS units and one Contech storm drain chamber

**Insurance Requirements for Contract:**

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

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

X yes  no - Is Auto insurance required in this contract?

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

yes X no - Is Professional insurance required in this contract?

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

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

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

Other:

**Proper documentation is required and must be attached.**

Initials: (City) \_\_\_\_\_ (Contractor) WR

**PROFESSIONAL SERVICES AGREEMENT**  
(Downstream Services, Inc.)

**1. IDENTIFICATION**

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

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a contractor: Provide labor and equipment for pumping, cleaning and disposing of both liquid and solid wastes from various end of line Best Management Practice storm runoff treatment systems also known as CDS units and one Contech storm drain chamber as outlined in details in City’s RFP issues on February 27, 2019 (Exhibit A).
- 2.2 Contractor 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. Contractor further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Contractor’s March 19, 2019 proposal to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Contractor’s March 19, 2019 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: April 13, 2019.
- 3.4 “Expiration Date”: April 12, 2022.

**4. TERM**

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

Initials: (City) \_\_\_\_\_ (Contractor) WR

**5. CONTRACTOR'S SERVICES**

- 5.1 Contractor 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 Contractor under this Agreement exceed the sum of One hundred and eleven thousand and six hundred and thirty six dollars (\$111,636.00) unless specifically approved in advance and in writing by City.
- 5.2 Contractor shall perform all work to the highest professional standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Contractor shall not perform any work for another person or entity for whom Contractor was not working at the Commencement Date if both (i) such work would require Contractor to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Contractor's performance of such work.
- 5.4 Contractor 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 Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Wilma Roberts shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

**6. COMPENSATION**

- 6.1 City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Contractor shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Contractor in writing of any disputed amounts included on the invoice. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Contractor.

Initials: (City) \_\_\_\_\_ (Contractor) WR

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

**7. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Contractor 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 Contractor.

**8. RELATIONSHIP OF PARTIES**

Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor 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 Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

**9. CONFIDENTIALITY**

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

**10. INDEMNIFICATION**

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Contractor acknowledges that City would not enter into this Agreement in the absence of Contractor's commitment to indemnify and protect City as set forth herein.

Initials: (City) \_\_\_\_\_ (Contractor) WR

- 10.2 To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.3 City shall have the right to offset against the amount of any compensation due Contractor under this Agreement any amount due City from Contractor as a result of Contractor's failure to pay City promptly any indemnification arising under this Section 10 and related to Contractor's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Contractor under this Section 10 will not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor's subcontractors or any other person or entity involved by, for, with or on behalf of Contractor 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 Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

## 11. INSURANCE

- 11.1 During the term of this Agreement, Contractor 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 Contractor's

Initials: (City) \_\_\_\_\_ (Contractor) WR

performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent contractors, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
- 11.2 Contractor shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Contractor's expense, the premium thereon.
- 11.5 At all times during the term of this Agreement, Contractor shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Contractor shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The General Liability Policy of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Contractor 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

Initials: (City) \_\_\_\_\_ (Contractor) WR



to any notice provisions. If this contract provides service to a Homeowners Association, that Homeowners Association must be listed as an additional insured in addition to the City.

- 11.8 The insurance provided by Contractor shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Contractor, and Contractor's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

**12. MUTUAL COOPERATION**

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

**13. RECORDS AND INSPECTIONS**

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

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

Initials: (City) \_\_\_\_\_ (Contractor) WR

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 Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: Alex Farassati  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7338

If to Contractor:

Downstream Services, Inc  
2855 Progress Place  
Escondido, CA 92029  
Attn: Wilma Roberts  
Telephone: (760) 746-2544  
Facsimile: (760) 746-2667

With courtesy copy to:

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

**16. SURVIVING COVENANTS**

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

**17. TERMINATION**

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

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

**18. GENERAL PROVISIONS**

Initials: (City) \_\_\_\_\_ (Contractor) WR

- 18.1 Contractor 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 Contractor.
- 18.2 In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Contractor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing.
- 18.5 Contractor shall not be liable for any failure to perform if Contractor 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 Contractor.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such

Initials: (City) \_\_\_\_\_ (Contractor) NR

invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Contractor.

Initials: (City) \_\_\_\_\_ (Contractor) WR

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**

**“Contractor”**  
**Downstream Services, Inc.**

By: \_\_\_\_\_  
David Shapiro, Mayor

By:   
Wilma Roberts, President

Date: \_\_\_\_\_

Date: 3/28/2019

By: \_\_\_\_\_  
Dr. Gary Lysik, City Manager

By:   
Victor Roberts, Vice President

Date: \_\_\_\_\_

Date: 3/28/2019

BY: \_\_\_\_\_  
Robert Yalda, Public Works Director

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney

Date: \_\_\_\_\_

Initials: (City) \_\_\_\_\_ (Contractor) WR

Exhibit A: City's Request for Proposal



CITY of CALABASAS

**REQUEST FOR PROPOSAL (RFP)**

**CLEAN-OUT OF CDS UNITS AND STORM DRAIN BMPs**

**Due Date: Thursday, March 21, 2019 @ 2:00 PM**

**Date:** February 27, 2019

**Contract Term:** Three (3) years.

**Services Required:**

The City of Calabasas is soliciting proposals from qualified firms to assist in pumping, cleaning and disposing of both liquid and solid wastes from various end of line Best Management Practice storm runoff treatment systems. The contractor must have a valid certification to work in a confined space. These BMPs include four (4) CDS units and one (1) Contech storm water device. These services would be done every quarter. Qualified firms must have specific prior experience with specified structures and be able to supply all tools, equipment, traffic controls and dispose of all wastes in an appropriate manner.

**Site Locations and Pictures:**

1. CONTECH Storm Screen Device on Lost Hills Road between Malibu Hills Road and Cold Spring Road in the center median. This device is approximately 30 feet deep.





2. CDS Unit PSW50-42 located on Agoura Road adjacent to Las Virgenes Creek in front of Starbucks in the middle of the road. This device is approximately 21 feet deep.



3. CDS Unit PSW70-70 located on Parkway Calabasas in between Park Entrada and Paseo Primario within the traffic lanes closer to the golf course. This device is approximately 35 feet deep.







4. PSW50-42 on Calabasas Civic Center located about 50 feet from the curb and elevated 5 feet from street in front of the Calabasas Public Library. This device is approximately 20 feet deep.



5. CDS Unit PSW50-42 off of Calabasas Road behind the Courtyard at the Common Shopping Center adjacent to 101 Freeway. This device is approximately 23 feet deep.



**Scope of Contractors Services:**

The scope of work includes but is not limited to the following:

1. Furnish labor and equipment with sufficient power to successfully clean out every end of line BMP to its base floor elevation.
2. Furnish adequate staff and back-up equipment for each operation.





3. Provide all necessary traffic controls and professionally prepared traffic control plans, where required.
4. Provide adequate noise controls in residential neighborhoods.
5. Provide roll-off bin(s) from a City-approved vender.
6. Dispose of all waste in appropriate landfills with complete manifests and follow-up documentation.
7. Provide collection and disposal reports to the City.
8. Contractor shall submit a site specific traffic control plan to the City of Calabasas for approval prior to issuance of an Encroachment permit.

**Proposal Submission Requirements:**

For consideration, the Contractor's proposal must be limited to ten (10) pages maximum and include the following:

1. Completed cost proposal form per Exhibit A
2. Provide a description of the firm's operational staff and equipment available for use for this project
3. Furnish 3 references (including contact name and phone number) for similar projects and agencies
4. Copy of contractor's license issued by CSLB
5. Certificate of Completion of OSHA-Approved Confined Space Training
6. List of Company-owned equipment for the performance of this contract
7. Provide a description of the management team, tenure of management, and ownership of the firm
8. Identify quality control methods used by the firm to ensure that the work will be accomplished as agreed. Brief descriptions of previous project experiences should be used as examples of how this was achieved with former clients, when applicable
9. Statement of insurance liability in accordance with City's insurance requirements outlined in City's standard Professional Services Agreement (Exhibit B).

**Due Date:**

**Proposals are due by Thursday, March 21, 2019 at 2:00 PM to:**

City of Calabasas  
Public Works Department  
100 Civic Center Way  
Calabasas, CA 91302

Proposals may be send by any courier service as longs as they are delivered on time.

**Questions:** Please send your questions in writing to Alex Farassati:

[afarassati@cityofcalabasas.com](mailto:afarassati@cityofcalabasas.com)



### GENERAL TERMS AND CONDITIONS

Terms and conditions of proposals are as follows:

1. It is the contractor's responsibility to ensure that proposals are received prior to the closing date & time. Late proposals will not be accepted.
2. Each proposal must be accompanied by a complete "Exhibit A: Cost Proposal Form" attached to this RFP. All blanks must be filled in or the proposal will be considered unresponsive.
3. All prices must be typed or written in ink. Proposals written in pencil will not be accepted. Mistakes may be crossed out and corrections inserted adjacent, but the correction must be initialed in ink by the person signing the proposal.
4. Any claim of error by a contractor must be made before 2:00 PM of March 22, 2019, otherwise it shall be waived.
5. Any deviation from the scope of works or substitution of services must be clearly indicated.
6. The City reserves the right to reject any and all proposals on any basis deemed in the best interest of the City. Any changes, omissions, or variations in specifications or conditions of the RFP may be considered cause of rejection.
7. The contractor, by submitting his proposal, agrees to save, defend, keep, bear harmless, and fully indemnify the City and any of its officers, officials, agents, employees, or volunteers from all damages, claims for damages, costs, or expenses, whether in law or in equity, that may at any time arise or be set up for an infringement of the patent rights, copyrights, or trademarks of any person or persons in consequence of the use by City, or by any of its officers, officials, agents, employees, or volunteers or articles to be supplied under this Request For Proposal.
8. The contract will be awarded to the contractor whose proposal represents the lowest responsible and responsive bid with the following considerations:
  - Cost;
  - The ability, capacity, and skill of the contractor to perform the contract or provide the services or equipment required;
  - The ability of the contractor to provide the services or equipment promptly or within the time specified without delay or interference;



- The character, integrity, reputation, judgment experience, and efficiency of the contractor.
9. All items proposed must meet all OSHA, State of California and Federal Industrial Safety Orders, and regulations in effect on the date of this request for proposal. Contractor shall provide a valid certification of successfully completion of OSHA-approved confined space training in accordance with labor-safety regulations code CFR 1910.146.
10. Contractor's attention is directed to the Insurance Requirements outlined in the standard Professional Services Agreement (Exhibit B). It is highly recommended that contractors confer with their respective insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent RFP awardee fails to comply strictly with the insurance requirements, that contractor may be disqualified from award of the RFP and Contract.

**Frequently Asked Questions**

<b>Q1</b> Is this a prevailing wage job?	<b>A1</b> No.
<b>Q2</b> Is the selected contractor supposed to clean and dispose of liquid?	<b>A2</b> No. The liquid would be discharged back into the unit after solid waste is removed.
<b>Q3</b> Is there any fee for an encroachment permit?	<b>A3</b> No. An encroachment permit is required for each service activity but the fee will be waived.
<b>Q4</b> Is there a fee to review the traffic control plan?	<b>A4</b> No. A Traffic control plan must be submitted along with the application for an encroachment permit. The review fee will be waived.
<b>Q5</b> How many chambers does the Contech Unit house?	<b>A5</b> The storm screen is a 12ft diameter circular vault that houses six (6) screen assemblies.
<b>Q6</b> Are the CDS units accessible by truck?	<b>A6</b> All units are accessible by truck. Although additional traffic control measures and extension tubes/hoses will be necessary at some locations.
<b>Q7</b> How many feet of sediment are currently present in the units?	<b>A7</b> Depth of sediment depends on time of the year and frequency of rainfall. It varies from one CDS unit to another.



<p><b>Q8</b> Is there a way to inspect them ahead of submitting our proposal?</p>	<p><b>A8</b> Absolutely. We encourage companies that are not familiar with the site locations to inspect them prior to submitting proposals. Please coordinate with the project manager (Alex Farassati) before inspection. Adequate traffic control measures are required at the time of inspection.</p>
<p><b>Q9</b> Where is the staging area for roll-off bins?</p>	<p><b>A9</b> Contractor may leave their roll-off bins in a dirt lot on Las Virgenes Road, next to Mobile gas station adjacent to Freeway 101 southbound on-ramp.</p>
<p><b>Q10</b> Can contractor hire any trash hauling company?</p>	<p><b>A10</b> No. List of City's approved temporary/roll-off haulers is as follows:</p> <ul style="list-style-type: none"> <li>• American Reclamation: (888) 999-9330</li> <li>• America's Bin Co. : 888-500-9007</li> <li>• Athens Env. Services: 800-633-9933</li> <li>• Consolidated Disposal Service: 800-299-4898</li> <li>• Interior Removal Specialists: 323-357-6900</li> <li>• Universal Waste Systems: 800-631-7016</li> <li>• Waste Management: 800-675-1171</li> </ul> <p>Please contact them to inquire about their rates.</p>
<p><b>Q11</b> When was the last time each unit was maintained?</p>	<p><b>A11</b> All devices were maintained in December 2018. They will be maintained in mid-March 2019 as well.</p>
<p><b>Q12</b> On Page 15 of the RFP item 11.1.4.- Will the City waive the Professional Liability Insurance (E&amp;O) coverage requirement for this scope of work? This is typically required when engineering or designing is involved.</p>	<p><b>A12</b> Yes, the City will waive the Professional Liability Insurance.</p>

Exhibit B: Contractor's Proposal and Fee Schedule



March 19, 2019

City of Calabasas  
Public Works Department  
100 Civic Center Way  
Calabasas, CA 91302  
E-mail: [afarassati@cityofcalabasas.com](mailto:afarassati@cityofcalabasas.com)



**Subject: RFP Clean-Out of CDS Units and Storm Drain BMPs**

Downstream Services, Inc. (DSI) is pleased to submit our proposal for the above referenced project. DSI, a California certified small business (30938) is fully committed to providing personnel, "state-of-the-art" equipment and has all resources necessary to successfully complete this project within budget and time constraints. DSI will perform the work in accordance with the Highest Industry Standards while remaining in compliance with all Federal, State and the City's regulations and ordinances.



Downstream Services, Inc. has read and will comply with all terms and conditions of the RFP and include the project specific references requested.

On behalf of DSI, the only persons, companies, and/or parties interested in this proposal as principals are Wilma G. Roberts and Victor N. Roberts. The names of persons authorized to sign the proposal and/or negotiate for Downstream Services, Inc. are as follows:



**Wilma G. Roberts – President**  
(760) 746-2544 | (760) 497-4850  
[WilmaR@downstreamservices.com](mailto:WilmaR@downstreamservices.com)

**Victor N. Roberts – Vice President**  
(760) 746-2544 | (619) 520-5167  
[VictorR@downstreamservices.com](mailto:VictorR@downstreamservices.com)

The proposal will remain valid for a period of up to 30 days from March 21, 2019. Downstream Services, Inc. looks forward to continuing to work for the City of Calabasas. Please feel free to contact either Wilma or Victor Roberts with any questions or concerns.

Sincerely,

**Wilma G. Roberts – President**  
Downstream Services, Inc.  
2855 Progress Place, Escondido, CA 92029  
Phone: (760) 746-2544 | (800) 262-0999  
Fax: (760) 746-2667  
[www.downstreamservices.com](http://www.downstreamservices.com)





REQUEST FOR PROPOSAL (RFP)  
 CLEAN-OUT OF CDS UNITS & STORM DRAIN BMPS

**Exhibit A: Cost Proposal Form**

Date: March 19, 2019 Tax ID Number: 80-0011534  
 Company: Downstream Services, Inc.  
 Address: 2855 Progress Place  
Escondido, CA 92029  
 President: Wilma Roberts  
 Phone: 760-746-2544 Fax: 760-746-2667  
 E-mail: wilmar@downstreamservices.com

The following cost proposal is for each clean-out service and is valid for the duration of the contract:

No.	Description	Cost
1	CDS Unit PSW50_42 on Agoura Road	\$ 1,380.00
2	CDS Unit PSW50_42 on Calabasas Road	\$ 1,965.00
3	CDS Unit PSW50-42 on Calabasas Civic Center	\$ 1,380.00
4	CDS Unit PSW70_70 on Parkway Calabasas	\$ 2,550.00
5	Contech Storm Water device on Lost Hills Rd	\$ 2,028.00
<b>TOTAL</b>		<b>\$ 9,303.00</b>

Wilma Roberts  
 Name of Authorized Representative

President  
 Title

Signature of an authorized  
 representative of the company:



Downstream Services, Inc. (DSI) is a certified small business enterprise and general engineering company that specializes in the assessment, maintenance and rehabilitation of stormwater, wastewater and underground systems. For more than 20 years, DSI has been providing innovative solutions and quality service, making it one of the regions most experienced and reputable contractors. With over 75 permanent highly skilled personnel and a substantial fleet of specialty equipment, DSI is recognized for having a dynamic and professional approach within the environmental industry. DSI is ideally suited to tackle any project with the best technology and innovation in the business.

Downstream Services, Inc. has developed an exceptional Quality Control and Training Program that adheres to all local, State and Federal guidelines. Our team is educated and certified per OSHA and EM 385 standards in the following areas:

- CPR | First Aid
- Competent Persons
- Confined Space Entry
- Construction Quality Management (CQM-C Certified)
- CWEA Collections System Grades 1-4
- Emergency Response (HAZWOPER)
- Fall Protection
- Hazardous Waste Operations
- NASSCO PACP | MACP | LACP
- SCBA | Fit Testing
- Traffic Control | Flagger Safety
- Water Distribution and Treatment Operators

DSI currently has headquarters in San Diego and Ventura Counties that offer an array of environmental services throughout California. These include pipeline cleaning and hydro-jetting, CCTV inspection and condition assessment, pipeline rehabilitation, storm water pollution compliance management, pump station maintenance and instrumentation, and the underground installation of wet and dry utilities. DSI maintains a three-acre facility located in Escondido, California, of which 4,500-square feet is dedicated solely to servicing its equipment. This inclusive machine and welding facility allows for fabrication of custom components for specialty projects. Commitment to providing exceptional customer service is of the utmost importance. Regardless of the size or complexity of the project, the DSI team is dedicated to giving "service" a priority. Working directly with clients, attention is given to understanding their goals and objectives.

Pipeline Assessment and Maintenance

- CCTV and Long Range Sonar Inspections and Condition Assessment
- Pipe Cleaning and Hydro-Jetting
- Bucket Machine Cleaning

Underground Services

- Trenchless Technologies and UV-GRP ALPHALINER™
- Manhole Raising and Rehabilitation
- Wet and Dry Utility, Installation and Repair

Stormwater Recommendations and Guidelines

- Filter Sales and Installation
- Storm Drain Inlets, Catch Basins, and Hydrodynamic Separators Maintenance
- Pervious Surfaces



2855 Progress Place, Escondido, CA 92029 | p: (760) 746-2544 | f: (760) 746-2667  
[www.downstreamservices.com](http://www.downstreamservices.com)

Initials: (City) \_\_\_\_\_ (Contractor) WR





Instrumentation and Pump Station Maintenance

- Design-Build of Pump Station Controls
- Flow Monitoring
- Troubleshoot Station Control Problems

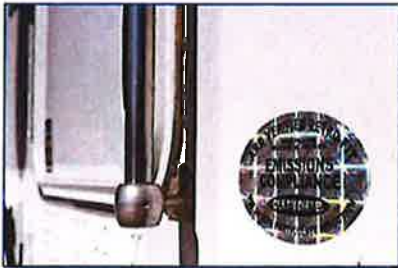
24/7 Emergency Response Services

- Preventative and Emergency Services
- Removal, Transportation, and Disposal of Waste
- Emergency Repairs and Bypass Pumping

DSI is endorsed to handle, transport and dispose of contaminated and non-contaminated waste. We provide efficient and safe solutions for waste removal and have the following licenses:



- California Contractors License 807953 A, C31, HAZ
- California Department of General Services Small Business Certification #30938
- DIR Public Works Contractor Registration #1000004632
- California Hazardous Materials Transport License 134172
- U.S. Department of Transportation of Hazardous Materials Certificate of Registration 090916 550 085YA
- U.S. Environmental Protection Agency EPA CAR000040808
- Department of Toxic Substance Control Hazardous Waste Transporter Registration #4481



2855 Progress Place, Escondido, CA 92029 | p: (760) 746-2544 | f: (760) 746-2667  
[www.downstreamservices.com](http://www.downstreamservices.com)

Initials: (City) \_\_\_\_\_ (Contractor) WR





**2014-2019 Various Stormwater Projects**

**Owner/Agency** The City of Vista  
 200 Civic Center Drive  
 Vista, Ca 92084

**Contact** Cirilo Mariscal  
 760-643-5473

**Type of Work** Storm Drain Maintenance  
**Year** 2019-2020  
**Amount** \$16,308.00

**Owner/Agency** Sacramento County  
 9660 Ecology Lane  
 Sacramento, Ca 95827

**Contact** Scott Bonivert – Airfield Superintendent  
 Sacramento County Department of Airports  
 (916) 874-0474

**Type of Work** Storm Filter Units Inspection, Cleaning, and Cartridge Exchange  
**Year** 2018 – 2019  
**Amount** \$171,649.42

**Owner/Agency** The City of Rancho Mirage  
 69-825 Highway 111  
 Rancho Mirage, Ca 92270

**Contact** Justin Ruberg – Streets Supervisor  
 (760) 285-9677

**Type of Work** Storm Drain Facilities Maintenance  
**Year** 2018-2019  
**Amount** \$39,690.00

**Owner/Agency** County of Orange  
 Orange County Public Works  
 2301 N Glassell St, Orange CA 92865

**Contact** Chris Campton- Manager, Environmental Resources  
 (714) 955-0630

**Type of Work** LID BMP Maintenance Inspections and Cleanings  
**Year** 2017 – 2023  
**Amount** \$424,940.00

**Owner/Agency** City of Santa Barbara  
 P.O Box 1990  
 Santa Barbara, CA 93102

**Contact** Jenny Hollywood  
 (805) 564-5349

**Type of Work** CDS Inspection and Cleaning  
**Year** 2017 – 2022  
**Amount** \$28,440.00

**Project Locations:**  
 Southern California – From San Jose  
 To the Mexico border and East; Including,  
 Inland Empire and desert areas.

**Dates of Performance (est. In 2002):**  
 2014-2019

**Services:**  
 Assessment of the Stormwater Conveyance  
 System

BMP Recommendations and Guidelines  
 Inspection, Installation and Cleaning Services  
 Lab Analysis, Disposal and Manifesting  
 Compliance and Maintenance Verification

**Strategic Personnel:**  
 Mary Baker  
 Stormwater Department Manager

Jillian Underwood-Jenkins  
 Stormwater Operations Analyst I

Aaron Santamaria  
 Stormwater Foreman

Corporate Office  
 2855 Progress Place  
 Escondido CA 92029

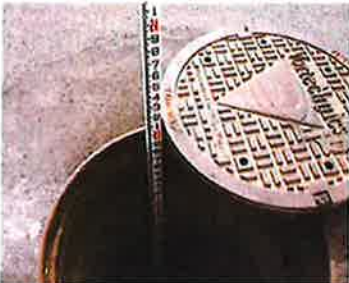
[www.downstreamservices.com](http://www.downstreamservices.com)

Initials: (City) \_\_\_\_\_ (Contractor) WR



**2014-2018 Various Stormwater Projects, cont'd**

**Owner/Agency** City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
**Contact** Alex Farassati- Contract Manager  
(818) 224-1600  
**Type of Work** Contech Cartridge Units and HDS Inspection/Cleaning  
**Year** 2016-2019  
**Amount** \$107,160.00



**Owner/Agency** City of Oceanside  
300 North Coast Hwy  
Oceanside, CA 92054  
**Contact** Mark Sabelis- Public works Supervisor  
(760)435-5360  
**Type of Work** Annual Citywide Storm Drain Inspection and Cleaning  
**Year** 2016-2018  
**Amount** \$437,250.00

**Owner/Agency** City of Ventura  
P.O. Box 99  
Ventura, Ca 93002  
**Contact** Chris Palmieri- Supervisor  
(805) 652-4521  
**Type of Work** Storm Filter Units Inspection, Cleaning, and Cartridge  
Exchange  
**Year** 2015 – 2018  
**Amount** \$140,100.00

**Owner/Agency** City of Newport Beach  
949 West 16<sup>th</sup> St  
Newport Beach, CA 92663  
**Contact** Tom Miller  
(949)718-3481  
**Type of Work** Storm Drain System Cleaning City wide. Catch Basin  
CDS, Structures and V-Ditch Cleaning.  
**Year** 2014-2019  
**Amount** \$841,000.00

**Owner/Agency** San Diego County Regional Airport Authority  
PO Box 82776  
San Diego, CA 92138-2776  
**Contact** Tom Covey, Sr. Maintenance Project Inspector  
Facilities Management Department  
(619) 400-2753  
**Type of Work** Storm Drain Conveyance Cleaning and Inspection  
**Year** 2014 – 2016  
**Amount** \$290,000 over 2 years



Initials: (City) \_\_\_\_\_ (Contractor) WR

Legal Name: DOWNSTREAM SERVICES, INC.	Registration Number: 100004632	County: SANTA MONICA	City: ESCONDIDO	License Type/Number(s): CCLB 807163	Current Status: Active	Registration Date: 06/13/2018	Expiration Date: 06/30/2019
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Initials: (City) \_\_\_\_\_ (Contractor) WR

*OSHA Training*  
*CERTIFICATE OF COMPLETION*

*Aaron Santamaria*

*Has Successfully Completed (4.5 Hrs.)  
Confined Space Training  
Described in Federal and CA OSHA Standards  
On November 16, 2018*

*Lance Picoite*

Instructor: Lance Picoite OSHA Tra. # D00310225  
1347 Oak View Way Escondido CA, 92029 760-737-2326

Initials: (City) \_\_\_\_\_ (Contractor) WR



**LATEST MODEL EQUIPMENT USED FOR EFFICIENCY AND OPTIMAL ENVIRONMENTAL COMPLIANCE**



2015 Isuzu Storm Drain VAC Cleaning Truck with Vermeer Vactron Deutz 3 CYL and 500 gallon debris tank with hydraulic lift dump - 1000 cfm vacuum pump capable of 15" of mercury. Hydraulic Components are operating with non-toxic, zinc-free bio degradable hydraulic oil\*



2012 International 7500 - Camel 200 VAC Truck - 10.8 cu.yd unit has 1000 gallon water capacity, 80 GPM @ 2000 PSI water system. This single engine design results in lower sound levels and less fuel consumption\*. It allows the vacuum, water and hydraulic pumps to operate efficiently while transmission is In Neutral. Back flushed debris is vacuumed from the manhole/catch basin, water and solids are retained by the collector body, liquid is separated from debris by the ejector plate and removed via the front body drain.

\*DSI constantly strives to conduct/promote sustainable practices by investing in the latest equipment

**DownStream** Services, Inc.  
PIPE REHABILITATION AND CONDITION ASSESSMENT SPECIALISTS

Facilities and Equipment:

DSI maintains a three-acre facility located in Escondido, California, of which 4,500-square feet is utilized to servicing its equipment. Its machine and welding facility allows DSI to fabricate custom components for individual and unique projects.

Equipment: Downstream Services, Inc. owns the following equipment to aid in emergency and non-emergency efforts:

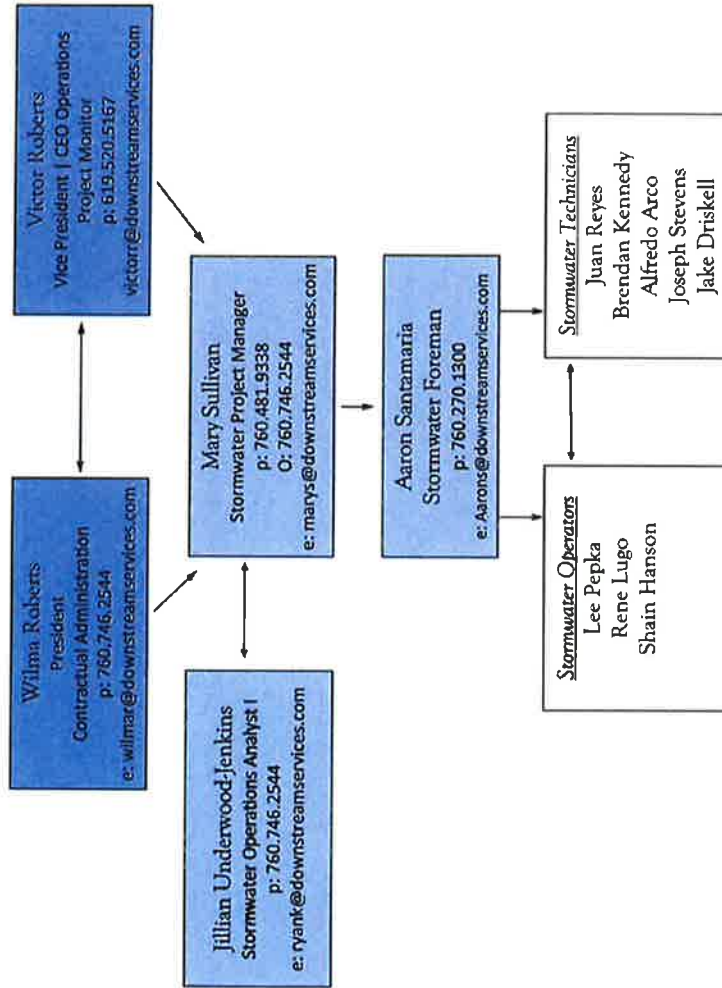
- 7 Camel Hydro-Jetting Trucks
- 6 Storm Drain Filter Trucks w/Mini Vac
- 1 Large Diameter Long Range Hydro Jet Unit
- 2 Sewer Bucket Cleaning Machines
- 1 Pull Plate Cable Cleaning Machine
- 2 Case Rubber Tired Backhoes (one 4x4)
- 1 250 Loader
- 1 Dresser 120 Excavator
- 1 PC 228 Excavator
- 20 Road and Shoring Plates various sizes
- 1 4500 Gallon Tanker Truck
- 1 6 Inch Trailer Mounted Bypass System
- 8 1 1/2 to 4 Inch Trash Pumps
- 4 4 to 6 Inch Hydraulic Submersible Pumps
- 4 4 Inch Diesel Self Prime Bypass Pumps
- 4 4 Inch Electric Submersible Pumps
- 12 Roll-Off/De-Watering Bins
- 1 3 axle Roll-Off Truck
- 1 17.5 Ton Hydraulic Crane Truck
- 1 UV-Cured Fiberglass Lining System (Reline America)
- 2 Confined Space Support Truck
- 2 Traffic Control Trucks w/Equipment + 1 Attenuator
- 1 Long Range CCTV/Sonar Inspection System
- 4 CCTV Trucks (for pipeline assessments)
- 8 Tow Behind Support Trailers
- 4 SCBA Units
- 1 2500 Gallon Water Truck/Tender
- 7 5 - 4-5,000 Gal and 2- 10,000 Gal Bulk Storage Tanks
- 20 Crew Support Trucks
- 2 Field Crew Trucks with all underground support equipment



Downstream Services, Inc. 2855 Progress Place Escondido CA 92029 p: 800 262 0999 p: 760 746 2544 f: 760 746 2667

Initials: (City) \_\_\_\_\_ (Contractor) WR

## Organization Chart of Downstream Services, Inc.



"As a leader in collection systems maintenance, with emphasis on pipeline inspections, data acquisition and storage, it is our obligation to all agencies to provide services that are true, accurate and of the highest quality, while we continue to develop innovative techniques, improved methods and ongoing training of personnel."

MISSION STATEMENT

Initials: (City) \_\_\_\_\_ (Contractor) WR





**Professional Experience:** **Mary Sullivan, Stormwater Project Manager**

3 Years

**Education:**

Palomar College – Gen Ed  
College of Southern Nevada

**Certifications:**

Contech Certification  
ADS Certification  
Traffic Control  
TWIC  
Rainbird Sprinkler System

**Project Experience:**

County of Orange – Glassell  
Campus –BMP Maintenance  
City of Santa Barbara –HDS  
Inspection/Cleaning  
City of Oceanside – Annual  
Catch Basin Cleaning  
City of Newport Beach –  
Annual Stormwater  
Maintenance  
San Diego Regional Airport –  
Quarterly Stormwater  
Maintenance  
San Diego Port District – As  
Needed Stormwater  
Maintenance  
City of Ventura – Biannual  
inspection of Cartridge  
Vaults/as needed cleaning  
City of Calabasas –  
Quarterly cleaning of  
multiple HDS  
City of Sacramento –  
Contech vault cleaning &  
cartridge replacement  
City of Vista – Citywide  
Stormdrain Maintenance  
City of Rancho Mirage –  
Catch Basin Cleaning

**Stormwater Project Manager, 2016 – Present**

- Oversees business operations and administrative functions
- Leads and directs employees, delegate's tasks, monitors the efficiency, proper procedure, and implementation of practices both internal and external
- Develops and maintain professional relationships, forecasts and monitors company growth with in division, and ensure necessary operational training is conducted
- Maintains key professional relationships through volunteering activities.
- Facilitates all proposals, and pricing for private, commercial clients and all RFP's, RFQ's, RFB's for municipal and city work
- Prepares Budget Pricing

**Stormwater Business Development Analyst, October 2017-June 2018**

- Maintain the development of the department
- Acquire new clients, by seeking out service opportunities for proposed work
- Develop maintain positive relationships with vendors and equipment suppliers
- Organize and maintain Incoming RFP's, RFQ's, and RFB's
- Facilitate large contract bids for municipal and city work including but not limited to developing proposals, pricing, and deliverable packages
- Asses bid documents
- Performs job walks, recons, and other field needs
- Assist in preparing budget pricing
- Travelling up to 5 times a year for trade shows: CACM, CWEA, CASQA, WEFTEC, TRISTATE
- Proficiency in Sage, Maximizer, Word, Excel, and Office programs

**Environmental Management Analyst I, February 2017-October 2017**

- Maintain the operations and development of the office
- Acquire new clients, by seeking out service opportunities for proposed work
- Organizing and maintaining data files and client information
- Facilitate large contract bids for municipal and city work including but not limited to developing proposals, pricing, and deliverable packages
- First point of contact for the Stormwater Department, along with on-going communication
- Employee Training
- Develops and Implements goals, objectives, policies, procedures and work standards for the Stormwater Department
- Proficiency in Sage, Maximizer, Word, Excel, and Office programs

**Administrative Assistant, October 2015-February 2017**

- Scheduling technicians, and vehicles
- Creating appointments for scheduled maintenance and unscheduled emergency requests
- Organization of office, contracted and monthly work
- Day to day operations
  - Creating Invoicing, sending approved invoices, ordering supplies, data entry, organizing and creating field folders, creating purchase orders, and ordering filters

2855 Progress Place Escondido, CA 92029  
(760) 746 2544 | (760) 481 9338 | Marys@downstreamservices.com

Initials: (City) \_\_\_\_\_ (Contractor) WR



**Professional Experience:** **Aaron Santamaria, Stormwater Foreman**

3 Years

**Education:** Stormwater Foreman, October 2018 - Present

Ramona High School

**Certifications:**

Contech Certification  
 Rainbird Sprinkler System  
 Class A Driver's License –No restrictions  
 Traffic Control Tech & Flagger  
 Confined Space Training  
 ROP Landscaping/Construction

**Project Experience:**

County of Orange – Glassell Campus –BMP Maintenance

City of Santa Barbara –HDS Inspection/Cleaning

City of Oceanside – Annual Catch Basin Cleaning

City of Newport Beach – Annual Stormwater Maintenance

San Diego Regional Airport – Quarterly Stormwater Maintenance

San Diego Port District – As Needed Stormwater Maintenance

City of Ventura – Biannual Inspection of Cartridge Vaults/as needed cleaning

City of Calabasas – Quarterly cleaning of multiple HDS

City of Sacramento – Contech vault cleaning & cartridge replacement

City of Vista – Citywide Stormdrain Maintenance

City of Rancho Mirage – Catch Basin Cleaning

Joint Forces Training Base – Los Alamitos – Hydro Jetting

- Assigns duties to field staff and is responsible for monitoring the progress of all ongoing projects and keeping them on track from a time and budgetary standpoint set forth by the project manager
- Must ensure that field staff is knowledgeable about their roles within the stormwater department and properly trained to ensure safe working conditions, company policies/procedures
- Well versed with the California Regional Quality Board's state standards for Stormwater maintenance and compliance
- Complete site investigations for new clients and additional maintenance for current clients for services provided within the stormwater department
- Must be able to keep daily log of duties – including but not limited to tall gate meetings, safety meetings, training, field visits, maintaining accurate records of work performed, and project updates
- Continues to complete ongoing training on state/federal regulations and/or continual education related to water, wastewater or stormwater while in the role of foreman

**Stormwater Operator III, October 2016-October 2018**

- Knowledge of the MS4 permit for California and the 21 jurisdictions of San Diego
- Understands the CASQA Manual and implements knowledge into day to day work
- Excels in Combo Truck Operating; Hydrojetting, HDS Cleaning, Contech Cartridge Vault Cleaning/cartridge exchange
- Conducts training for laborers, and other operators
- Onsite contact for Municipal contract work
- Completes all contracts on schedule
- Completes new project assessments of commercial buildings, and residential housing for Stormwater BMP's

**Past Work Experience**

Equipment Operator for Underground Solutions	2013-2016
Safe Dig Operator for Airx Utility Surveyors	2012-2013

2855 Progress Place Escondido, CA 92029  
 (760) 746-2544 | (760) 270-1300 | Aarons@downstreamservices.com

Initials: (City) \_\_\_\_\_ (Contractor) WR



**PROJECT SPECIFIC  
STATEMENT OF  
QUALIFICATIONS,  
UNDERSTANDING OF THE  
SCOPE OF WORK AND  
REFERENCES**



Downstream Services, Inc.  
2855 Progress Place  
Escondido, CA 92029  
Phone: (760) 746-2544 | (800) 262-0999  
Fax: (760) 746-2667  
info@downstreamservices.com  
www.downstreamservices.com

Initials: (City) \_\_\_\_\_ (Contractor) WR



Downstream Services, Inc.  
2855 Progress Place, Escondido, CA 92029  
(760) 746-2544  
[www.downstreamservices.com](http://www.downstreamservices.com)

#### STATEMENT OF QUALIFICATIONS

In addition to the necessary licenses Downstream Services Inc. currently maintains, our team is certified in the following areas:

- NASSCO PACP | MACP | LACP
- Confined Space Entry
- SCBA
- Competent Persons
- Hazardous Waste Operations
- Emergency Response
- CPR | First Aid
- CWEA Collections Systems
- Traffic Control | Flagger Safety

As the City of Calabasas' current service provider, Downstream Services, Inc. is uniquely qualified to perform all required tasks with their own in-house staff and equipment. Further general Company qualification details can be found in the attached Overall Company Information attached to our proposal.

#### ORGANIZATIONAL INFORMATION

The Downstream Services, Inc. organization chart lists the primary staff that will be assigned when awarded this project. Staff will consist of manager Mary Sullivan who will be the lead contact for project management and a minimum of three skilled staff. (See resumes attached) Downstream Services, Inc. [DSI], a certified Small Business, has operated in the Sewer and Storm Water field since 2002 with its primary location in the County of San Diego; [DSI] services all of Southern California and Ventura Counties.

#### PROJECT APPROACH

Downstream Services, Inc. [DSI] shall assist in pumping, cleaning and disposing of both liquid and solid wastes from various end of line Best Management Practice storm runoff treatment systems identified in the RFP in the City of Calabasas on a quarterly basis. We remove liquid and solids from the system and decant liquids back into the unit, while transporting all accumulated material to the laydown area provided by the City on Las Virgenes Road where it will be disposed of in the roll-off bins. A schedule will be created in coordination with the City to minimize conflicts with other City efforts. Removal of the debris sediment and trash from the storm drain structures will be accomplished with our 2012 and newer Camel hydro cleaning trucks. Traffic Control will be provided by our certified staff following MUTCD rules and guidelines and the WATCH handbook.



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#### SUSTAINABILITY

Downstream Services, Inc. [DSI] will incorporate and comply with all applicable Best Management Practices (BMP's) during the completion of this agreement using CASQA (California Storm Water Quality Association) handbook for guidelines. [DSI] will comply with the Regional Water Quality Control Board (RWQCB) rules and regulations. Late model diesel cleaning trucks as further described on our equipment list will be utilized to minimize pollution of the environment.

#### PROJECT REFERENCES

1. City of Newport Beach  
*On-Call Maintenance/Repair services for Storm Drain System Cleaning City Wide: Catch Basin, CDS, Structures and V-Ditches*

Tom Miller, Maintenance and Operations Supervisor  
949 W. 16<sup>th</sup> St  
Newport Beach, Ca 92663  
Phone: (949)-718-3481  
Email: [tmiller@newportbeachca.gov](mailto:tmiller@newportbeachca.gov)

This five-year project started on October 14, 2014 and will be fulfilled on June 30, 2019. The contract requires self-mobilization throughout the City of Newport Beach. The scope included all associated traffic control on private and main roads. We provided all labor (personnel) equipment, devices and materials for the removal of soil sediments, vegetation and debris from stormwater facilities which includes 3,500 Catch Basins, 21 CDS Units, 30 Structures, and 13,533 LF of V-Ditches.

The relevant scope of work included extracting soil sediments, vegetation and debris from various size CDS Units and Structures. Waste materials are disposed of at the City yard. Our services required 24-hour emergency response for the duration of this multi-year contract.

2. County of Sacramento Airport (Agreement MA00036587)  
*Storm Drain Conveyance Inspection and Cleaning is a 1-year contract with 2 optional extensions*

County of Sacramento  
Scott Bonivert – Airfield Superintendent  
9660 Ecology Lane  
Sacramento, Ca 95827  
Phone: (916) 874 0474

In 2018, Downstream Services, Inc. (DSI) was selected by the Sacramento County to fulfil a 1-year Services Contract for the Sacramento County Airport. We are operating in Year 1 and have already received contract Year 2 extension so that we are able to schedule the cleaning of the 5 onsite units. Our company is ideally suited for this high-profile project as it emphasizes attention to detail, safety and cleanliness of equipment and appearance of personnel. The work consists of inspection and as needed cleaning of (3)

CITY OF CALABASAS RFP CLEAN-OUT OF CDS UNITS & STORM DRAIN BMPS



Downstream Services, Inc.  
2855 Progress Place, Escondido, CA 92029  
(760) 746-2544  
[www.downstreamservices.com](http://www.downstreamservices.com)

Contech Cartridge Units with a total of 336 cartridges and (2) Jenson Separator Systems services on a quarterly basis. DSI developed a detailed work plan and through training and badging and back ground checks (TSA) are authorized to access this intensely secure facility.

3. NAVFAC-SW Marine Corps Base Camp Pendleton (MCBCP), CA  
MCBCP Sewer Assessment, Contract 2011 to Present

Prime Contractor: KMEA | MMEC Group | AMEC  
Sub-Contractor: Downstream Services, Inc.  
Prateek Harne  
Phone: (858) 514-6477  
Email: [Prateek.Harne@amec.com](mailto:Prateek.Harne@amec.com)

Downstream Services [DSI] is conducting hydro-jetting and cleaning of approximately 320,000 linear feet and CCTV condition assessment of approximately 220,000 linear feet of sewer lines at MCB Camp Pendleton. (DSI) has been responsible for cleaning the designated sewer lines no more than one week prior to the scheduled CCTV inspection. Our crews continue to identify and prioritize the necessary repairs and structural deficiencies, adhering to the Commanding Officer's Readiness Reporting System (CORRS) point value system.

See attached details regarding total footages completed and project values.

4. We have attached some additional reference projects listing City and private firms that [DSI] has successfully completed (2014-2019 Various Storm Water Projects).



March 19, 2019

City of Calabasas  
RFP Clean-Out of CDS Units & Storm Drain BMPs

**STATEMENT OF INSURANCE:**

During the term of this agreement, Downstream Services, shall carry, maintain and keep in full force and effect insurance against claims of death or injuries to persons or damages to property that may arise from or in connection with our performance of this agreement. Such insurance shall meet the requirements outlined in the City's standard Professional Services Agreement.

Please find attached a sample certificate of insurance showing adequate levels of coverage.

A handwritten signature in blue ink, appearing to read "WR", is written over a horizontal line.

Wilma Roberts, President

www.downstreamservices.com  
Corporate Office 2855 Progress Place, Escondido, CA 92029, Ph 760 746 2544, Ph 800 262 0999, Fax 760 746 2667

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Initials: (City) \_\_\_\_\_ (Contractor) WR





**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE:** APRIL 1, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** DR. GARY LYSIK, CITY MANAGER

**BY:** JOHN R. BINGHAM, ADMINISTRATIVE SERVICES MANAGER

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2019-1622 AMENDING  
RESOLUTION NO. 2018-1596, APPROVING THE POSITION AND  
SALARY OF A FULL-TIME MANAGEMENT ANALYST

**MEETING DATE:** APRIL 10, 2019

---

**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve Resolution No. 2019-1622 amending Resolution No. 2018-1596, approving the position of a Full-Time Management Analyst to work for the City Manager.

**BACKGROUND:**

The City Manager is desirous of having administrative assistance with various projects that do not fall under the auspices of the existing Departments with the City's organizational structure. The Management Analyst would perform a variety of assignments involving the delivery of administrative research, analysis and assistance in planning, organizing and budgeting for municipal services.

**DISCUSSION/ANALYSIS:**

Under the general direction of the City Manager, the Management Analyst position would assist management with all service activities by performing a variety of complex, professional and technical work with an emphasis on city management



services. This generalist would conduct surveys and perform research and statistical analyses on administrative, fiscal and/or operational problems and present recommendations to senior managers along with other related duties as assigned by the City Manager.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funding for the Management Analyst would come from the General fund and would be set at the P116 level bi-weekly/step schedule: \$2,425 – 3,028. It would initially be offset by savings from the vacancy of the Chief Financial Officer position and reduction of the Media and Information Services Director position.

**REQUESTED ACTION:**

It is requested that the City Council approve and adopt Resolution No. 2019-1622, amending Resolution No. 2018-1596, approving the position of a Full-Time Management Analyst in the City Manager's Department.

**Attachment:** Resolution No. 2019-1622

**ITEM 4 ATTACHMENT  
RESOLUTION NO. 2019-1622**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING RESOLUTION NO. 2018-1596 BY APPROVING THE POSITION AND SALARY RANGE OF A FULL-TIME MANAGEMENT ANALYST**

**WHEREAS**, the City Council desires to retain and attract qualified and high caliber individuals; and

**WHEREAS**, this Resolution No. 2019-1622 is adopted in order to amend Resolution No. 2018-1596, the existing resolution in place for employee salary ranges, by approving the position and salary range of a Full-Time Management Analyst.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALABASAS, AS FOLLOWS:**

**SECTION 1.** Resolution No. 2018-1596 is hereby amended by approving the position and salary range of a Full-Time Management Analyst:

**PERMANENT FULL TIME EMPLOYEES**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Management Analyst	P116	Ø 1

**SECTION 2.** All other provisions of Resolution No. 2018-1596 shall continue in full force and effect.

**SECTION 3.** To the extent the provisions of Resolution No. 2018-1596, as amended by this Resolution No. 2019-1622, are substantially the same as any other resolution or action of the City Council, the provisions of Resolution No. 2018-1597 as amended hereby, shall be construed as continuations of these other enactments, and not as new enactments.

**SECTION 4.** 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 10<sup>th</sup> day of April 2019.

---

David J. Shapiro, Mayor

ATTEST:

---

Maricela Hernandez, MMC, CPMC  
City Clerk

APPROVED AS TO FORM:

---

Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE:** APRIL 2, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** RON AHLERS, CHIEF FINANCIAL OFFICER 

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2019-1623 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

**MEETING DATE:** APRIL 10, 2019

---

**SUMMARY RECOMMENDATION:**

The State of California Local Agency Investment Fund (LAIF) requires that the City submit an updated list of the City staff authorized to deposit and withdraw money into and out of the State Investment Pool. The City Council is asked to adopt a resolution in the format required by LAIF authorizing the City Manager, Chief Financial Officer and City Clerk to act on behalf of the City.

**BACKGROUND:**

LAIF is a State investment pool administered by the State Treasurer. Local government agencies can participate in the pool up to \$50 million. LAIF invests in U.S. Treasury Bills, governmental agencies, and other allowable investment vehicles. LAIF is highly liquid, as the City can withdraw the entire balance in any given day.

California Government Code (GC) section 16429.3 protect the City's money from seizure, impoundment, loan or transfer by the State. If the State fails to adopt a budget GC 16429.4 protects the rights of the City to withdraw funds upon demand.

**DISCUSSION/ANALYSIS:**

The City's last authorization with LAIF occurred in December 2003. An updated version is required to recognize the City Manager as Dr. Gary Lysik, the Chief Financial Officer as Ron Ahlers and the City Clerk as Maricela Hernandez.

**FISCAL IMPACT/SOURCE OF FUNDING:**

None

**REQUESTED ACTION:**

Adopt a resolution authorizing the City Manager, Chief Financial Officer and City Clerk to deposit and withdraw monies in LAIF.

**ATTACHMENTS:** Resolution No. 2019-1623

ITEM 5 ATTACHMENT  
RESOLUTION NO. 2019-1623

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, AUTHORIZING INVESTMENT  
OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the City Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City of Calabasas; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALABASAS AS FOLLOWS:**

SECTION 1. The City Council of the City of Calabasas hereby authorizes the deposit and withdrawal of City monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

SECTION 2. The following City officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Gary J Lysik, City Manager \_\_\_\_\_

Ron Ahlers, Chief Financial Officer \_\_\_\_\_

Maricela Hernandez, City Clerk \_\_\_\_\_

SECTION 3. This resolution rescinds Resolution No. 2003-857

SECTION 4. This resolution shall remain in full force and effect until rescinded by City Council by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

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 10<sup>th</sup> day of April, 2019.

---

David J. Shapiro, Mayor

ATTEST:

---

Maricela Hernandez, MMC, CPMC  
City Clerk

APPROVED AS TO FORM:

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Scott H. Howard, City Attorney  
Colantuono, Highsmith & Whatley, PC  
City Attorney





**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

---

**DATE:** APRIL 1, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MAUREEN TAMURI AIA, AICP   
COMMUNITY DEVELOPMENT DIRECTOR  
MICHAEL KLEIN, SENIOR PLANNER 

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2019-1621, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, UPDATING THE CITYWIDE FEE SCHEDULE TO ESTABLISH FEES FOR SMALL WIRELESS TRANSMISSION FACILITY PERMITS FOR THE PLANNING DIVISION

**MEETING**

**DATE:** APRIL 10, 2019

---

**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2019-1621, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide fee schedule to establish fees for small wireless transmission facility permits for the Planning Division.

**BACKGROUND:**

On March 13, 2019, the City Council adopted Ordinance No. 2019-375 amending Calabasas Municipal Code, Section 17.12.050, related to Antennas/Personal Wireless Telecommunications Facilities, to add provisions creating a separate application and approval process for small wireless facility permit applications required by the FCC's Declaratory Ruling and Report and Order (FCC 18-133) adopting 47 C.F.R. Section 1.6001 et seq. Staff is now asking for Council



approval of Resolution No. 2019-1621, which will establish fees to process these applications.

## **DISCUSSION**

The new FCC order requires fees to be (1) a reasonable approximation of costs, (2) that the costs themselves are reasonable, and (3) are non-discriminatory” (FCC 18-133, page 43). According to the FCC, a “reasonable” fee for a single upfront application that can cover up to five small wireless sites that are collocated on existing structures (i.e. an existing utility or street light pole), is capped at \$500, with the fee for each additional small wireless location thereafter to be no more than \$100. A “reasonable” fee for a single upfront application that can cover up to five small wireless sites that are to be located on a new structure (i.e. a new utility pole), is capped at \$1,000, with the fee for each additional small cell location thereafter to be no more than \$100. The FCC guidelines also stipulate the recurring fees, such as annual renewal fees, should not exceed \$270 per year per site. Furthermore, such fees should include all City related fees, such as the issuance of an encroachment permit and/or building and safety permits. While Resolution No. 2019-1621 only updates that Planning fee schedule, applicants will be required to obtain necessary permits from Public Works (\$80-\$800) and Building and Safety (\$25-\$1,000), and pay applicable fees.

Attachment B to this report is staff’s assessment of the actual Planning Department costs to process a small wireless telecommunication facility permit in accordance with the adopted ordinance. Staff’s analysis is that the \$500 and \$1,000 caps for collocated and new cell infrastructure will not cover the City’s staffing costs to process a small wireless telecommunication facility permit. Following the process requirements established by Ordinance 2019-375, staff has determined that the FCC fees should cover approximately 80% of the Planning Department’s costs to process each application. However, staff’s assessment does not cover the additional policy related tasks, imposed by Council, that is currently involved in processing Wireless Telecommunication Facility permits or Minor Modification permits. Such policy related tasks include:

- a) Application posting on the City’s website;
- b) Use of a specialty RF consultant for application reviews; and
- c) CTC attendance and reporting.

The above policy related tasks would add approximately \$3,000 of additional City cost to process each small wireless facility application, and that additional cost would not be recovered using the FCC fee structure. Because the above policy related tasks would add additional staff cost to an already limited cost recovery process, staff recommends that the Council adopt Resolution No. 2019-1621,

establishing the fees for a small wireless telecommunication facility permit consistent with the FCC rules, and based on the tasks of the time and motion study for the recommended fees in Attachment B. As a result, staff is recommending the following fees for Planning review:

Fee Type	Fee
Small Wireless Facility Permit on an existing structure	\$500 + \$100 for each additional facility in a batch
Small Wireless Facility Permit on a new structure	\$1,000 + \$100 for each additional facility in a batch
Small Wireless Facility Permit compliance (required for each site)	\$270 annually
Public Notification Service Fee (required for each site, unless public notification documents are submitted)	\$168 + \$0.60 for each property within 300 ft
Scanning and Archiving Fee (required for each site)	\$79.60

**FISCAL IMPACT/SOURCE OF FUNDING:**

During the introduction of the ordinance at the Council Meeting of February 27, 2019, the City’s RF Consultant spoke to the anticipated high volume of applications once the FCC requirement for aesthetic standards to be posted online go into effect on April 14, 2019. As such, not only would the City not recover staffing time, but would need to hire additional planning personnel to manage application processing within the required accelerated FCC timeframes. Assuming that scenario, an additional part time Planning Aide would cost approximately \$15,000 per year.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2019-1621, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide fee schedule to establish fees for small wireless transmission facility permits for the Planning Division.

**ATTACHMENTS:**

- Attachment A - Resolution No. 2019-1621
- Attachment B - Small Wireless Transmission Facility Permit - Fee study
- Attachment C - Updated Citywide Fee Schedule (highlighted changes only)

**ITEM 6 ATTACHMENT A  
RESOLUTION NO. 2019-1621**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF CALABASAS, CALIFORNIA UPDATING THE  
PLANNING DIVISION FEE SCHEDULE TO ESTABLISH  
A FEE FOR SMALL WIRELESS TRANSMISSION FACILITY CELL SITES**

**WHEREAS**, Section 17.60.040 of the Municipal Code authorizes the City Council to establish a schedule of fees for permits, amendments and other matters pertaining to the Development Code; and

**WHEREAS**, recent amendments to the Development Code enacted under Resolution No. 2019 - 375 created a separate application and approval process for small wireless facility permit applications for which no application fees yet exist; and

WHEREAS, a fee study was prepared to determine the cost of processing small wireless facility permit applications and was presented to the City Council as an attachment to the Staff report for this item; and

**WHEREAS**, on March 27, 2019, the City Council held a full and fair Public Hearing pursuant to Section 66016 of the Government Code regarding the establishment of such application fees; and

**WHEREAS**, the City Council desires to establish a small wireless facility permit applications fee, and update the Planning Division Fee Schedule to reflect this fee.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALABASAS THAT:**

A. The application fee for projects requiring a small wireless facility permit application for a facility, or batch of facilities, located on existing structures (collocated) as set forth in this Resolution is hereby established to be:

1. \$500 + \$100 for each additional facility in a batch application

B. The application fee for projects requiring a small wireless facility permit application for a facility or batch of facilities located on new structures as set forth in this Resolution is hereby established to be:

1. \$1,000 + \$100 for each additional facility in a batch application

C. An annual fee for permit compliance checks on each small wireless facility approved and constructed as set forth in this Resolution is hereby established to be:

1. \$270 annually for each site

E. The City Clerk is directed to add this fee to the Planning Division Fee Schedule.

F. The City Council determines that the amounts of the fee set forth in this Resolution does not exceed the costs of the services for which they are charged.

G. The fees established by this Resolution shall take effect on the day following the adoption of this Resolution.

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 10th day of April, 2019.

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David J. Shapiro, Mayor

ATTEST:

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Maricela Hernandez, MMC, CPMC  
City Clerk

APPROVED AS TO FORM:

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Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney

**Existing Structure Fee Determination**  
Cost Analysis Worksheet - Recommended Fee

**Item 6 Attachment B**

User Fee Description	Fund	Account	Agency / Department	
Wireless Facility Small Cell Site Permit for Co-located sites			Planning	27-Mar-19

**Description of Service, Demand, Subsidy and Other Comments:**

The activities to process a wireless transmission facility small cell site is outlined in Resolution No. 2019-1621 Staff report to the Council on April 10, 2019.

**Personnel Costs**

Position	Rates*			Agency / Dept. Overhead	Total Burdened Labor Cost / Hr	Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Labor and Fringe Costs				
<b>Community Development Department</b>							
Community Development Director	\$ 62.16	43.46%	\$89.17	0.00%	\$89.17		\$0.00
City Planner	\$ 46.32	43.46%	\$66.45	0.00%	\$66.45		\$0.00
Senior Planner	\$ 50.78	43.46%	\$72.85	0.00%	\$72.85	5.00	\$364.24
Planner	\$ 38.87	43.46%	\$55.76	0.00%	\$55.76		\$0.00
Associate Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31		\$0.00
Planning Assistant	\$ 28.92	43.46%	\$41.49	0.00%	\$41.49		\$0.00
Executive Assistant - Planning	\$ 34.61	43.46%	\$49.65	0.00%	\$49.65	0.50	\$24.83
<b>Public Works Department</b>							
Public Works Director / City Engineer	\$ 58.56	43.46%	\$84.01	0.00%	\$84.01		\$0.00
Associate Engineer	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Associate Engineer - Transportation	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Senior Inspector	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Associate Transportation Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31		\$0.00
<b>Total Burdened Personnel Costs per Unit of Service</b>							<b>\$389.07</b>
<b>Other Departments</b>							
City Attorney	\$ 210.00	0.00%	\$210.00	0.00%	\$210.00	0.50	\$105.00
Senior Media Specialist	\$ 34.80	43.46%	\$49.92	0.00%	\$49.92		\$0.00
City Clerk	\$ 100.00	43.46%	\$58.73	0.00%	\$58.73		\$0.00
<b>Total Burdened Consultant Costs per Unit of Service</b>							<b>\$105.00</b>

**Other Direct Costs**

Description	Cost Each	Quantity Required	Unit Cost
RF Consultant review	\$0	0	\$0.00
300 radius mailing	direct costs		direct costs
Each Additional site beyond 1			\$100.00
<b>Total Other Costs per Unit of Service</b>			<b>\$100.00</b>

Total Service Direct Costs \$594.07 per site

**Recommended Fee** **\$500.00**

**Each additional site beyond 1** **\$100**

Task	Est Time (hr)
Application intake	0.5
DRC review	1
Field visit	0.5
Review of application and development of notice of incompleteness	1
Review of re-submittal and notice of application completeness	0.5
Preparation/ mailing of notices to properties within 300 ft	1
Review of building/public works submittal for permit issuance	0.5
Site visit for final	0.5
<b>total hours</b>	<b>5.5</b>

## New Structure User Fee Determination

### Cost Analysis Worksheet - Recommended Fee

User Fee Description	Fund	Account	Agency / Department	Date
Wireless Transmission Facility Small Cell Site Permit for New Structures			Planning	27-Mar-19

**Description of Service, Demand, Subsidy and Other Comments:**

The activities to process a wireless transmission facility small cell site is outlined in Resolution No. 2019-1621 Staff report to the Council on April 10, 2019.

**Personnel Costs**

Position	Rates*				Agency / Dept. Overhead	Total Burdened Labor Cost / Hr	Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Labor and Fringe Costs					
<b>Community Development Department</b>								
Community Development Director	\$ 62.16	43.46%	\$89.17	0.00%	\$89.17			\$0.00
City Planner	\$ 46.32	43.46%	\$66.45	0.00%	\$66.45			\$0.00
Senior Planner	\$ 50.78	43.46%	\$72.85	0.00%	\$72.85	8.00		\$582.79
Planner	\$ 38.87	43.46%	\$55.76	0.00%	\$55.76			\$0.00
Associate Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31			\$0.00
Planning Assistant	\$ 28.92	43.46%	\$41.49	0.00%	\$41.49			\$0.00
Executive Assistant - Planning	\$ 34.61	43.46%	\$49.65	0.00%	\$49.65	1.00		\$49.65
<b>Public Works Department</b>								
Public Works Director / City Engineer	\$ 58.56	43.46%	\$84.01	0.00%	\$84.01			\$0.00
Associate Engineer	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57			\$0.00
Associate Engineer - Transportation	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57			\$0.00
Senior Inspector	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57			\$0.00
Associate Transportation Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31			\$0.00
<b>Total Burdened Personnel Costs per Unit of Service</b>								<b>\$632.44</b>

**Other Departments**

City Attorney	\$ 210.00	0.00%	\$210.00	0.00%	\$210.00	0.50	\$105.00	
Senior Media Specialist	\$ 34.80	43.46%	\$49.92	0.00%	\$49.92	0.00	\$0.00	
City Clerk	\$ 100.00	43.46%	\$58.73	0.00%	\$58.73		\$0.00	
<b>Total Burdened Consultant Costs per Unit of Service</b>								<b>\$105.00</b>

**Other Direct Costs**

Description	Cost Each	Quantity Required	Unit Cost
RF consultant review		500	\$500.00
300 radius mailing	direct costs		direct costs
Each additional site beyond 1			\$100.00
<b>Total Other Costs per Unit of Service</b>			<b>\$600.00</b>

Total Service Direct Costs           \$1,337.44 per site

**Recommended Fee**                           \$1,000.00

**Each additional site beyond 1**                           \$100

Task	Est Time (hr)
Application intake	1
DRC review	1.5
Field visit	1
Review of application and development of notice of incompleteness	1.5
Review of re-submittal and notice of application completeness	1.5
Preparation/ mailing of notices to properties within 300 ft	1
Review of building/public works submittal for permit issuance	1
Site visit for final	1
<b>total hours</b>	<b>9.5</b>

## Existing Structure Fee Determination

### Cost Analysis Worksheet - Alternate Fee

User Fee Description	Fund	Account	Agency / Department	Date
Wireless Facility Small Cell Site Permit for Co-located sites			Planning	27-Mar-19

**Description of Service, Demand, Subsidy and Other Comments:**

The activities to process a wireless transmission facility small cell site is outlined in Resolution No. 2019-1621 Staff report to the Council on April 10, 2019.

**Personnel Costs**

Position	Rates*				Total Burdened Labor Cost / Hr	Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Labor and Fringe Costs	Agency / Dept. Overhead			
<b>Community Development Department</b>							
Community Development Director	\$ 62.16	43.46%	\$89.17	0.00%	\$89.17		\$0.00
City Planner	\$ 46.32	43.46%	\$66.45	0.00%	\$66.45		\$0.00
Senior Planner	\$ 50.78	43.46%	\$72.85	0.00%	\$72.85	14.00	\$1,019.89
Planner	\$ 38.87	43.46%	\$55.76	0.00%	\$55.76		\$0.00
Associate Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31		\$0.00
Planning Assistant	\$ 28.92	43.46%	\$41.49	0.00%	\$41.49		\$0.00
Executive Assistant - Planning	\$ 34.61	43.46%	\$49.65	0.00%	\$49.65	0.50	\$24.83
<b>Public Works Department</b>							
Public Works Director / City Engineer	\$ 58.56	43.46%	\$84.01	0.00%	\$84.01		\$0.00
Associate Engineer	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Associate Engineer - Transportation	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Senior Inspector	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Associate Transportation Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31		\$0.00
<b>Total Burdened Personnel Costs per Unit of Service</b>							<b>\$1,044.71</b>

**Other Departments**

City Attorney	\$ 210.00	0.00%	\$210.00	0.00%	\$210.00	0.50	\$105.00
Senior Media Specialist	\$ 34.80	43.46%	\$49.92	0.00%	\$49.92	3.00	\$149.77
City Clerk	\$ 100.00	43.46%	\$58.73	0.00%	\$58.73		\$0.00
<b>Total Burdened Consultant Costs per Unit of Service</b>							<b>\$254.77</b>

**Other Direct Costs**

Description	Cost Each	Quantity Required	Unit Cost
RF Consultant review	\$2,000	1	\$2,000.00
300 radius mailing	direct costs		direct costs
Each Additional site beyond 1			\$100.00
<b>Total Other Costs per Unit of Service</b>			<b>\$2,100.00</b>

Task	Est Time (hr)		
Application intake	0.5		
Posting Application to City Website	2		
Distribution to RF Consultant	1		
DRC review	1		
DR C meeting attendance	1		
Field visit	0.5		
Review of application and development of notice of incompleteness	1		
Review of re-submittal and notice of application completeness	0.5		
Project page update on City Website	2		
Coordination with RF Consultant for final review	2		
Preparation/mailling of notices to properties withn 300 ft	1		
Report to CTC	3		
Review of building/public works submittal for permit issuance	0.5		
Site visit for final	0.5		
Post construction monitoring	1		
<b>total hours</b>	<b>17.5</b>		
		<b>Total Service Direct Costs</b>	<b>\$3,399.48</b>
		<b>Recommended Fee</b>	<b>\$1400 + Consultant Cost plus</b>
		<b>Each additional site beyond 1</b>	<b>\$1,000</b>

# New Structure User Fee Determination

## Cost Analysis Worksheet - Alternate Fee

User Fee Description	Fund	Account	Agency / Department	Date
Wireless Transmission Facility Small Cell Site Permit for New Structures			Planning	27-Mar-19

**Description of Service, Demand, Subsidy and Other Comments:**

The activities to process a wireless transmission facility small cell site is outlined in Resolution No. 2019-1621 Staff report to the Council on April 10, 2019.

**Personnel Costs**

Position	Rates*					Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Labor and Fringe Costs	Agency / Dept. Overhead	Total Burdened Labor Cost / Hr		
<b>Community Development Department</b>							
Community Development Director	\$ 62.16	43.46%	\$89.17	0.00%	\$89.17		\$0.00
City Planner	\$ 46.32	43.46%	\$66.45	0.00%	\$66.45		\$0.00
Senior Planner	\$ 50.78	43.46%	\$72.85	0.00%	\$72.85	22.00	\$1,602.68
Planner	\$ 38.87	43.46%	\$55.76	0.00%	\$55.76		\$0.00
Associate Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31		\$0.00
Planning Assistant	\$ 28.92	43.46%	\$41.49	0.00%	\$41.49		\$0.00
Executive Assistant - Planning	\$ 34.61	43.46%	\$49.65	0.00%	\$49.65	1.00	\$49.65
<b>Public Works Department</b>							
Public Works Director / City Engineer	\$ 58.56	43.46%	\$84.01	0.00%	\$84.01		\$0.00
Associate Engineer	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Associate Engineer - Transportation	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Senior Inspector	\$ 30.37	43.46%	\$43.57	0.00%	\$43.57		\$0.00
Associate Transportation Planner	\$ 35.07	43.46%	\$50.31	0.00%	\$50.31		\$0.00
<b>Total Burdened Personnel Costs per Unit of Service</b>							<b>\$1,652.33</b>

**Other Departments**

City Attorney	\$ 210.00	0.00%	\$210.00	0.00%	\$210.00	0.50	\$105.00
Senior Media Specialist	\$ 34.80	43.46%	\$49.92	0.00%	\$49.92	4.00	\$199.70
City Clerk	\$ 100.00	43.46%	\$58.73	0.00%	\$58.73		\$0.00
<b>Total Burdened Consultant Costs per Unit of Service</b>							<b>\$304.70</b>

**Other Direct Costs**

Description	Cost Each	Quantity Required	Unit Cost
RF consultant review	2,000	1	\$2,000.00
300 radius mailing	direct costs		direct costs
Each additional site beyond 1			\$100.00
<b>Total Other Costs per Unit of Service</b>			<b>\$2,100.00</b>

Task	Est Time (hr)
Application intake	1
Posting Application to City Website	2
Distribution to RF Consultant	1
DRC review	1.5
DR C meeting attendance	1
Field visit	1
Review of application and development of notice of incompleteness	2
Review of re-submittal and notice of application completeness	1.5
Project page update on City Website	2
Coordination with RF Consultant for final review	3
Preparation/ mailing of notices to properties within 300 ft	1
Report to CTC	3
Review of building/public works submittal for permit issuance	1
Site visit for final	1
Post construction monitoring	1
<b>total hours</b>	<b>23</b>

Total Service Direct Costs \$4,057.03 per site

**Recommended Fee** \$2,000 + Consultant Cost plu

**Each additional site beyond 1** \$2,000



## PUBLIC WORKS FEE SCHEDULE

		----- FY 2019 UPDATE -----	
1. PUBLIC WORKS		2.79%	COLA
1.1 Mapping and Related Document Fees			
1.1.1 Tract and Parcel Maps			
1.1.1.1 Tact and Parcel Maps	\$	3,645.00 +	\$ 36.70 per lot
1.1.1.2 Each map check after 3rd submittal	\$	429.00	
1.1.2 Deferred Monuments - Review	\$	545.00	
1.1.3 Certificate of Correction - Document Analysis, Clearance, and Processing	\$	545.00	
1.1.4 Certificate of Compliance			
1.1.4.1 Document analysis, clearance, and processing	\$	607.00	
1.1.4.2 Verification of Compliance with Conditions of Approval or Certificate of Compliance	\$	482.00	
1.1.5 Lot Line Adjustment - Document analysis, verification of compliance	\$	1,581.00 +	\$ 181.20 per parcel
1.1.6 Grant of Waiver - Document analysis, verification of compliance	\$	1,581.00 +	\$ 181.20 per parcel
1.1.7 Miscellaneous documents - Document analysis, clearance and processing	\$	848.00	
1.2 Improvement Processing Base Deposits			
1.2.1 Plan Check	\$	765.00 +	7.5% of the first \$50,000 of the cost of the improvement
1.2.2 Plan check and Inspection Services			Actual cost plus 15%
1.2.3 Permit Issuance Fee	\$	57.60	
1.2.4 Application Processing Fee			Actual cost of application processing
1.3 Traffic Plans and Studies			
1.3.1 Traffic Plans and Studies			
1.3.1.1 Traffic study review	\$	848.00 +	\$209.50 per intersection
1.3.1.2 Signal plan check	\$	1,581.00	
1.3.1.3 Signing and striping plan check	\$	1,058.00	
1.3.1.4 Major traffic control plan review	\$	524.00	
1.3.2 Inspections	\$	765.00 +	7.5% of the first \$50,000 of the cost of the improvement
			+ 6.1% of the next \$100,000 of the cost of the improvement
			+ 4.5% thereafter of the estimated cost of the improvement
1.3.3 Time Extension of Agreement	\$	1,058.00	
1.3.4 Deferred Construction Agreement Fee	\$	1,058.00	
1.3.5 Guarantee Period			Actual cost plus a \$1,000 deposit.
1.4 Encroachment Permits			
1.4.1 Issuance Fee	\$	31.50	plus \$500.00 deposit for Engineering Review
1.4.2 Permit / Inspection Fee			
1.4.2.1 Construction of curb, gutter, or sidewalk (<= 100 linear feet)	\$	52.30	
1.4.2.2 Construction of curb, gutter, or sidewalk (> 100 linear feet)	\$	52.30 +	\$ 0.52 per linear foot over 100 linear feet.
1.4.2.3 Construction of residential driveway	\$	52.30	each opening
1.4.2.4 Construction of commercial driveway	\$	136.00	each opening
1.4.2.5 Asphalt or concrete highway paving (<=100 sq. ft.)	\$	79.60	
1.4.2.6 Asphalt or concrete highway paving (>100 sq. ft.)	\$	79.60 +	\$ 0.78 per sq. ft. over 100 sq. ft.
1.4.2.7 Use of City Right-of-Way	\$	52.30	
1.4.2.8 Use of City Right-of-Way (annual blanket permit)	\$	189.00	
1.4.2.9 Use of City Right-of-Way (each occurrence under blanket permit)	\$	26.20	
1.4.2.10 Major tree trimming, tree removal, stump removal	\$	52.30	
1.4.2.11 Major tree trimming, tree removal, stump removal (annual blanket permit)	\$	189.00	

## PUBLIC WORKS FEE SCHEDULE

		----- FY 2019 UPDATE -----	
1.4.2.12	Major tree trimming, tree removal, stump removal (each occurrence under blanket permit)	\$ 26.20	
1.4.2.13	Approved landscaping	\$ 52.30	
1.4.2.14	Surveying and traffic counting	\$ 105.00	per year
1.4.2.15	Placement / relocation of power or telephone poles (annual blanket permit)	\$ 189.00	per year
1.4.2.16	Placement / relocation of power or telephone poles (each occurrence under blanket permit)	\$ 26.20	
1.5	Excavation Permits		
1.5.1	Issuance Fee	\$ 31.50	+ \$ 500.00 deposit for an engineering review.
1.5.2	Permit / Inspection Fee		
1.5.2.1	Excavations (<= 100 linear feet)	\$ 136.00	
1.5.2.2	Excavations (101 to 1,000 linear feet)	\$ 189.00	
1.5.2.3	Excavations (1,001 to 3,000 linear feet)	\$ 241.00	
1.5.2.4	Excavations (3,001 to 5,000 linear feet)	\$ 346.00	
1.5.2.5	Excavations (>5,000 linear feet)	\$ 346.00	+ \$ 0.12 per linear foot over 5,000 linear feet.
1.5.2.6	Utility trenches not exceeding two feet in width (annual blanket permit)	\$ 189.00	
1.5.2.7	Utility trench (each occurrence under blanket permit)	\$ 26.20	
1.6	Moving Permits		
1.6.1	Issuance Fee	\$ 31.50	+ \$ 500.00 deposit for an engineering review.
1.6.2	Permit Fee	\$ 31.50	per vehicle, per trip
1.6.3	Annual Blanket Permit	\$ 105.00	per vehicle, per year
1.7	Extraordinary Inspection Costs and Charges for Labor and Materials		Actual cost
1.8	Permit Time Extension Fee	\$ 272.00	per extension
1.9	Reproduction Fee		
1.9.1	Photocopy of 11 x 17 or smaller, per page	\$ 0.25	No CPI
1.9.2	Photocopy of documents from microfilm, per page	\$ 0.25	No CPI
1.9.3	Photocopy (oversize documents or those requiring special processing)		Actual cost + 15%
1.9.4	Clerical costs, per hour	\$ 32.50	
1.9.5	Postage charges		Actual cost
1.9.6	Retrieval and return costs		Actual cost
1.9.7	Certified copies	\$ 1.00	
1.9.8	Scanning and archiving fee	\$ 26.20	
1.9.9	Bid Packet Fee		Actual cost of packet
1.10	Storm Water Protection		
1.10.1	Local Storm Water Pollution Prevention Plan	\$ 209.00	
1.10.2	State Storm Water Pollution Prevention Plan	\$ 524.00	
1.10.3	Standard Urban Storm Water Mitigation Plan	\$ 262.00	
1.11	Land Development Plan Check		
1.11.1	Hydrology		
1.11.1.1	Conceptual Design Review	\$ 848.00	
1.11.1.2	Final Design Review - SFR (up to 500 cubic yards)	\$ 555.00	
1.11.1.3	Final Design Review - SFR (over 500 cubic yards)	\$ 1,079.00	
1.11.2	Geology / Geotechnical		

# PUBLIC WORKS FEE SCHEDULE

		----- FY 2019 UPDATE -----		
1.11.2.1	Conceptual Design Review	\$	1,372.00	
1.11.2.2	Final Design Review - SFR	\$	1,822.00	
1.11.3	Grading Plan Review			
1.11.3.1	Conceptual Design Review	\$	1,581.00	
1.11.3.2	Final Design Review - SFR <= 500 cubic yards, rough grading	\$	1,079.00	
1.11.3.3	Final Design Review - SFR <= 500 cubic yards, precise grading & drainage	\$	2,241.00	
1.11.3.4	Final Design Review - SFR > 500 cubic yards, rough grading	\$	1,958.00	
1.11.3.5	Final Design Review - SFR > 500 cubic yards, precise grading & drainage	\$	2,430.00	
1.11.4	Other Plan Reviews			
1.11.4.1	On-site Septic Review	\$	2,241.00	
1.11.4.2	Segmented Gravity Retaining Wall	\$	1,079.00	
1	RESERVED			
1.13	Meeting, Change Orders, and As-Built Reviews			
1.13.1	Change Order reviews, as-built plan reviews, and meeting requested by applicant			Hourly fee rate plus 15%
1.14	Car Wash Permit			
1.14.1	Issuance Fee	\$	138.00	
1.14.2	Certificate Fee per Operating Unit	\$	57.60	
1.15	Perferential Parking Permit			
1.15.1	Issuance Fee	\$	78.50	per year
1.15.2	Permit Replacement Fee	\$	15.70	
1.16	Shuttle Pass			
1.16.1	Transit Pass	\$	123.00	
1.16.2	Pass Replacement Fee	\$	26.00	
1.16.3	Transit ticket	\$	1.00	
1.16.4	Transit Pass with Rebate	\$	58.00	
1.1	Summer Transit Pass	\$	77.00	
1.17	Geotechnical Exploratory Permit			
1.17.1	Issuance Fee	\$	52.30	
1.17.2	Application Processing Fee			Actual Cost of Application Processing
1.18	Miscellaneous Fee			
1.18.1	Roll-off Trash Collection fee	\$	529.00	
1.19	Grading Permit Fees			
1.19.1	Issuance fee	\$	57.60	
1.19.2	Fee			
1.19.2.1	Cubic yards (1 - 100)	\$	203.00	
1.19.2.2	Cubic yards (101 - 1,000)	\$	203.00 + \$ 102.70 /100 cubic yards in excess of 100 cubic yards	1,127.30
1.19.2.3	Cubic yards (1,001 - 10,000)	\$	1,127.30 + \$ 85.80 /1,000 cubic yards in excess of 1,000 cubic yards	1,899.50
1.19.2.4	Cubic yards (10,001 - 100,000)	\$	1,899.50 + \$ 54.50 /10,000 cubic yards in excess of 10,000 cubic yards	2,390.00
1.19.2.5	Cubic yards ( greater than 100,001)	\$	7,291.00 + \$ 137.20 /100,000 cubic yards in excess of 100,000 cubic yards	

# PLANNING FEE SCHEDULE

	<b>FY 2019 UPDATE</b>	
2.12. PLANNING FEES		
	2.79%	COLA
2.1 Environmental Fees		
2.1.1 Exempt Projects	\$ 419.00	
2.1.2 Negative Declaration	\$ 1,246.00	
2.1.3 Mitigated Negative Declaration	\$ 7,352.00	
2.1.4 Environmental Impact Report	\$ 9,374.00	
2.1.5 Environmental Consultants		Cost plus 15%
2.1.6 Oak Tree Mitigation fee		Calculated per the formula contained in the Oak
2.2 LA County/State Fish and Wildlife Environmental Filing Fees		Collected based on current State/County Schedu
2.3 Planning Application Fees		
2.3.1 Conditional Use Permit		
2.3.1.1 Single-family (1 unit)	\$ 1,812.00	
2.3.1.2 Other	\$ 3,624.00	
2.3.1.3 Amendment - Single family (1 unit)	\$ 827.00	
2.3.1.4 Amendment - Other	\$ 1,655.00	
2.3.2 Development Agreement	\$ 6,399.00	
2.3.3 Development Code Amendment	\$ 4,357.00	
2.3.4 Development Plan Review	\$ 8,431.00	
2.3.5 Oak Tree Permit		
2.3.5.1 Single-family (1 unit)	\$ 1,508.00	
2.3.5.2 Other	\$ 3,016.00	
2.3.6 General Plan Amendment	\$ 5,886.00	
2.3.7 Administrative Plan Review		
2.3.7.1 Single family (1 unit)	\$ 901.00	
2.3.7.2 Other	\$ 1,801.00	
2.3.8 Zone Change	\$ 4,043.00	
2.3.9 Zoning Clearances	\$ 157.00	

2.3.10 Site Plan Review			
2.3.10.1 Single-family (1 unit)	\$	1,885.00	
2.3.10.2 Other	\$	3,760.00	
2.3.11 Specific Plans	\$	12,463.00	
2.3.12 Variance			
2.3.12.1 Variance - Single-family (1 unit)	\$	1,194.00	
2.3.12.2 Variance - Other	\$	2,388.00	
2.3.12.3 Variance - more than 1 variance - Single-family (1 unit)	\$	429.00	
2.3.12.4 Variance - more than 1 variance - Other	\$	848.00	
2.3.13 Minor Use Permit			
2.3.13.1 Single-family (1 unit)	\$	1,110.00	
2.3.13.2 Other	\$	2,220.00	
2.3.14 Temporary Use Permit	\$	325.00	
2.3.15 Annexation / SOI Amendment	\$	13,050.00	+ LAFCO Fees
2.3.16 Sign Permit			
2.3.16.1 Temporary Banners	\$	58.70	
2.3.16.2 Other	\$	335.00	
2.3.17 Sign Program	\$	2,157.00	
2.3.18 Certificate of Appropriateness (Historic Properties Only)			
2.3.18.1 Single Family (1unit)	\$	534.00	
2.3.18.2 Other	\$	1,068.00	
2.3.19 Certificate of Economic Hardship			
2.3.19.1 Single Family (1 Unit)	\$	529.00	
2.3.19.2 Other	\$	940.00	
2.3.20 Home Occupation Permit			
2.3.20.1 Issuance Fee	\$	96.30	
2.3.20.2 Single Family (1 Unit)	\$	482.00	
2.3.20.3 Other	\$	965.00	
2.3.21 Street Vacation	\$	4,650.00	
2.3.22 Public Hearing Notification Service	\$	168.00	+ \$ 0.60 for each property within 500 feet
2.3.23 Scanning and Archiving Fee			
2.3.23.1 Permits requiring Public Hearings	\$	296.00	
2.3.23.2 Permits not requiring Public Hearings	\$	79.60	
2.3.23.3 Scanning costs			Invoiced Cost

2.3.24 Mills Act Contract Applications	\$	1,268.00	
2.3.25 Scenic Corridor Permit			
2.3.25.1 Single-Family (1 unit)	\$	398.00	
2.3.25.2 Other	\$	797.00	
2.3.26 Scenic Corridor Permit - Minor			
2.3.26.1 Single Family (1 unit)	\$	283.00	
2.3.26.2 Other	\$	567.00	
2.3.27 Community Development Forum Fee	\$	500.00	
2.3.28 Pre-Application Fee	\$	1,000.76	
2.4 Subdivision Fees			
2.4.1 Tentative Parcel Map	\$	5,184.00	
2.4.2 Tentative Tract Map	\$	6,378.00	
2.4.3 Tract or Parcel Map Revision	\$	3,205.00	
2.5 Lot Line Adjustment	\$	1,566.00	+ \$ 181.00 per parcel
2.6 Wireless Transmission Facility			
2.6.1 RF Consultant			Cost + 15%
2.6.2 Wireless Facility minor modification permit fee	\$	2,042.00	
2.6.3 Wireless Facility Permit	\$	3,624.00	
2.6.4 Small Wireless Facility Permit			
2.6.4.1 Collocated on an existing structure	\$	500.00	+ \$100 for each additional facility in a batch
2.6.4.2 New structure	\$	1,000.00	+ \$100 for each additional facility in a batch
2.6.4.3 Annual Permit Compliance	\$	270.00	annually
2.7 Other/Miscellaneous			
2.7.1 Permit Extention Fee	\$	254.00	
2.7.2 Affordable Housing Mitigation Fee			
2.7.2.1 In-leiu Fee per new multi-family apartment housing unit	\$	17,713.00	
2.7.2.2 In-leiu Fee per new townhome/condominium housing unit	\$	44,947.00	
2.7.2.3 In-leiu Fee per new single-family housing unit	\$	62,500.00	
2.7.2.4 Commercial Affordable Housing Impact fee for retail uses, per square foot	\$	1.80	
2.7.2.5 Commercial Affordable housing Impact Fee for office and research/development uses, per square foot	\$	3.00	

# BUILDING & SAFETY FEE SCHEDULE

|----- FY 2019 UPDATE -----|

## 3. BUILDING PERMIT FEES

	2.79%	COLA				
3.1 Issuance Fee						
3.1.1 Valuation \$0 to \$700	\$		54.50			
3.1.2 Valuation \$700.01 to \$1,000	\$		81.70			
3.1.3 Valuation \$1,000.01 to \$25,000	\$		81.70	+ (Valuation - \$1,000) / 1,000 x	\$ 21.00	585.70
3.1.4 Valuation \$25,000.01 to \$50,000	\$		585.70	+ (Valuation - \$25,000) / 1,000 x	\$ 16.40	995.70
3.1.5 Valuation \$50,000.01 to \$100,000	\$		995.70	+ (Valuation - \$50,000) / 1,000 x	\$ 12.10	1,600.70
3.1.6 Valuation \$100,000.01 and over	\$		1,600.70	+ (Valuation - \$100,000) / 1,000 x	\$ 8.00	

NOTE: Valuation shall be per the latest version of the County of Los Angeles Department of Public Works Building and Safety Division "BUILDING VALUATION GUIDE SHEET (DOLLARS PER SQUARE FOOT), "EXCELLENT" CATEGORY."

## 3.2 Plan Check Fees

3.2.1 Plan Check Fee (basic)						85% of the building permit fee, with a minimum of \$ 85.80
3.2.2 Energy plan check fee						10% of the building permit fee
3.2.3 Handicapped plan check fee						5% of the building permit fee
3.2.4 Standard plans	\$		157.00			Or plan check fees, whichever is greater

## 3.3 Strong Motion Fees

3.3.1 Strong Motion Fee						Charged at the current State adopted Fee Schedule
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## 3.4 Exceptions

3.4.1 Combined swimming pool permit						2 times the building permit fee
3.4.2 Combined building permit						1.6 times the building permit fee

## 3.5 Other Fees

3.5.1 Issuance fee for each inspection application receipt						
3.5.2 Site inspection not otherwise covered herein by a fee and which is regulated by a County Ordinance	\$		34.50			
3.5.3 Inspection of any use, occupancy, or change in use or occupancy - Group R or M occupancies	\$		524.00			
3.5.4 Inspection of any use, occupancy, or change in use or occupancy - Group R or M occupancies	\$		272.00			
3.5.4 Occupancy groups other than R or M						
3.5.4.1 Less than 5,000 square feet	\$		681.00			
3.5.4.2 Between 5,001 and 10,000 square feet	\$		817.00			
3.5.4.3 Between 10,001 and 100,000 square feet	\$		1,351.00			
3.5.4.4. Above 100,000 square feet	\$		2,053.00			
3.5.5 Inspection of the repair or rehabilitation of a building or structure declared substandard	\$		482.00			
3.5.6 Inspection of the demolition of a building	\$		209.00			
3.5.7 Inspection or reinspection of Group A, Division 4 structures (each)	\$		272.00			
3.5.8 Inspection of structures or devices regulated by Chapter 66 (first structure or device)	\$		209.00			
3.5.9 Inspection of structures or devices regulated by Chapter 66 (for each additional structure or device)	\$		32.50			
3.5.10 Application and investigation for relocation building permits as required by Chapter 68						
3.5.10.1 Less than 2,500 square feet	\$		545.00			
3.5.10.2 Greater than 2,500 square feet	\$		1,089.00			
3.5.11 Investigation and/or permit for trailer coaches required by Chapter 69	\$		204.00			
3.5.12 Inspections outside of normal business hours, per hour	\$		126.00			
3.5.13 Inspections for which no fee is specifically indicated, per hour	\$		126.00			
3.5.14 Search of office records and a single copy of a microfilmed permit (first search)	\$		126.00			

## BUILDING & SAFETY FEE SCHEDULE

		----- FY 2019 UPDATE -----
3.5.14.1 First search and copy	\$	27.20
3.5.14.2 For each additional search and copy	\$	3.40
3.5.15 Approval in concept review pursuant to the 1976 Coastal Act (Sec. 30,000 et. seq.)	\$	168.00
3.5.16 Processing geology or engineering reports submitted pursuant to Sec. 308, 309, or 7005		
3.5.16.1 Engineering geology report	\$	524.00
3.5.16.2 Geotechnical engineering report (Soils engineering report)	\$	524.00
3.5.16.3 Geotechnical report (Combination soils engineering and Engineering geology report)	\$	744.00
3.5.16.4 Geotechnical site review without reports	\$	524.00
3.5.17 Processing Coastal engineering reports	\$	482.00
3.5.18 Determining occupant load for purposes of parking requirements pursuant to Title 22	\$	136.00
3.5.19 Reproduction of microfilmed plans	\$	53.50
3.5.19.1 Each additional sheet to be reproduced	\$	1.30
3.5.20 Assignment of house numbers	\$	68.00
3.5.21 Additional plan review required by changes, additions, or revision of approved plans, per hour	\$	136.00
3.5.22 Additional review required beyond the initial and second check of plans or reports, per hour	\$	136.00
3.5.23 Issuance of Certificate of Occupancy	\$	136.00
3.5.24 Issuance of a Temporary Certificate of Occupancy	\$	189.00
3.5.25 Each extension of a Temporary Certificate of Occupance	\$	126.00
3.5.26 Special Inspection Examination		
3.5.26.1 Original	\$	304.00
3.5.26.2 with I.C.B.O. Certification	\$	189.00
3.5.26.3 Special Inspector Certificate renewal	\$	126.00
3.5.27 Written application for use of an alternate material or method of construction		
3.5.27.1 Total amount for review of less than two hours	\$	272.00
3.5.27.2 Hourly rate for review taking longer than two hours	\$	136.00
 3.7 Rehabilitation Processing Fee		
3.7.1 Investigation and processing	\$	408.00
3.7.2 Preparation of Job Specifics	\$	545.00
3.7.3 Board of Supervisors or City Council Approval	\$	278.00
3.7.4 Contract Performance Inspection	\$	220.00
3.7.5 Billing	\$	168.00
3.7.6 Record Special Assessment	\$	168.00
3.7.7 Filing of Special Assessment	\$	278.00
 3.8 Electrical Permit Fees		
3.8.1 Issuance Fee	\$	34.50
3.8.2 New residential buildings		
3.8.2.1 New, multi-family residential buildings having three or more living units, per sq. foot	\$	0.12
3.8.2.2 New, single- and two-family residential buildings, per sq. foot	\$	0.14
3.8.3 Private swimming pools		
3.8.3.1 New, private, residential, in-ground swimming pools for single or multi-family occupancies	\$	101.60
3.8.3.2 Other swimming pools, therapeutic whirlpools, spas, hot tubs, and alterations to existing pools	\$	68.00
3.8.4 Carnivals and Circuses		
3.8.4.1 Electric generator and electrically driven rides, each	\$	49.20



## BUILDING & SAFETY FEE SCHEDULE

		----- FY 2019 UPDATE -----
3.8.4.2 Mechanically driven rides and walk-through attractions having lighting, each	\$	21.00
3.8.4.3 System of area and booth lighting, each	\$	21.00
3.8.5 Temporary Power Service		
3.8.5.1 Temporary power pole or pedestal	\$	54.50
3.8.5.2 Temporary distribution system and temporary lighting and receptacle outlets	\$	27.20
3.8.6 Branch Circuit Fees		
3.8.6.1 For 15 or 20 ampere 120 volt lighting (1-10 branch circuits, each)	\$	22.00
3.8.6.2 For 15 or 20 ampere 120 volt lighting (11-40 branch circuits, each)	\$	17.80
3.8.6.3 For 15 or 20 ampere 120 volt lighting (more than 41 branch circuits each)	\$	16.80
3.8.6.4 For 15 or 20 ampere 208 volt to 277 volt lighting, each	\$	34.50
3.8.7 Receptacle, Switch, Lighting, or Other		
3.8.7.1 First 20, each	\$	2.60
3.8.7.2 Additional outlets, each	\$	2.10
3.8.8 Lighting Fixtures		
3.8.8.1 First 20, each	\$	2.60
3.8.8.2 Additional fixtures, each	\$	2.10
3.8.8.3 Pole or platform mounted lighting fixtures, each	\$	3.20
3.8.8.4 Theatrical-type lighting fixtures or assemblies, each	\$	3.20
3.8.9 Residential Appliances of Three Horsepower or Less	\$	13.60
3.8.10 Other Appliances of Three Horsepower or Less	\$	18.80
3.8.11 Power Apparatus		
3.8.11.1 Rating over 3 and not over 10, each	\$	25.20
3.8.11.2 Rating over 10 and not over 50, each	\$	57.60
3.8.11.3 Rating over 50 and not over 100, each	\$	110.00
3.8.11.4 Rating over 100, each	\$	178.00
3.8.12 Busways, each 100' or fraction thereof	\$	32.50
3.8.13 Signs, Outline Lighting, and Marquees		
3.8.13.1 Signs, outline lighting systems, or marquees from one branch circuit, each	\$	49.20
3.8.13.2 For each additional branch circuit, each	\$	16.20
3.8.14 Services, Switchboards, Switchboard Sections, Motor Control Centers, and Panelboards		
3.8.14.1 For 600 volts or less and over 399 amperes in rating, each	\$	49.20
3.8.14.2 For 600 volts or less or over 399 amperes to 1,000 amperes, each	\$	95.30
3.8.14.3 For 600 volts or over 1,000 amperes in rating, each	\$	204.00
3.8.15 Miscellaneous Apparatus, Conduits, and Conductors	\$	81.70
3.8.16 Other Inspections		
3.8.16.1 Extra inspection resulting from defective workmanship or materials, each	\$	40.80
3.8.16.2 Electrical equipment for which no fee is herein, first 1/2 hour	\$	69.10
3.8.16.3 Electrical equipment for which no fee is herein, each hours, or fraction thereof	\$	136.00
3.8.16.4 Single hazardous location larger than 2,000 square feet	\$	272.00
3.8.16.5 Investigation of alternate materials and methods. Initial filing fee	\$	272.00
3.8.16.6 Investigation of alternate materials and methods. Each hour in excess of two	\$	136.00
3.8.16.7 Investigation and review of test reports. 1-10 electrical items	\$	314.00
3.8.16.8 Investigation and review of test reports. 11-20 electrical items	\$	639.00
3.8.16.9 Investigation and review of test reports. 21-50 electrical items	\$	953.00
3.8.16.10 Investigation and review of test reports. 50 or more electrical items	\$	1,058.00

## BUILDING & SAFETY FEE SCHEDULE

		----- FY 2019 UPDATE -----
3.8.16.11 Investigation and review of test reports. High voltage, each	\$	639.00
3.8.17 Plan Check Fees		
3.8.17.1 General fee	\$	136.00
3.8.17.2 Tenant improvement plan check, per 1,000 sq. feet	\$	69.10
3.8.17.3 Investigation fee for work without a permit, R-3 occupancies	\$	209.00
3.8.17.4 Investigation fee for work without a permit, other occupancies	\$	419.00
3.8.17.5 Non-compliance fee, one- and two-family dwelling occupancies	\$	126.00
3.8.17.6 non-compliance fee, other occupancies	\$	251.00
3.8.18 Photovoltaic System		
3.8.18.1 Under 10KW systems - Plan Check	\$	126.00
3.8.18.2 Under 10KW systems - Permit	\$	189.00
3.8.18.3 Systems between 10KW to 30KW - Plan Check	\$	681.00
3.8.18.4 Systems between 10KW to 30KW - Permit	\$	419.00
3.8.18.5 Over 30KW systems - Plan Check	\$	1,037.00
3.8.18.6 Over 30KW systems - Permit	\$	827.00
3.9 SB 1473		
3.9.1 SB 1473 fee		Charged at the current State Adopted Fee Schedule

## PLUMBING FEE SCHEDULE

|----- FY 2019 UPDATE -----|

### 4. PLUMBING PERMIT FEES

		2.79% COLA
4.1 Plumbing Permit Fees		
4.1.1 Issuance of a permit	\$	34.50
4.1.2 Plumbing fixture, each	\$	21.00
4.1.3 Permanent-type dishwasher, each	\$	21.00
4.1.4 Future stacks or branches, each	\$	21.00
4.1.5 Roof drain, each	\$	21.00
4.1.6 Drainage or sewer backwater valve	\$	58.70
4.1.7 Industrial waster pretreatment interceptor	\$	21.00
4.1.8 Swimming pool drainage trap and receptor	\$	21.00
4.1.9 Gas piping system		
4.1.9.1 Low pressure system, five outlets or less	\$	21.00
4.1.9.2 Low pressure system, each additional outlet over five	\$	5.20
4.1.9.3 Medium or high pressure system, each system	\$	84.80
4.1.9.4 Medium or high pressure system, each outlet	\$	5.20
4.1.9.5 Gas meter not under control and maintenance of the serging gas supplier, each	\$	21.00
4.1.9.6 Gas pressure regulator other than appliance regulators, each	\$	21.00
4.1.10 Water heater and/or vent	\$	21.00
4.1.11 Repair or alteration of drainage and/or vent piping, each fixture	\$	21.00
4.1.12 Water treatment equipment, each piece	\$	21.00
4.1.13 Water pressure regulator	\$	21.00
4.1.14 Potable water not covered elsewhere		
4.1.14.1 Potable water not covered elsewhere, 1 1/2" and smaller	\$	21.00
4.1.14.2 Potable water not covered elsewhere, 2" to 3"	\$	63.90
4.1.14.3 Potable water not covered elsewhere, over 3"	\$	136.00
4.1.15 Replacing water piping in a building, each fixture	\$	8.40
4.1.16 Sprinkler systems on one meter	\$	21.00
4.1.17 Backflow-prevention device on unprotected water supplies, pools, tanks, vats, etc	\$	21.00
4.1.18 Trap primer	\$	21.00
4.1.19 Solar potable water-heating system, including water heater and vent	\$	129.00
4.1.20 Investigation fee for work without a permit		
4.1.20.1 R-3 occupancies	\$	209.00
4.1.20.2 Other occupancies	\$	419.00
4.1.21 Non-compliance fee		
4.1.21.1 R-3 occupancies	\$	126.00
4.1.21.2 Other occupancies	\$	251.00
4.1.22 Alternate material fee	\$	272.00
4.1.22.1 Alternate material fee, per hour	\$	136.00
4.2 Sewer Permit Fees		
4.2.1 Issuance Fee	\$	34.50
4.2.2 Connection of a house sewer to a public sewer	\$	60.70
4.2.3 House sewer manhole, each	\$	58.70
4.2.4 Installation of a section of house sewer for future use	\$	37.70

## PLUMBING FEE SCHEDULE

		----- FY 2019 UPDATE -----	
4.2.5 Connection of each additional building or additional work to a house sewer	\$	37.70	
4.2.6 Connection of a house sewer to a private sewer disposal system	\$	37.70	
4.2.7 Private sewage disposal system, each	\$	120.00	
4.2.8 Cesspool, overflow seepage pit, percolation test pit, swimming pool drywell, or drainfield extension	\$	58.70	
4.2.9 Disconnection, abandonment, alteration or repair of any house sewer	\$	37.70	
4.3 Plan Check Fees (Plumbing)			
4.3.1 Issuance Fee	\$	136.00	NOTE: 40% of permit fee, with a minimum of \$136
4.3.2 Combination waste and vent system	\$	314.00	
4.3.3 Gas system containing an earthquake actuated shut-off valve	\$	105.00	
4.3.4 Chemical waste system	\$	63.90	
4.3.5 Rainwater system	\$	209.00	
4.3.6 Additional work, per hour	\$	136.00	

## MECHANICAL FEE SCHEDULE

|----- FY 2019 UPDATE -----|

### 5. MECHANICAL PERMIT FEES

		2.79% COLA
5.1 Mechanical Permit Fees		
5.1.1 Issuance Fee	\$	34.50
5.1.2 Installation, alteration, or relocation of refrigeration, compressor, or absorption unit		
5.1.2.1 Up to and including 100,000 BTU	\$	32.50
5.1.2.2 More than 100,000 BTU and up to and including 500,000 BTU	\$	66.00
5.1.2.3 More than 500,000 BTU	\$	168.00
5.1.3 Air inlet and air outlet served by air-conditioning system	\$	5.20
5.1.4 Air inlets and outlets are unknown, for each 1,000 sq. ft.	\$	46.00
5.1.5 Installation, relocation, or replacement of each appliance vent not included in an appliance permit	\$	16.80
5.1.6 Installation or alteration of each air handling unit for air conditioning		
5.1.6.1 Up to and including 2,000 CFM, each unit up to 10	\$	16.80
5.1.6.2 Up to and including 2,000 CFM, each unit over 10	\$	6.30
5.1.6.3 More than 2,000 CFM and up to and including 10,000 CFM, each	\$	49.20
5.1.6.4 More than 10,000 CFM, each	\$	81.70
5.1.7 Evaporative cooler other than portabe type	\$	27.20
5.1.8 Ventilation fans which serve a single register		
5.1.8.1 Each fan up to 10	\$	19.90
5.1.8.2 Each fan over 10	\$	7.30
5.1.9 Ventilation system which is not a portion of any air conditioning system	\$	40.80
5.1.10 Installation of each commercial hood, spray booth, or product conveying duct system	\$	81.70
5.1.11 Installation of each fire damper	\$	13.60
5.1.12 Alteration of an existing duct system for which a permit is not required in this Code	\$	32.50
5.1.13 Investigation fee for work without permit		
5.1.13.1 R-3 occupancies	\$	209.00
5.1.13.2 Other occupancies, minimum	\$	419.00
5.1.14 Noncompliance fee		
5.1.14.1 R-3 occupancies	\$	126.00
5.1.14.2 Other occupancies	\$	251.00
5.1.15 Mechanical Plan Check Fees		
5.1.15.1 General Fee	\$	136.00
5.1.16 Alternate material fee		
5.1.16.1 Alternatate material fee, mandatory	\$	272.00
5.1.16.2 Alternate material fee, hourly	\$	136.00
5.1.17 Surcharge		
5.1.17.1 Commercial Type I or II Hood, included in proposed work	\$	209.00
5.1.17.2 Garage ventilation system, included in proposed work	\$	209.00
5.1.17.3 Stairs pressurization system, included in proposed work	\$	209.00
5.1.17.4 Product conveying systems, included in proposed work	\$	209.00
5.1.17.5 Commercial Type I or II Hood, individual system	\$	314.00
5.1.17.6 Garage ventilation system, individual system	\$	314.00
5.1.17.7 Stairs pressurization system, individual system	\$	314.00
5.1.17.8 Product conveying system, individual system	\$	314.00

NOTE: 50% of mechanical permit fee, with a minimum of \$136

# COMMUNITY SERVICES FEE SCHEDULE

|----- FY 2019 UPDATE -----|

## 6. COMMUNITY SERVICES FEES

		2.79%	COLA
6.1	Senior Center		
6.1.1	Resident membership, annually	\$ 105.00	
6.1.2	Resident couple membership, annually	\$ 131.00	
6.1.3	Non-resident membership, annually	\$ 157.00	
6.1.4	Non-resident couple membership, annually	\$ 183.00	
6.1.5	Single-day resident use	\$ 3.00	
6.1.6	Single-day non-resident use	\$ 5.00	
6.1.7	Class / Program fees		20% surcharge for non-residents
6.1.8	Multipurpose Room		
6.1.8.1	Full, member/resident, M-F, hourly	\$ 81.70	
6.1.8.2	Full, member/resident Sa-Su, hourly	\$ 107.00	
6.1.8.3	Full, non-member, M-F, hourly	\$ 98.50	
6.1.8.4	Full, non-member, Sa-Su, hourly	\$ 128.00	
6.1.8.5	Half, member/resident, M-F, hourly	\$ 56.50	
6.1.8.6	Half, member/resident Sa-Su, hourly	\$ 81.70	
6.1.8.7	Half, non-member, M-F, hourly	\$ 68.00	
6.1.8.8	Half, non-member, Sa-Su, hourly	\$ 98.50	
6.1.9	Patio		
6.1.9.1	Member/resident, hourly	\$ 81.70	
6.1.9.2	Non-member, hourly	\$ 98.50	
6.1.10	Conference Room		
6.1.10.1	Member/resident, hourly	\$ 37.70	
6.1.10.2	Non-member, hourly	\$ 45.00	
6.2	DeAnza Park		
6.2.1	Multipurpose room, hourly	\$ 62.80	
6.2.2	Conference room, hourly	\$ 37.70	
6.2.3	Multi & conference , hourly	\$ 94.30	
6.2.4	Group picnic shelter, hourly	\$ 62.80	
6.2.5	Picnic shelter		
6.2.5.1	Picnic shelter (1/3), hourly	\$ 25.20	
6.2.5.2	Picnic shelter (2/3), hourly	\$ 37.70	
6.2.6	Basketball court		
6.2.6.1	Basketball court (1), hourly	\$ 12.50	
6.2.6.2	Basketball court with lights, hourly	\$ 18.80	
6.2.7	Multipurpose court		
6.2.7.1	Multipurpose court (1), hourly	\$ 62.80	
6.2.7.2	Multipurpose court with lights, hourly	\$ 88.00	
6.3	Tennis & Swim Center		
6.3.1	Room and Area Use Fees		
6.3.1.1	Fireside Room, hourly	\$ 50.30	
6.3.1.2	Centre Court Room, hourly	\$ 63.90	

## COMMUNITY SERVICES FEE SCHEDULE

		----- FY 2019 UPDATE -----
6.3.1.3 Fireside & Centre Court Room, hourly	\$	94.30
6.3.1.4 Pool / Pool Area, hourly	\$	126.00
6.3.2 Membership Monthly Rates		
6.3.2.1 Primetime Tennis Memberships, Family	\$	110.00
6.3.2.2 Primetime Tennis Memberships, Couple	\$	95.30
6.3.2.3 Primetime Tennis Memberships, Adult	\$	78.60
6.3.2.4 Primetime Tennis Memberships, Senior Couple	\$	71.40
6.3.2.5 Primetime Tennis Memberships, Senior	\$	56.80
6.3.2.6 Primetime Tennis Memberships, High School Student	\$	37.30
6.3.2.7 Primetime Tennis Memberships, Youth	\$	28.00
6.3.3 Primetime Health Memberships		
6.3.3.1 Primetime Health Memberships, Family	\$	78.40
6.3.3.2 Primetime Health Memberships, Couple	\$	62.20
6.3.3.3 Primetime Health Memberships, Adult	\$	46.80
6.3.3.4 Primetime Health Memberships, Senior Couple	\$	42.40
6.3.3.5 Primetime Health Memberships, Senior	\$	28.00
6.3.3.6 Primetime Health Memberships, High School Student	\$	28.00
6.3.3.7 Primetime Health Memberships, Youth	\$	14.40
6.3.4 Non-Primetime Health Memberships		
6.3.4.1 Non-Primetime Memberships, Family	\$	58.10
6.3.4.2 Non-Primetime Memberships, Couple	\$	45.50
6.3.4.3 Non-Primetime Memberships, Adult	\$	39.30
6.3.4.4 Non-Primetime Memberships, Senior Couple	\$	39.30
6.3.4.5 Non-Primetime Memberships, Senior	\$	32.10
6.3.4.6 Non-Primetime Memberships, High School Student	\$	23.90
6.3.5 Weekend Non-Primetime Memberships		
6.3.5.1 Weekend Non-Primetime Memberships, Family	\$	31.10
6.3.5.2 Weekend Non-Primetime Memberships, Couple	\$	24.90
6.3.5.3 Weekend Non-Primetime Memberships, Adult	\$	21.80
6.3.5.4 Weekend Non-Primetime Memberships, Senior Couple	\$	21.80
6.3.5.5 Weekend Non-Primetime Memberships, Senior	\$	16.70
6.3.5.6 Weekend Non-Primetime Memberships, High School Student	\$	14.40
6.4 Gates Canyon, Grape Arbor & Creekside Parks		
6.4.1 Gates Canyon picnic shelter, hourly	\$	25.20
6.4.2 Grape Arbor picnic shelter (1), hourly	\$	37.70
6.4.3 Grape Arbor picnic shelter (1/2), hourly	\$	25.20
6.4.4 Gates Canyon, Grape Arbor, and Creekside Fields, hourly	\$	25.20
6.5 Civic Center		
6.5.1 Amphitheater, hourly	\$	69.10
6.5.2 Founder's Hall		
6.5.2.1 Founders Hall, full room, M-F, hourly	\$	81.70
6.5.2.2 Founder's Hall, full room, Sa-Su, hourly	\$	107.00
6.5.2.3 Founder's Hall, meeting room only, M-F, hourly	\$	56.50

## COMMUNITY SERVICES FEE SCHEDULE

		-----FY 2019 UPDATE-----
6.5.2.4 Founder's Hall, meeting room only, Sa-Su, hourly	\$	81.70
6.5.3 Plaza, hourly	\$	81.70
6.6 A.C. Stelle Middle School		
6.6.1 Gym (full)		
6.6.1.1 Non-profit, hourly	\$	50.30
6.6.1.2 Commercial, hourly	\$	79.60
6.6.2 Gym (half)		
6.6.2.1 Non-profit, hourly	\$	25.20
6.6.2.2 Commercial, hourly	\$	39.80
6.6.3 Upper Field (1 & 2)		
6.6.3.1 Non-profit, hourly	\$	29.30
6.6.3.2 Commercial, hourly	\$	48.20
6.6.4 Lower / 1 Upper Field		
6.6.4.1 Non-profit, hourly	\$	21.00
6.6.4.2 Commercial, hourly	\$	29.30
6.7 A.E. Wright Middle School		
6.7.1 Gym (full)		
6.7.1.1 Non-profit, hourly	\$	50.30
6.7.1.2 Commercial, hourly	\$	79.60
6.7.2 Gym (half)		
6.7.2.1 Non-profit, hourly	\$	25.20
6.7.2.2 Commercial, hourly	\$	39.80
6.8 Security Deposits		
6.8.1 Rentals up to 75 people	\$	200.00
6.8.2 Rentals for 75 people or more	\$	400.00
6.9 Non-Profits		
6.9.1 Discount		25%
6.10 Calabasas Klubhouse Pre School		
6.10.1 Two-years old room		
6.10.1.1 Five full days, resident, monthly	\$	976.00
6.10.1.2 Five full days, non-resident, monthly	\$	1,078.00
6.10.1.3 Five half days, resident, monthly	\$	750.00
6.10.1.4 Five half days, non-resident, monthly	\$	832.00
6.10.1.5 Four full days, resident, monthly	\$	780.00
6.10.1.6 Four full days, non-resident, monthly	\$	862.00
6.10.1.7 Four half days, resident, monthly	\$	656.00
6.10.1.8 Four half days, non-resident, monthly	\$	718.00
6.10.1.9 Three full days, resident, monthly	\$	678.00
6.10.1.10 Three full days, non-resident, monthly	\$	750.00
6.10.1.11 Three half days, resident, monthly	\$	596.00



## COMMUNITY SERVICES FEE SCHEDULE

	----- FY 2019 UPDATE -----
6.10.1.12 Three half days, non-resident, monthly	\$ 656.00
6.10.2 Three-, Four-, and Five-years old rooms	
6.10.2.1 Five full days, resident, monthly	\$ 934.00
6.10.2.2 Five full days, non-resident, monthly	\$ 1,026.00
6.10.2.3 Five half days, resident, monthly	\$ 718.00
6.10.2.4 Five half days, non-resident, monthly	\$ 790.00
6.10.2.5 Four full days, resident, monthly	\$ 750.00
6.10.2.6 Four full days, non-resident, monthly	\$ 822.00
6.10.2.7 Four half days, resident, monthly	\$ 626.00
6.10.2.8 Four half days, non-resident, monthly	\$ 688.00
6.10.2.9 Three full days, resident, monthly	\$ 646.00
6.10.2.10 Three full days, non-resident, monthly	\$ 708.00
6.10.2.11 Three half days, resident, monthly	\$ 564.00
6.10.2.12 Three half days, non-resident, monthly	\$ 626.00

## LIBRARY FEE SCHEDULE

|----- FY 2019 UPDATE -----|

### 7. LIBRARY SERVICES FEES

		2.79%	COLA
7.1 Library Services			
	7.1.1 All books, CDs and Magazines late fee, per day	\$	0.25
	7.1.2 DVDs late fee, per day	\$	1.00
	7.1.3 Reference material. Library use only.		N/A
	7.1.4 Inter-library loans		fees vary
7.2 Friends of the Library			
	7.2.1 Rental books, per week	\$	1.00
	7.2.2 Rental DVDs, per week	\$	2.10
7.3 General Services			
	7.3.1 Black & white printing from computer, per page	\$	0.10
	7.3.2 Color printing from computer, per page	\$	0.20
	7.3.3 Copier printer, per page	\$	0.25
	7.3.4 Proctoring	\$	31.50
	7.3.5 Study room for Non Residents, per hour	\$	15.70
	7.3.6 Replacement Library card, each	\$	3.20
	7.3.7 Interlibrary loans		
	7.3.7.1 Resident loans, each	\$	2.10
	7.3.7.2 Non-resident loans, each	\$	10.50

## MEDIA OPERATIONS FEE SCHEDULE

		----- FY 2019 UPDATE -----	
8. MEDIA SERVICES			
		2.79%	COLA
8.1 General Media Services			
8.1.1 DVD copy of CTV show or City meeting, each	\$	15.40	
8.2 Movie and Television Filming			
8.2.1 Permit Fee (per 24-hour period)	\$	419.00	+ \$ 500.00 deposit for an engineering review.
8.2.2 Inspection Fee			Actual cost of inspector
8.3 Film Permit Fees			
8.3.1 Film Permit Application Fee , motion and still photo	\$	105.00	
8.3.2 Motion Picture Fee, per day	\$	419.00	
8.3.3 Still Photography, per day	\$	157.00	
8.3.4 Motion Picture Rider/Change Fee, each occurrence	\$	105.00	
8.3.5 Still Photography Rider, per occurrence	\$	52.40	
8.3.6 Cancellation Fee: Motion Picture	\$	105.00	
8.3.7 Cancellation Fee: Still Photography	\$	105.00	
8.3.8 City Road Use Fee: Filming on City Streets, per day	\$	419.00	
8.3.9 City Road Use Fee: Parking on City Streets, per day	\$	210.00	
8.3.10 Refundable Bond	\$	523.00	
8.3.11 Monitor Hours: 0-8 hours	\$	52.40	
8.3.12 Monitor Hlours: 8-12 hours	\$	78.10	
8.3.13 Monitor Hours: 12 plus	\$	105.00	
8.3.14 Late Processing Fee: less than 48-hour notice	\$	105.00	
8.4 City Facility Use Fees (in addition to Film Permit Fees, if applicable)			
8.4.1 Parks film Permit: Still Photography	\$	157.00	
8.4.2 Parks Film Permit: Motion picture	\$	419.00	
8.4.3 Late Parks Film Permit Fee: fewer than 72-hours notice	\$	105.00	
8.4.4 Facility Use: Still Photography, fewer than 15 people	\$	785.00	
8.4.5 Facility Use: Still Photography, more than 15 people	\$	1,047.00	
8.4.6 Facility Use: Motion Picture, fewer than 31 people (first 6 hours)	\$	1,571.00	
8.4.7 Facility Use: Motion Picture, fewer than 31 people (additional hours), per hour	\$	262.00	
8.4.8 Facility Use: Motion picture, more than 30 people (first 6 hours)	\$	2,095.00	
8.4.9 Facility Use: motion Picture, more than 30 People (additional hours), per hour	\$	367.00	
8.4.10 City Attendant Fee, per hour	\$	37.00	
8.4.11 Parking Lot Rental Fee, per hour	\$	105.00	

# CITY CLERK FEE SCHEDULE

|----- FY 2019 UPDATE -----|

## 9. CITY CLERK FEES

2.79% COLA

### 9.1 City Clerk Fees

9.1.1 Appeal of Revocation of Tobacco Retailer Registration

\$ 250.00

9.1.2 Appeal fee

\$ 308.00




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** APRIL 1, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES 

**SUBJECT:** DISCUSSION AND RECOMMENDATION ON THE WILD WALNUT PARK MASTER PLAN

**MEETING DATE:** APRIL 10, 2019

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**SUMMARY RECOMMENDATION:**

It is recommended that the City Council discuss and make a recommendation on the Wild Walnut Park Master Plan.

**BACKGROUND/DISCUSSION:**

Wild Walnut Park was acquired in 2001 and consists of approximately 10 acres on the corner of Mulholland Highway and Old Topanga Canyon Road. Since the acquisition of the park, and with a goal to keep it natural in it's setting, staff has worked to: develop a walking trail (approximately ¼ mile in length) at the base of the park; add native plants; develop a picnic grove for gatherings; place seating areas and interpretative signage in the park for rest stops along the trail; and establish a parking area for visitors.

Over the years, "east side" residents have approached staff about having more park/play opportunities similar to those on the "west side" of the city such as, De Anza Park, Gates Canyon Park and Grape Arbor Park. The "east side" of town, in which Wild Walnut sits, currently has smaller parks and some come with limited access and limited hours. These facilities include the Calabasas Tennis & Swim Center, Creekside Park, Freedom Park and Highlands Park.

Staff received direction in early 2015 to investigate the opportunities and desire of the community on the “east side” of the city. We were advised to work with the Parks, Recreation & Education Commission (PRE) to complete this goal of providing a natural themed play environment concept at Wild Walnut Park and then to share the ideas with the community at a public workshop.

At the PRE Commission meeting on March 9, 2015, a Wild Walnut Park Subcommittee was developed and tasked with making recommendations that would lend itself to enhancing the beautiful setting that Wild Walnut Park already provides. The subcommittee would then take the recommendations to a community meeting to get additional feedback and finally formalize a plan. Staff anticipates that the desired location for any kind of play equipment be back behind or beside the existing picnic grove where there is currently a relatively flat area away from parking and the highway.

In June of 2015, an on-line survey was conducted in eNews to gather the “pulse of the community” and to further explore the idea of placing a naturally themed play environment at Wild Walnut Park. The majority of the feedback was in favor of moving forward with the idea. At the June 22, 2015 PRE meeting the commissioners reviewed the results and feedback and recommended staff move forward with a community workshop to gather ideas.

A “Wild Walnut Park Possible Playground Workshop” was conducted on July 21, 2015 with approximately 25 in attendance, including Councilmembers and Commissioners. The goal of the workshop was to further ascertain if there was support for the idea of putting a naturally themed play environment at Wild Walnut Park and if so, to gather specific ideas on naturally themed playground equipment. Staff took the group through the results and feedback from the June eNews survey and then led them through a discussion on the different types of amenities they might like to see at Wild Walnut Park.

After receiving and listening to the feedback and comments of the community, the playground features would be more of the bouldering and climbing type structures using natural looking material in both its colors and representation. Along with the playground equipment, the parking lot would undergo some enhancements to better distinguish parking spots. Interpretive signage would be increased to identify the parks wonderful features, its wildlife and native plant life. A drinking fountain and/or restroom could be included in the design or at a later phase if this is the desire of the Community, PRE and City Council.

As the City budget became impacted by the loss of certain revenue sources and subsequent restrictions, any idea of adding amenities to Wild Walnut Park was placed on hold.

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing the Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Seventy-five percent (75%) of Los Angeles County voters approved Measure A in November 2016. This approval authorizes continued dedication of local funding for grant projects and their maintenance through an annual charge of 1.5 cents per square foot of building floor area on all taxable real property in the County. Similar propositions in 1992 and 1996 allocated funds to Calabasas and were key components in the purchase of the Calabasas Tennis & Swim Center, building De Anza Park, building the Agoura Hills/Calabasas Community Center and for funding several park projects over the years.

Measure A makes funding available to eligible recipients for projects that repair and upgrade parks and recreation facilities, preserve and protect open spaces and beaches, and support recreational programming. Measure A implementation also includes efforts to update and maintain the 2016 Countywide Comprehensive Parks and Recreation Needs Assessment (Needs Assessment) process and its data. It will utilize available technology to facilitate grant applications and provide efficient oversight. The architecture of Measure A aims to respond to the findings of the Needs Assessment by increasing the quantity and the quality of parks, recreation facilities, beaches and open spaces throughout Los Angeles County, with an emphasis on the areas of highest need.

I was honored to be a member of the implementation Steering Committee for Measure A (Steering Committee) which provided guidance and made decisions at key steps of the implementation process. The Steering Committee consisted of approximately 45 members with expertise in parks, recreation, and open space, as well as related local community issues in Los Angeles County. As many of you know, I also served on the Needs Assessment Steering Committee in 2015 and 2016.

The RPOSD worked with a consulting team, with input from the Steering Committee, to develop eligibility criteria for grant funded projects, refine technology solutions, and establish a methodology for updating the Countywide Parks Needs Assessment data, among other tasks.

In a nutshell, there will be both non-competitive and competitive grants to apply for. The non-competitive grants (per capita) coming to the City of Calabasas will be approximately \$96,000 per year with another \$23,000 per year in Maintenance and Servicing (M&S Funds). It is expected that these funds will begin to be dispersed shortly.

With a continuous funding mechanism it will be important to update/incorporate new priorities/projects into the Parks and Recreation Master Plan that was adopted by City Council in 2005 and is posted on the City website. Wild Walnut Park is identified in this plan as a passive park facility with a future connection to the Environmental Education Center that is across the street. It was mentioned to possibly include a naturally themed play environment along with other potential amenities. Through community workshops, the PRE and ultimately the City Council, we can enhance upon what Wild Walnut Park currently offers.

A sub-committee (Laurel Ford, Charlotte Meyer and Heath Patton) of the PRE met with staff on July 26, 2017, to discuss both assumptions and process, as staff was preparing to come before the City Council. It was highly suggested by the sub-committee that this time around we do the following:

- Explain the process to the community and how any ideas/plans will move through the City processes.
- Incorporate input from all east side residents and not just those in the immediate area around Wild Walnut Park.
- Explain that this exercise is to plan for additional amenities at Wild Walnut Park and no other land is under consideration, such as Creekside Park or parcels for sale.
- Explain that any additions to Wild Walnut Park will tie into the rustic ambiance of the facility.
- Explain that additions to Wild Walnut Park can be built in phases as funding becomes available.
- Explain that adding amenities to Wild Walnut Park is not an arbitrary decision, but rather one that is identified in the Parks and Recreation Master Plan.

On August 23, 2017 the City Council provided staff with direction to move forward on the Wild Walnut Park Master Planning. Below are some of the comments from Councilmembers:



- Have the PRE discuss and initiate a Public Workshop.
- Return to Council by the end of 2017 or early 2018 with a recommendation and timeline.
- Review and mitigate any safety concerns.
- Create a more active facility and return with a Resolution changing status from passive to active.
- Maintain the beauty of the facility with a natural look.
- Come up with a phasing concept of amenities.
- Determine if other facilities around have a youth playground and a dog park on the same location.
- Pros/Cons of having a restroom in major thoroughfare.
- Find additional funding sources.

In the 28 years since Calabasas was incorporated, the City has developed a very high level of park and recreation services. Despite a constraint on land available for active use parks, the City has acquired or built an impressive array of facilities. The level of programming is extensive, and a high percentage of Calabasas citizens participate in the City's recreation activities. The City also has been an active steward of the natural environment, acquiring open space and partnering with other agencies to protect land. Overall, the City has established an extremely successful recreation program and park system.

The main challenge for Calabasas in the coming years will be expanding its physical facilities to meet currently unserved recreation needs. The community has expressed a need for additional facilities, such as more soccer fields, east side park/playground, community garden and an east side dog park to name a few.

At the September 11, 2017 City Council Meeting, Council directed staff to do the following:

1. Conduct a community workshop for amenities to be added to Wild Walnut Park.
2. Initiate design concepts along with a phasing plan.
3. Return to Council with a recommendation from the Parks, Recreation and Education Commission along with a Resolution changing the park designation from passive to active.

A Community Workshop took place on Saturday, November 4, 2017 from 9 a.m.-Noon in the Founders Hall with 77 participants (69 Residents/8 Non-Residents). The following constitutes the results from the workshop:

## **USER GOALS**

**Which Statement Best Describes Your Vision for New Amenities at the Park? (Choose One) 76 Votes**

- It will be a destination for me and my family on a regular basis - 6
- It will be a place for me to engage in a healthy and active lifestyle- 21
- It will be a place where I can go to meet with friends and enjoy the outdoors- 49

**The Park Should Principally Focus On (Choose One) 70 Votes**

- Amenities for Youth- 5
- Amenities for Adults- 6
- Amenities for Both- 59

**The Park Should Serve both People and Canines (Choose One) 71 Votes**

Yes- 66      No- 5

## **PREFERENCES**

**The Park Should Have a Restroom (Choose One) 73 Votes**

Yes- 49      No- 24

**The Park Should Incorporate a Dog Park (Choose One) 76 Votes**

Yes- 66      No- 10

**The Park Should Have a Community Garden (Choose One) 72 Votes**

Yes- 43      No- 29

**The Park Should Have a Playground (Choose One) 76 Votes**

Yes- 39      No- 37

**The Park Should Have Expanded and Better Defined Parking (Choose One) 72 Votes**

Yes- 60      No- 12

**I Would Prefer... (Choose One) 56 Votes**

- A playground for Tots (2-5) Only- 6
- A playground for both Tots and Youth (5-12)- 50

**Please indicate your preferences by putting as many or as few of the 5 dots on each of the next 5 categories: (372 dots used of a possible 385 dots)**

Playground Component- 38

Dog Park- 223

Restroom- 36

Community Garden- 35

Parking Lot- 40

There was also a comment board located at the last station where attendees were able to leave us with some comments/thoughts. Following are the comments that were added to the board:

What else would you like to see incorporated? I think it would be great to have...

- Fence to keep coyotes out
- Lock gates at reasonable hours
- Trail connection into the hills
- More hiking trails
- Sidewalks leading to the park
- Two gates when entering the dog park
- Wide dirt path allowing 2 toddlers to ride bikes side by side
- Keep the environment in original state-preserve the scenic corridor
- Allow bicycles-a trailhead for bikes
- White Oak & Victory dog parks are excellent examples
- Chumash theme playground
- Safe crossing to Headwaters Corner
- Incorporate similar designs- complementing the park with Headwaters
- Snake fences
- Ficus Trees because they do not shed and they provide shade
- Many benches
- Trash cans and dog waste bags
- Thousand Oaks dog park is an excellent example-we need huge size
- Grass dog park only - real or fake woodchips are annoying and dirty-difficult to pick up dog feces
- Two dog areas (one for small and one for large)
- Traffic light at Old Topanga and Mulholland Hwy

- Leave it wild
- Keep the coyotes in
- Public bulletin board-residents can post notices
- Shade (either natural or canvas) for both dogs and people
- No bathrooms
- A gated park so it is safe for children. There are not enough parks for kids on the East end of Calabasas
- Outdoor innovation camp designed for kids (and adults). 3 picnic tables required with electricity
- Keep it wild-no development
- Fitness Stations like at Brandon's Village
- Right hand turn lane from Old Topanga to Mulholland
- Baseball field
- Water fountain for both people and animals each
- Do not develop- Use Creekside instead
- No further development-leave as is
- Botanical Garden-only native plants with educational signs

Staff began working with Jeff Maxwell of JMD Landscape Architecture, Inc. on implementing the top community choices into a park design. Attached in Exhibit B and C you will find two design options that were presented to the PRE and Council.

On June 11, 2018 the PRE met to discuss the Wild Walnut Park Master Plan and went through both options. After discussion, the PRE voted 5 to 1 to recommend Option 2 to City Council mainly due to the two defined areas for small dogs and large dogs. The PRE was mixed on the public restroom component but as staff explained, if the Master Plan is moved forward that the amenities would be built in phases and the restroom could be a later phase or excluded all together.

On September 26, 2018, The City Council agreed with the PRE Recommendation on Option 2 with some requested modifications. After discussion Council asked staff to return in early 2019 with an updated Option 2 Plan and estimated costs. On March 11, 2019, the Pre reviewed the updated plan and provided comments and input in preparation for City Council.

On the following page are probable constructions costs for the proposed Master Plan which currently excludes costs for a restroom facility:

Item Description	Quantity	Units	Unit Cost	Sub Total
<b>PARKING</b>				
Grading, balanced cut and fill	396	cu. yd.	\$ 30.00	\$ 11,880.00
Storm water drainage	184	lineal ft.	\$ 65.00	\$ 11,960.00
Concrete curb	472	linear ft.	\$ 28.00	\$ 13,216.00
Gravel paving with geo cell grid	5720	sq. ft.	\$ 6.00	\$ 34,320.00
Asphalt paving at ADA Accessible stalls	510	sq. ft.	\$ 3.00	\$ 1,530.00
<b>RESTROOM &amp; UTILITIES</b>				
300 SF Building, fixtures, plumbing, water and sanitation connections	1	allow	\$ -	\$ -
Water POC, meter, trenching and asphalt patching	1	allow	\$ -	\$ -
Sanitation POC, trenching, and asphalt patching	1	allow	\$ -	\$ -
Electric POC, meter, conduit, conductor	1	allow	\$ -	\$ -
<b>MISC. SITE FEATURES</b>				
Information Kiosk	1	allow	\$ 12,000.00	\$ 12,000.00
Benches/Tables/Shade Canopy	4	each	\$ 4,000.00	\$ 16,000.00
Park Sign - (cast concrete)	1	allow	\$ 12,000.00	\$ 12,000.00
2-rail fence (Walnut Grove)	374	linear ft.	\$ 40.00	\$ 14,960.00
<b>DOG ENCLOSURES</b>				
3-rail fencing with wire mesh and gates	707	linear ft.	\$ 80.00	\$ 56,560.00
Engineered Wood Fiber	138	cu. yd.	\$ 45.00	\$ 6,210.00
Water Fountain	1	each	\$ 7,500.00	\$ 7,500.00
Dog Waste Station	2	each	\$ 600.00	\$ 1,200.00
Dog Park Equipment	1	allow	-	-
<b>PLAY EQUIPMENT</b>				
Play Equipment Sets	5	allow	\$ 21,000.00	\$ 105,000.00
Engineered Wood Fiber	50	cu. yd.	\$ 45.00	\$ 2,250.00
2-rail fence enclosure	243	linear ft.	\$ 40.00	\$ 9,720.00
SUBTOTAL				\$ 316,306.00
20% COST CONTINGENCY		0.2		\$ 63,261.20
<b>TOTAL PROBABLE COST</b>				<b>\$ 379,567.20</b>

The Public Works Department is currently working with a Consultant to perform a traffic study of the area and make recommendations based upon the outcome of the study.

**REQUESTED ACTION:**

It is requested that the City Council discuss and make a recommendation on the Wild Walnut Park Master Plan.

**ATTACHMENTS:**

- Exhibit A Wild Walnut Park Master Plan Power Point
- Exhibit B Original Option 1
- Exhibit C Original Option 2

# WILD WALNUT PARK MASTER PLAN



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

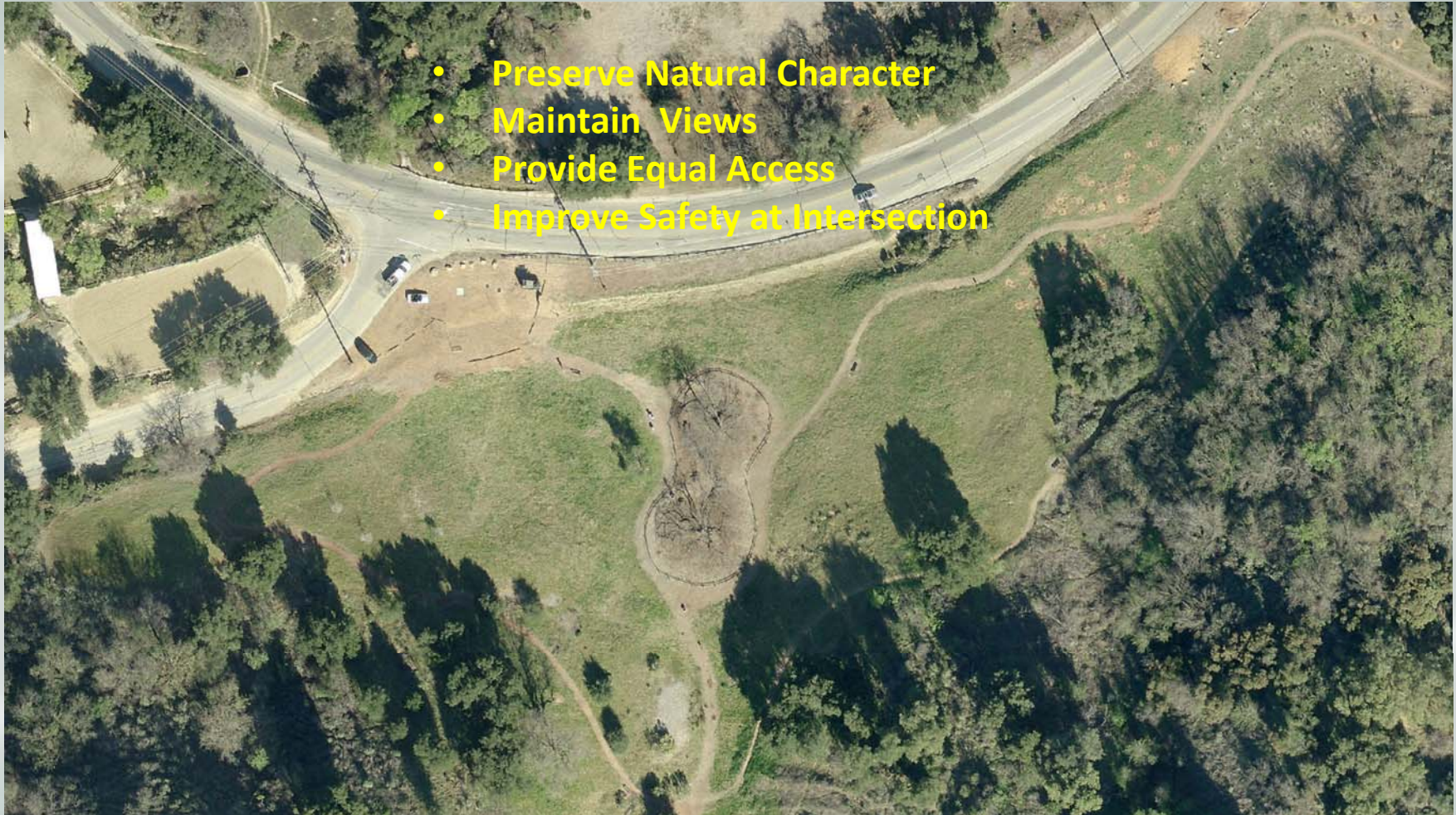
APRIL 10, 2019

# Wild Walnut Park





# Goals and Objectives





# Proposed Elements





# Enclosure Fencing





# Kiosk



- Incorporate seating
- Postings of information, rules, & events
- Centralized gathering location



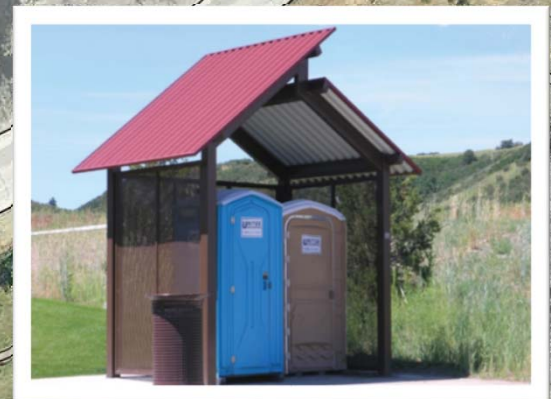


# Dog Park Furnishings





# Restrooms



**Portable Restrooms within Enclosure  
OR**



**Permanent Restroom Building**

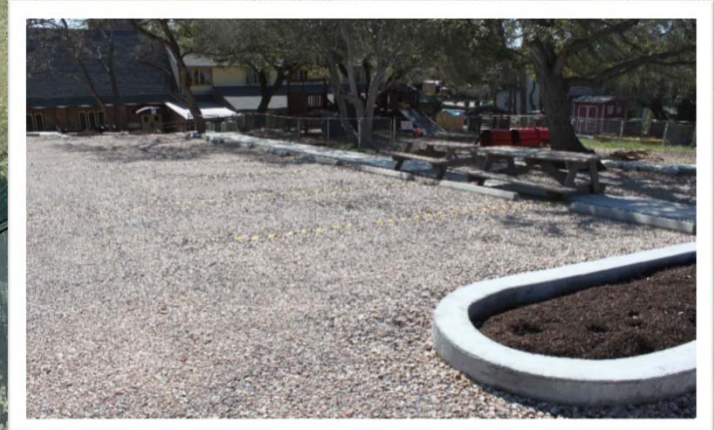




# Parking



- Gravel on Road Base or Geo-Cells
- Improve Drainage
- Curbing, Delineated Stalls (23), Accessible Space
- Improve Intersection Safety





# Play Equipment

Swing





# Play Equipment





# Play Equipment

Net Climber





# Play Equipment

Slide



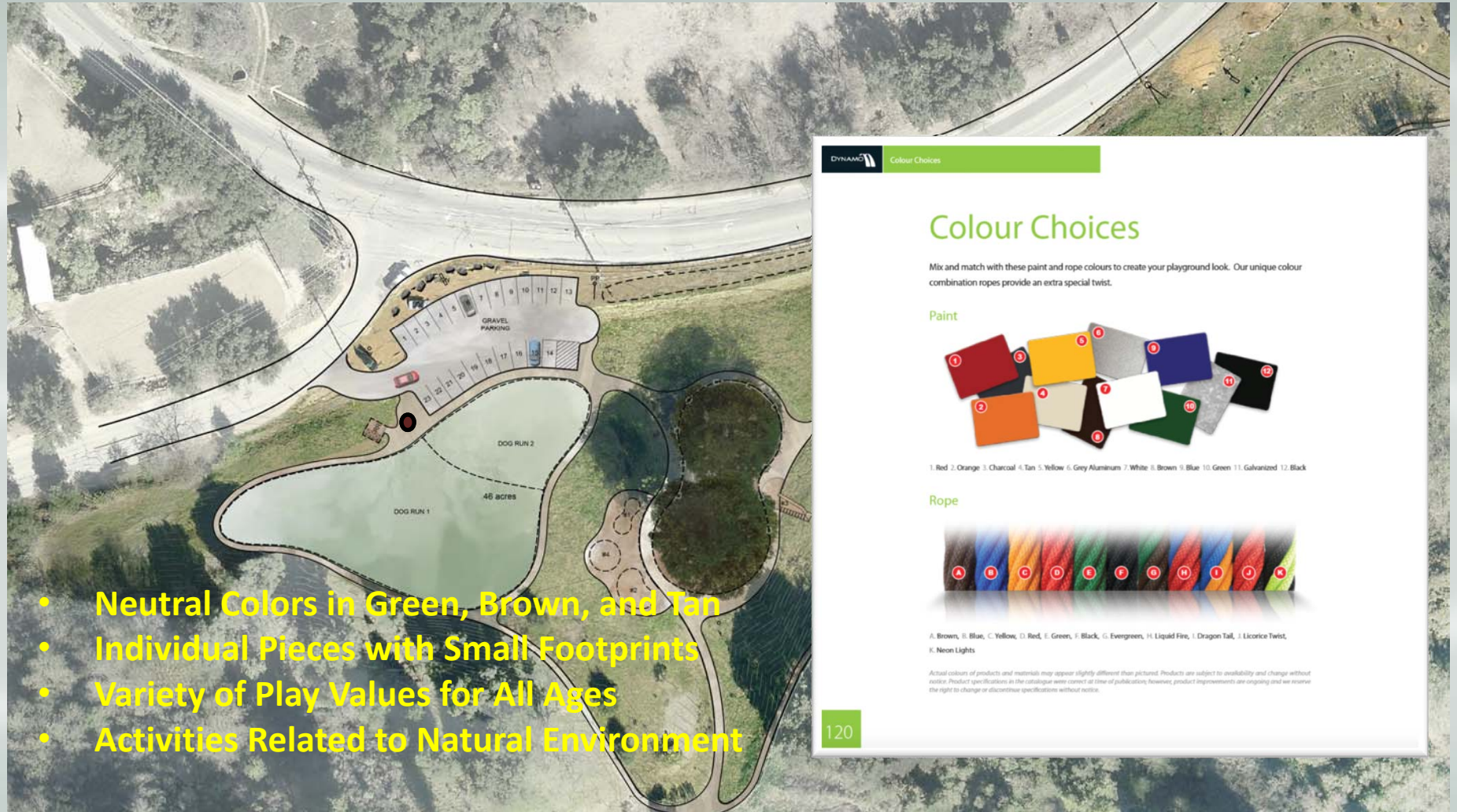


# Play Equipment





# Play Equipment



- Neutral Colors in Green, Brown, and Tan
- Individual Pieces with Small Footprints
- Variety of Play Values for All Ages
- Activities Related to Natural Environment

**DYNAMO** Colour Choices

## Colour Choices

Mix and match with these paint and rope colours to create your playground look. Our unique colour combination ropes provide an extra special twist.

**Paint**

1. Red 2. Orange 3. Charcoal 4. Tan 5. Yellow 6. Grey Aluminum 7. White 8. Brown 9. Blue 10. Green 11. Galvanized 12. Black

**Rope**

A. Brown, B. Blue, C. Yellow, D. Red, E. Green, F. Black, G. Evergreen, H. Liquid Fire, I. Dragon Tail, J. Licorice Twist, K. Neon Lights

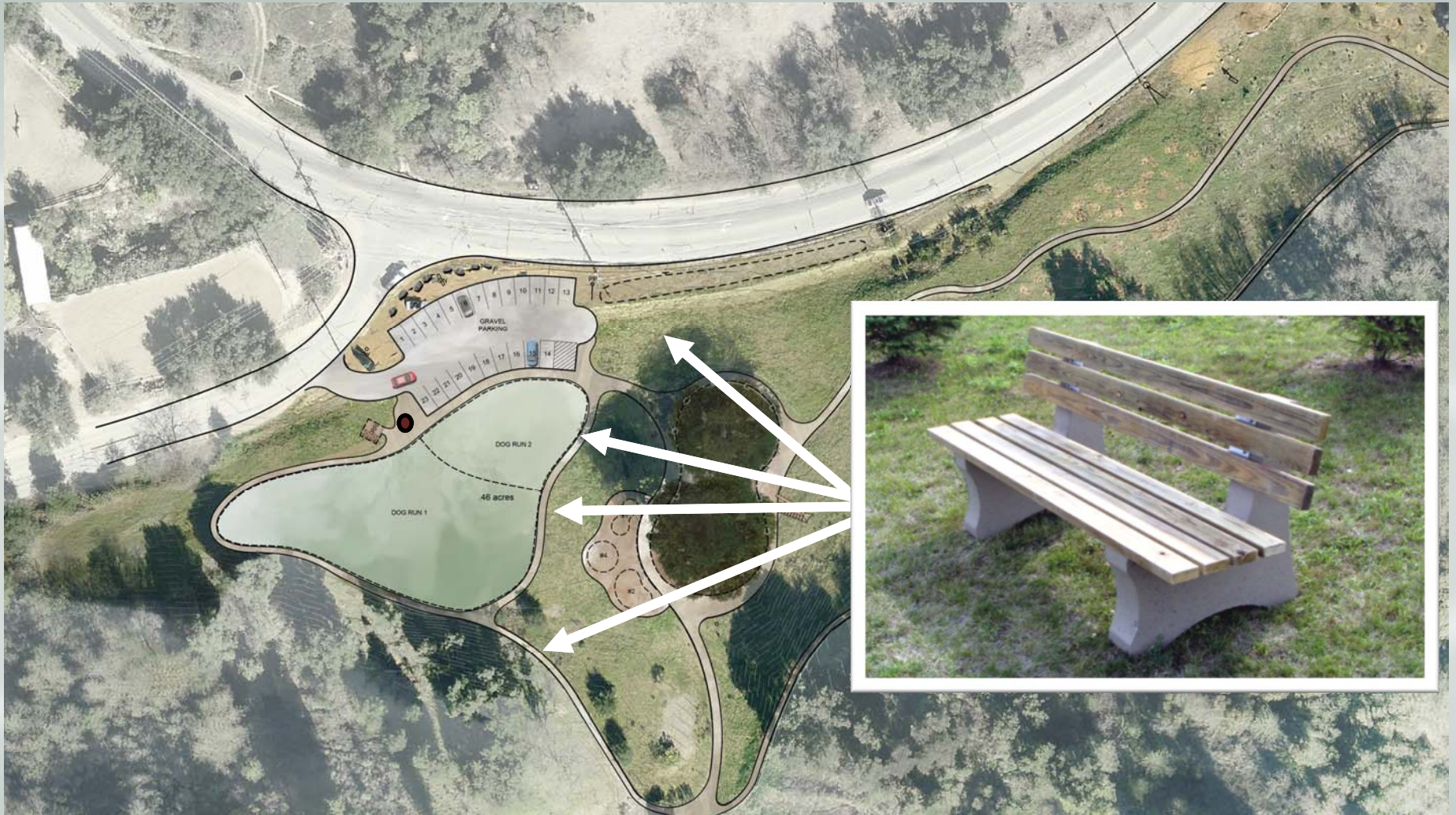
Actual colours of products and materials may appear slightly different than pictured. Products are subject to availability and change without notice. Product specifications in the catalogue were correct at time of publication, however, product improvements are ongoing and we reserve the right to change or discontinue specifications without notice.

120





# Benches





# Questions/Comments



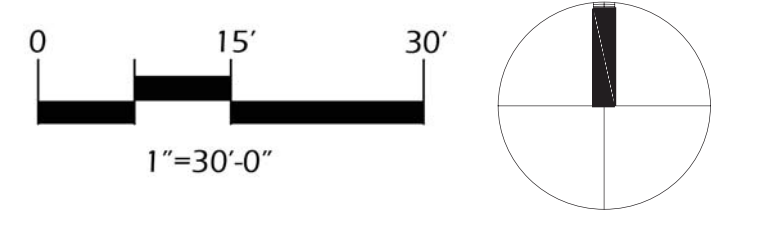


LEGEND

- 1 NATIVE PLANT RESTORATION
- 2 SITE ENGINEERING  
grading and drainage  
improvements
- 3 PARK SIGN
- 4 GRAVEL PARKING WITH 12 SPACES
- 5 ADA PARKING (2 SPACES)
- 6 RESTROOM
- 7 INFORMATION KIOSK
- 8 DOG RUN  
with rail fencing  
and entry enclosure
- 9 PLAY AREAS  
enclosed with split rail  
mesh fencing
- 10 EXISTING WALNUT GROVE  
protected in place, with new split  
rail mesh fencing and gates



AERIAL VIEW



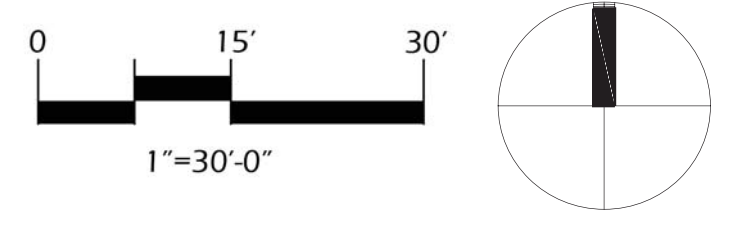


LEGEND

- 1** NATIVE PLANT RESTORATION
- 2** SITE ENGINEERING  
grading and drainage  
improvements
- 3** PARK SIGN
- 4** GRAVEL PARKING WITH 12 SPACES
- 5** ADA PARKING (2 SPACES)
  
- 6** RESTROOM
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with rail fencing  
and entry enclosure
  
- 9** PLAY AREAS  
enclosed with split rail  
mesh fencing
- 10** EXISTING WALNUT GROVE  
protected in place, with new split  
rail mesh fencing and gates



AERIAL VIEW







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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>City Attorney</b>					
104822	3/20/2019	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	28,335.55	City Attorney
104822	3/20/2019	COLANTUONO, HIGHSMITH &	ZEESMAN	17,203.27	City Attorney
104822	3/20/2019	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	953.00	City Attorney
104944	3/27/2019	THOMPSON COE	LEGAL SERVICES	314.50	City Attorney
<b>Total Amount for 4 Line Item(s) from City Attorney</b>				<b>\$46,806.32</b>	
<b>City Clerk</b>					
104906	3/27/2019	COUNTY CLERK, CO. OF L.A.	ELECTION SUPPORT	34,899.14	City Clerk
104950	3/27/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	465.27	City Clerk
<b>Total Amount for 2 Line Item(s) from City Clerk</b>				<b>\$35,364.41</b>	
<b>City Council</b>					
104825	3/20/2019	CR PRINT	PROCLAMATIONS	4,193.85	City Council
104813	3/20/2019	BOZAJIAN/JAMES R.//	REIMB OFFICE SUPPLIES	222.24	City Council
104909	3/27/2019	CR PRINT	BUSINESS CARDS	105.45	City Council
104904	3/27/2019	CONEJO AWARDS	TILE PLAQUE	102.96	City Council
104904	3/27/2019	CONEJO AWARDS	FRAME	64.35	City Council
104823	3/20/2019	CONEJO AWARDS	NAME BADGES	28.96	City Council
104813	3/20/2019	BOZAJIAN/JAMES R.//	REIMB OFFICE SUPPLIES	7.00	City Council
<b>Total Amount for 7 Line Item(s) from City Council</b>				<b>\$4,724.81</b>	
<b>Civic Center O&amp;M</b>					
104833	3/20/2019	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,923.07	Civic Center O&M
104922	3/27/2019	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,923.51	Civic Center O&M
104870	3/20/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	973.42	Civic Center O&M
104870	3/20/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	787.01	Civic Center O&M
104902	3/27/2019	CIRCULATING AIR, INC.	HVAC MAINTENANCE	712.33	Civic Center O&M
104902	3/27/2019	CIRCULATING AIR, INC.	HVAC MAINTENANCE	712.32	Civic Center O&M
104820	3/20/2019	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
104820	3/20/2019	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
104939	3/27/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIV CTR	474.42	Civic Center O&M
104916	3/27/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
104918	3/27/2019	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	186.71	Civic Center O&M



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104918	3/27/2019	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	186.71	Civic Center O&M
<b>Total Amount for 12 Line Item(s) from Civic Center O&amp;M</b>				<b>\$10,246.50</b>	

## Community Development

104853	3/20/2019	M6 CONSULTING, INC.	PLAN CHECK SERVICES	47,998.13	Community Development
104913	3/27/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	9,870.36	Community Development
104814	3/20/2019	CALABASAS CREST LTD	R.A.P.- APR 2019	6,720.00	Community Development
104884	3/20/2019	WILLDAN ASSOCIATES INC.	ANNEXATION- W. AGOURA RD	1,820.00	Community Development
104913	3/27/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	1,375.30	Community Development
104829	3/20/2019	FLEYSHMAN/ALBERT//	R.A.P.- APR 2019	228.00	Community Development
104855	3/20/2019	MEDVETSKY/LINA//	R.A.P.- APR 2019	228.00	Community Development
104866	3/20/2019	RASCOE/JOAN//	R.A.P.- APR 2019	228.00	Community Development
104849	3/20/2019	LEVY/ESTHER//	R.A.P.- APR 2019	228.00	Community Development
104887	3/20/2019	YAZDINIAN/SUSAN//	R.A.P.- APR 2019	228.00	Community Development
104950	3/27/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	201.22	Community Development
104912	3/27/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	50.64	Community Development
104912	3/27/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	50.64	Community Development
104912	3/27/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	47.91	Community Development
<b>Total Amount for 14 Line Item(s) from Community Development</b>				<b>\$69,274.20</b>	

## Community Services

104928	3/27/2019	DODGERS TICKETS LLC	TICKETS	32,810.00	Community Services
104911	3/27/2019	CUSTOM PRINTING, INC.	RECREATION BROCHURE	17,366.30	Community Services
104945	3/27/2019	THORNTON/JOHN PAUL//	RECREATION INSTRUCTOR	7,996.80	Community Services
104910	3/27/2019	CUSTOM MAILING SOLUTIONS, INC.	POSTAGE	3,392.80	Community Services
104905	3/27/2019	CONTRACT DECOR, INC.	WINDOW SHADES- SR CTR	2,815.20	Community Services
104850	3/20/2019	LITTLE LEARNERS LLC	RECREATION INSTRUCTOR	2,712.50	Community Services
104862	3/20/2019	NICHOLSON/TRISSA//	RECREATION INSTRUCTOR	2,006.90	Community Services
104856	3/20/2019	MONAHAN/ANN//	RECREATION INSTRUCTOR	1,750.70	Community Services
104861	3/20/2019	NICHOLSON/TRISSA//	RECREATION INSTRUCTOR	1,386.70	Community Services
104869	3/20/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,384.09	Community Services
104833	3/20/2019	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,363.05	Community Services
104942	3/27/2019	SLICKER/JOHN K.//	RECREATION INSTRUCTOR	1,260.00	Community Services
104914	3/27/2019	DOMINE/JAMES//	RECREATION INSTRUCTOR	1,228.50	Community Services
104886	3/20/2019	WOLF/MEL//	RECREATION INSTRUCTOR	1,204.00	Community Services



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104844	3/20/2019	KOBlick/WENDY SUE WEISS//	RECREATION INSTRUCTOR	997.50	Community Services
104805	3/20/2019	ALAN-LEE/CRAIG//	BASKETBALL OFFICIAL	930.00	Community Services
104883	3/20/2019	WEINSTOCK/ARLENE//	RECREATION INSTRUCTOR	840.00	Community Services
104867	3/20/2019	SHAIFER/KEVIN//	BASKETBALL OFFICIAL	780.00	Community Services
104837	3/20/2019	IMBER/GIL//	BASKETBALL OFFICIAL	690.00	Community Services
104874	3/20/2019	SUZDALTSEV/JENNY//	RECREATION INSTRUCTOR	682.50	Community Services
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	640.55	Community Services
104836	3/20/2019	HINES/LEONARDO//	BASKETBALL OFFICIAL	600.00	Community Services
104897	3/27/2019	BENDAVID/MICHAEL//	RECREATION INSTRUCTOR	595.00	Community Services
104827	3/20/2019	FEDAK II/NICHOLAS//	RECREATION INSTRUCTOR	588.00	Community Services
104885	3/20/2019	WILLIAMS/KYLA PAGE//	RECREATION INSTRUCTOR	490.00	Community Services
104941	3/27/2019	SKIES AWAY	RECREATION INSTRUCTOR	450.00	Community Services
104873	3/20/2019	STROBER/RENA//	RECREATION INSTRUCTOR	420.00	Community Services
104858	3/20/2019	MONTGOMERY/MICHAEL//	BASKETBALL OFFICIAL	390.00	Community Services
104870	3/20/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	310.66	Community Services
104811	3/20/2019	AT&T	TELEPHONE SERVICE	305.25	Community Services
104830	3/20/2019	GROSSMAN/BEVEN//	BASKETBALL OFFICIAL	300.00	Community Services
104940	3/27/2019	SENDOWSKI/SHULAMIT//	RECREATION INSTRUCTOR	294.00	Community Services
104953	3/27/2019	WEINER/MARILYN//	RECREATION INSTRUCTOR	280.00	Community Services
104842	3/20/2019	KAMELI/NEMA//	BASKETBALL OFFICIAL	276.00	Community Services
104857	3/20/2019	MONARCHS NATIONAL GYMNASTICS	RECREATION INSTRUCTOR	269.50	Community Services
104900	3/27/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
104845	3/20/2019	KOTEL/DANIEL//	BASKETBALL OFFICIAL	252.00	Community Services
104939	3/27/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	235.97	Community Services
104841	3/20/2019	JARRETT/RICK//	RECREATION INSTRUCTOR	220.00	Community Services
104870	3/20/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	211.69	Community Services
104840	3/20/2019	ISRAEL/BOB//	BASKETBALL OFFICIAL	180.00	Community Services
104939	3/27/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	165.00	Community Services
104826	3/20/2019	DNA ELECTRIC	ELECTRICAL REPAIRS	160.00	Community Services
104865	3/20/2019	RAMIREZ/MICHAEL//	BASKETBALL OFFICIAL	150.00	Community Services
104864	3/20/2019	PATTERSON/DAVID//	BASKETBALL OFFICIAL	150.00	Community Services
104875	3/20/2019	TEMPLE/BRET//	BASKETBALL OFFICIAL	150.00	Community Services
104903	3/27/2019	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services
104818	3/20/2019	CAYNE/STACIE//	RECREATION INSTRUCTOR	136.50	Community Services
104923	3/27/2019	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2019 MONITORING- DEANZ	135.00	Community Services
104939	3/27/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	135.00	Community Services
104872	3/20/2019	STEAMAN/LANCE//	BASKETBALL OFFICIAL	120.00	Community Services



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104882	3/20/2019	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	112.28	Community Services
104903	3/27/2019	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
104893	3/27/2019	AT&T	TELEPHONE SERVICE	97.05	Community Services
104954	3/27/2019	ZEE MEDICAL SERVICE CO.	FIRST AID KIT SUPPLIES	94.26	Community Services
104828	3/20/2019	FISHMAN/MICHAEL//	BASKETBALL OFFICIAL	90.00	Community Services
104923	3/27/2019	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2019 MONITORING- SRCTR	90.00	Community Services
104939	3/27/2019	SECURAL SECURITY CORP	ALARM RESPONSE- SR CTR	90.00	Community Services
104925	3/27/2019	KRANTZ/A STEVEN//	RECREATION INSTRUCTOR	84.00	Community Services
104939	3/27/2019	SECURAL SECURITY CORP	ALARM RESPONSE- CREEKSIDE	67.98	Community Services
104882	3/20/2019	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	65.49	Community Services
104807	3/20/2019	ALLEN/HARVEY//	BASKETBALL OFFICIAL	60.00	Community Services
104939	3/27/2019	SECURAL SECURITY CORP	ALARM RESPONSE- DE ANZA	55.02	Community Services
104868	3/20/2019	SIEDELMAN/LARRY//	BASKETBALL OFFICIAL	30.00	Community Services
<b>Total Amount for 64 Line Item(s) from Community Services</b>				<b>\$93,666.72</b>	
<b>Finance</b>					
104804	3/20/2019	ADP, INC	PAYROLL PROCESSING	5,369.95	Finance
104852	3/20/2019	LYSIK/CARSON//	CONTRACT SERVICES	1,404.00	Finance
104880	3/20/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	328.29	Finance
<b>Total Amount for 3 Line Item(s) from Finance</b>				<b>\$7,102.24</b>	
<b>Library</b>					
104899	3/27/2019	CALIFA GROUP	BROADBAND SUBSCRIPTION	4,257.66	Library
104898	3/27/2019	BIBLIOTHECA, LLC	E-BOOKS	1,904.33	Library
104933	3/27/2019	OCLC, INC.	MEMBERSHIP DUES- FEB 2019	732.40	Library
104952	3/27/2019	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	316.24	Library
104936	3/27/2019	PENGUIN RANDOM HOUSE, LLC	BOOKS ON CD	197.21	Library
104893	3/27/2019	AT&T	TELEPHONE SERVICE	192.44	Library
104936	3/27/2019	PENGUIN RANDOM HOUSE, LLC	BOOKS ON CD	137.12	Library
104896	3/27/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	105.59	Library
104923	3/27/2019	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2019 MONITORING- LIB	90.00	Library
104931	3/27/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	28.29	Library
<b>Total Amount for 10 Line Item(s) from Library</b>				<b>\$7,961.28</b>	



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<b>LMD #22</b>					
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	20,469.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,648.27	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,000.04	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,954.12	LMD #22
104895	3/27/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,727.85	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,895.86	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,000.04	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,843.47	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,970.84	LMD #22
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,505.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,278.29	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,178.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,302.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,245.08	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	940.00	LMD #22
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	874.06	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	779.49	LMD #22
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	777.50	LMD #22
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	761.75	LMD #22
104815	3/20/2019	CALABASAS PARK HOMEOWNERS ASSO	LAKE MONITORING SERVICES	730.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	634.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	620.85	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	618.22	LMD #22
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	582.00	LMD #22
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	549.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	443.87	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	421.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	364.93	LMD #22
104869	3/20/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	346.16	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	332.25	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	306.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	271.64	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	266.00	LMD #22
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	260.00	LMD #22
104812	3/20/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	250.00	LMD #22



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104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	249.44	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	209.32	LMD #22
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	194.63	LMD #22
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	192.34	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	176.00	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	174.77	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	160.51	LMD #22
104869	3/20/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	140.37	LMD #22
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	128.00	LMD #22
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	109.80	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	93.04	LMD #22
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	86.00	LMD #22
<b>Total Amount for 48 Line Item(s) from LMD #22</b>				<b>\$95,610.80</b>	
<b><u>LMD #24</u></b>					
104895	3/27/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	7,104.60	LMD #24
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	555.52	LMD #24
<b>Total Amount for 2 Line Item(s) from LMD #24</b>				<b>\$7,660.12</b>	
<b><u>LMD #27</u></b>					
104895	3/27/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27
<b>Total Amount for 1 Line Item(s) from LMD #27</b>				<b>\$1,457.63</b>	
<b><u>LMD #32</u></b>					
104895	3/27/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,977.34	LMD #32
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	74.88	LMD #32
<b>Total Amount for 2 Line Item(s) from LMD #32</b>				<b>\$3,052.22</b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
104810	3/20/2019	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,677.34	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,601.00	LMD 22 - Common Benefit Area





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104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,255.00	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,739.65	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,101.83	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,637.95	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,883.51	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,346.91	LMD 22 - Common Benefit Area
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,039.06	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	930.00	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	735.00	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	700.33	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	513.00	LMD 22 - Common Benefit Area
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	480.90	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	442.69	LMD 22 - Common Benefit Area
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	275.72	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	212.57	LMD 22 - Common Benefit Area
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	179.59	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	173.94	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	158.75	LMD 22 - Common Benefit Area
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	86.00	LMD 22 - Common Benefit Area

**Total Amount for 22 Line Item(s) from LMD 22 - Common Benefit Area**

**\$59,900.74**

**Media Operations**

104943	3/27/2019	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,324.00	Media Operations
104937	3/27/2019	PETROLOCO, LLC	CITY NEWSLETTER- SPRING 2019	2,000.00	Media Operations
104943	3/27/2019	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	1,080.00	Media Operations
104946	3/27/2019	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,034.00	Media Operations
104929	3/27/2019	LYSIK/CARSON//	CONTRACT SERVICES	600.75	Media Operations
104932	3/27/2019	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	546.00	Media Operations
104946	3/27/2019	TIME WARNER CABLE	CABLE MODEM- CITY HALL	489.46	Media Operations
104946	3/27/2019	TIME WARNER CABLE	CABLE MODEM- CITY HALL	289.98	Media Operations
104920	3/27/2019	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	102.78	Media Operations
104894	3/27/2019	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations

**Total Amount for 10 Line Item(s) from Media Operations**

**\$8,515.21**

**Non-Departmental**





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104808	3/20/2019	AMERICAN CANCER SOCIETY	RELAY FOR LIFE 2017	5,000.00	Non-Departmental
104939	3/27/2019	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,078.46	Non-Departmental
104839	3/20/2019	IRON MOUNTAIN, INC.	STORAGE SERVICES	1,541.57	Non-Departmental
104859	3/20/2019	NBS GOVERNMENT FINANCE GROUP	CONTINUE DISCLOSURE REPORT	1,225.00	Non-Departmental
104880	3/20/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	187.07	Non-Departmental
104917	3/27/2019	FEDERAL EXPRESS CORP.	COURIER SERVICE	73.57	Non-Departmental
104816	3/20/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- KZT02095	61.10	Non-Departmental
104919	3/27/2019	GALLS, LLC	BADGE HOLDER	30.84	Non-Departmental
104901	3/27/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	24.70	Non-Departmental
<b>Total Amount for 9 Line Item(s) from Non-Departmental</b>				<b>\$11,222.31</b>	

## Payroll

104891	3/27/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	918.40	Payroll
104817	3/20/2019	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104824	3/20/2019	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104831	3/20/2019	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104835	3/20/2019	HILL/BOB//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104851	3/20/2019	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104863	3/20/2019	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104881	3/20/2019	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
104891	3/27/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	700.28	Payroll
104934	3/27/2019	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- APR 19	72.00	Payroll
<b>Total Amount for 10 Line Item(s) from Payroll</b>				<b>\$6,736.42</b>	

## Police / Fire / Safety

104846	3/20/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- FEB 2019	385,245.75	Police / Fire / Safety
104846	3/20/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- FEB 2019	9,252.34	Police / Fire / Safety
104926	3/27/2019	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- FEB 2019	2,692.55	Police / Fire / Safety
104846	3/20/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- FEB 2019	387.50	Police / Fire / Safety
<b>Total Amount for 4 Line Item(s) from Police / Fire / Safety</b>				<b>\$397,578.14</b>	

## Public Works

104915	3/27/2019	DOWNSTREAM SVCS, INC.	CDS UNIT MAINTENANCE	8,930.00	Public Works
104821	3/20/2019	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	7,563.80	Public Works



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104908	3/27/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	5,448.57	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE-CIP	3,095.66	Public Works
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	2,434.84	Public Works
104908	3/27/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	1,446.14	Public Works
104838	3/20/2019	IMS	2018 PAVEMENT MGMT SYSTEM	1,312.50	Public Works
104884	3/20/2019	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	1,193.00	Public Works
104888	3/20/2019	YIN/JULIE//	CONSULTING SERVICES	962.50	Public Works
104888	3/20/2019	YIN/JULIE//	CONSULTING SERVICES	937.50	Public Works
104892	3/27/2019	ARUCAN/KEVIN//	CONSULTING SERVICES	900.00	Public Works
104892	3/27/2019	ARUCAN/KEVIN//	CONSULTING SERVICES	875.00	Public Works
104921	3/27/2019	HAIJZADEH/HOUMAN//	CONSULTING SERVICES	847.00	Public Works
104832	3/20/2019	HAIJZADEH/HOUMAN//	CONSULTING SERVICES	792.00	Public Works
104832	3/20/2019	HAIJZADEH/HOUMAN//	CONSULTING SERVICES	770.00	Public Works
104921	3/27/2019	HAIJZADEH/HOUMAN//	CONSULTING SERVICES	770.00	Public Works
104834	3/20/2019	HERNANDEZ/JOSE LUIS//	REIMB PUBLIC WORKS EXPENSE	711.68	Public Works
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	710.50	Public Works
104843	3/20/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	700.00	Public Works
104927	3/27/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	630.54	Public Works
104809	3/20/2019	APWA	GROUP MEMBERSHIP RENEWAL	540.00	Public Works
104924	3/27/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	525.00	Public Works
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	486.56	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
104809	3/20/2019	APWA	GROUP MEMBERSHIP RENEWAL	360.00	Public Works
104907	3/27/2019	COUNTY CLERK, CO. OF L.A.	NOE FILING FEE- CEQA	300.00	Public Works
104860	3/20/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	295.00	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	293.00	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	238.00	Public Works
104927	3/27/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	222.52	Public Works
104877	3/20/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	210.00	Public Works
104948	3/27/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	210.00	Public Works
104809	3/20/2019	APWA	GROUP MEMBERSHIP RENEWAL	180.00	Public Works
104834	3/20/2019	HERNANDEZ/JOSE LUIS//	REIMB PUBLIC WORKS EXPENSE	179.39	Public Works
104848	3/20/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	167.90	Public Works
104949	3/27/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	142.00	Public Works
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	131.04	Public Works



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104819	3/20/2019	CHAN/BENJAMIN//	REIMBURSEMENT OF LICENSE	115.00	Public Works
104879	3/20/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	112.84	Public Works
104869	3/20/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	50.82	Public Works
<b>Total Amount for 42 Line Item(s) from Public Works</b>				<b>\$46,960.30</b>	
<b><u>Recoverable / Refund / Liability</u></b>					
104934	3/27/2019	P&A ADMINISTRATIVE SVCS INC	FSA-DEP CARE REIMBURSEMENT	436.55	Recoverable / Refund / Liability
104871	3/20/2019	STATE DISBURSMENT	WAGE GARNISHMENT- 3/15/19	46.15	Recoverable / Refund / Liability
<b>Total Amount for 2 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$482.70</b>	
<b><u>Tennis &amp; Swim Center</u></b>					
104870	3/20/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	4,550.66	Tennis & Swim Center
104951	3/27/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	416.43	Tennis & Swim Center
104946	3/27/2019	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	359.50	Tennis & Swim Center
104951	3/27/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	350.14	Tennis & Swim Center
104927	3/27/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	214.65	Tennis & Swim Center
104939	3/27/2019	SECURAL SECURITY CORP	SECURITY- T&SC 3/9/18	167.37	Tennis & Swim Center
104923	3/27/2019	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2019 MONITORING- T&SC	75.00	Tennis & Swim Center
104939	3/27/2019	SECURAL SECURITY CORP	ALARM RESPONSE- T&SC	72.84	Tennis & Swim Center
104889	3/27/2019	AIRGAS- WEST	TC HELIUM	40.23	Tennis & Swim Center
<b>Total Amount for 9 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$6,246.82</b>	
<b><u>Transportation</u></b>					
104947	3/27/2019	TQI EXCHANGE LLC	2016 TOYOTA PRIUS BUYOUT	12,372.00	Transportation
104854	3/20/2019	MCCAIN, INC.	TRAFFIC SOFTWARE MAINTENANCE	6,250.00	Transportation
104890	3/27/2019	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	6,152.52	Transportation
104806	3/20/2019	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	5,595.40	Transportation
104876	3/20/2019	UNITED PACIFIC	FUEL CHARGES- FEB 2019	4,648.77	Transportation
104869	3/20/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,324.44	Transportation
104930	3/27/2019	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	3,192.50	Transportation
104938	3/27/2019	ROSALES/PATRICIA//	CONSULTING SERVICES	1,736.00	Transportation
104935	3/27/2019	PARSONS TRANSPORTATION GROUP	LOST HILLS INTERCHANGE	1,632.17	Transportation
104809	3/20/2019	APWA	GROUP MEMBERSHIP RENEWAL	540.00	Transportation
104927	3/27/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	208.49	Transportation



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104847	3/20/2019	LA DWP	TRAFFIC METER SERVICE	167.54	Transportation
104819	3/20/2019	CHAN/BENJAMIN//	REIMBURSEMENT OF LICENSE	115.00	Transportation
104908	3/27/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	23.56	Transportation
<b>Total Amount for 14 Line Item(s) from Transportation</b>				<b>\$45,958.39</b>	
<b>GRAND TOTAL for 291 Line Items</b>				<b>\$966,528.28</b>	

## FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

### 24-Apr

1	CD	Closed Session	Adamsvilles House
2	CC		Adnourn in Memory - Karyn Foley
	PW	Consent	Adoption of Resolution No. 2019-1622, initiating proceedings for the levy and collection of assessments in connection with Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27, and 32 for Fiscal Year 2019-20 and ordering preparation of a preliminary Engineer's Report; adoption of Resolution No. 2019-1623 approving a preliminary Engineer's Report with respect to the levy and collection of assessments in connection with Landscape Lighting Act District Nos. 22, 24, 27, and 32 for Fiscal Year 2019-20; adoption of Resolution No. 2019-1624, declaring its intent to levy and collect assessments within Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27, and 32 and setting a time and place for a Public Hearing
3			
4	CD	Consent	Approval of contract for CEQA consultants – Dudek and ESA
5	MOD	Consent	Recommendation to approve a contract for website design, etc.
6	CD	Consent	Claim for a refund - Sharon Dorn - \$2,910
7	CD	Public Hearing	4389 Park Vicente Appeal

### Future Items

1	CC		Adnourn in Memory - Lisa Brackelman's father
2	PW	Presentation	By the Las Virgenes Municipal Water District regarding smart water meters
3	CC	New Business	Creation of a Redistricting Commission taskforce
4	PW	New Business	Electric scooters recommendation from PSC and TTC
5	CA	New Business	Closed session regarding State's mandate for affordable housing
6	CD	New Business	Housing Element (what City is doing with funds, ADU's and sites)
7	CC	Presentation	Introduction of new Deputy Fire Chief Tony Marrone
8	CC	Presentation	Annual book donation by Las Virgenes Municipal Water District
9	CC	Presentation	50th Anniversary of Municipal Clerks Week - May 5 - 11, 2019
10	CC	Presentation	To Viewpoint Robotics team
11	CD	Public Hearing	Introduction of Ordinance No. 2019-376 regarding standards for land use within 500 ft. of the 101 Freeway
12	PS	New Business	Results/recommendations from PS Committee meeting regarding Woolsey Fire
13	CC	Presentation	To CHS Unstrumental
14	PW	New Business	Public meeting regarding intent to levy and collect assessments within Mont Calabasas
15	CS	New Business	Educational signage for City facilities
16	PW	New Business	A presentation on the City's current Transportation Demand Management policy
17	CC	New Business	Citywide cell coverage discussion
18	PW	Public Hearing	Public hearing for Landscape Lighting Act Districts Nos 22, 24, 27 & 32 assessments
19	PW	Public Hearing	Declaring results of balloting, certification of assessments and adoption of corresponding resolutions for Landscape Lighting Act Districts Nos. 22, 24, 27 & 32
20	PW	New Business	Dial-A-Ride needs assessment study
21	PW	New Business	Recommendation from Environmental Commission regarding Berkely Ordinance and other ideas for further reduction of plastics
22	AS/HR	New Business	Salary adjustments policy

### 2019 Meeting Dates

Apr 27 - Council Workshop	Aug 28
May 8	Sep 11
May 22	Sep 25
Jun 12	Oct 9 Canceled - Yom Kippur
Jun 26	Oct 23
Jul 10 - Canceled	Nov 13
Jul 24 - Canceled	Nov 27 - Canceled - Thanksgiving Eve
Aug 14	Dec 11 - Council Reorganization
	Dec 25 - Canceled -