



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, JANUARY 8, 2020  
CITY HALL COUNCIL CHAMBERS  
100 CIVIC CENTER WAY, CALABASAS  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

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.**

### **OPENING MATTERS – 7:00 P.M.**

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

### **ADJOURN IN MEMORY – 7:15**

- Gary Lance Morris

### **ANNOUNCEMENTS/INTRODUCTIONS – 7:25 P.M.**

### **PRESENTATIONS – 7:35 P.M.**

- To Carolina Canales on winning the 2019 CA Girls High School State Individual Championship

### **ORAL COMMUNICATION – PUBLIC COMMENT – 7:45 P.M.**

### **CONSENT ITEMS – 7:55 P.M.**

1. Approval of meeting minutes from November 13, November 21 and December 11, 2019
2. Classification and compensation study informational report
3. Adoption of Resolution No. 2020-1658, rescinding Resolution No. 2018-1597 approving a salary schedule for hourly employees
4. Consider Request for Proposals for Independent Auditing Services for the City for Fiscal Years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24
5. Recommendation to approve the Funding Agreement for the amount of \$1,656,164 (One Million Six Hundred Fifty Six Thousand One Hundred Sixty Four Dollars) between the City of Calabasas and the Los Angeles County Metropolitan Transportation Authority (METRO) for funding of Citywide Green Street Project
6. Recommendation to approve Amendment No. 2 to the Funding Agreement between the City of Calabasas and the Los Angeles County Metropolitan Transportation Authority (METRO) increasing the funding amount for the Mulholland Highway Gap Closure Project to \$2,635,710 (Two Million Six Hundred Thirty Five Thousand Seven Hundred Ten Dollars)
7. Recommendation to approve purchase of new video editing systems from Apple, Inc. for an amount not to exceed \$65,000

### **PUBLIC HEARING – 8:10 P.M.**

8. Consideration of Ordinance No. 2020-382, amending Title 17 of the Calabasas Municipal Code by updating Sections 17.11.010 and 17.12.170, which provides zoning regulations and standards pertaining to accessory dwelling units, to improve consistency with applicable state law and to improve clarity and understanding of the regulations and standards
9. Adoption of Resolution No. 2020-1661, certifying the protest ballot results and approving rate increases for residential and commercial solid waste collection service rates

**NEW BUSINESS – 9:10 P.M.**

10. City Council consideration and direction regarding request by the California Contract Cities Association (CCCA) to join a coalition of cities to raise awareness of deficiencies with the new Los Angeles County Voting Solutions for All People system

**INFORMATIONAL REPORTS – 9:40 P.M.**

11. Check Register for the period of October 31-December 18, 2019

**TASK FORCE REPORTS – 9:45 P.M.**

**CITY MANAGER’S REPORT – 9:50 P.M.**

**FUTURE AGENDA ITEMS – 9:55 P.M.**

**ADJOURN – 10:00 P.M.**

The City Council will adjourn in memory of Gary Lance Morris to their next regular meeting scheduled on Wednesday, January 22, 2020, at 7:00 p. m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, NOVEMBER 13, 2019**

Mayor Shapiro called the Closed Session to order at 6:15 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

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

1. Conference with Legal Counsel; Existing Litigation  
(Gov't Code section 54956.9, subd. (d)(1))  
City of Calabasas v. Southern California Edison, et al.  
Los Angeles Superior Court Case No. 19STCV26583
  
2. Conference with Real Property Negotiator (Gov. Code § 54956.8)  
Property Identifier: APN 2069-007-906  
Agency Negotiator: Dr. Gary Lysik, City Manager Negotiating Party:  
Calabasas Union Corporation  
Under Negotiation: Both Price and Terms of Payment

Mayor Shapiro called the Open Session 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: Cohen, Hernandez, Howard, Lysik, Lockwood, Russo, Tamuri, and Yalda

In regard to Closed Session Item No. 1, Mr. Howard reported the settlement agreement with Southern California Edison.

In regard to Closed Session Item No. 2, Mr. Howard reported that the City Council provided direction to the City Manager with Councilmember Maurer's abstention.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Girl Scout Junior Troop1826

## **APPROVAL OF AGENDA**

**Mayor Shapiro requested approval to move Item No. 6 to a future Council meeting. Mayor pro Tem Weintraub moved, seconded by Councilmember Gaines to approve the agenda. MOTION CARRIED 5/0 as follows:**

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

## **ADJOURN IN MEMORY**

- Former Library Commissioner, Karen Brown

Members of the Council expressed condolences to the Brown family.

Barbara Lockwood expressed her condolences to the Brown family.

Mr. Bill Brown expressed appreciation to the City Council for their condolences.

## **PRESENTATIONS**

- To Barry Goldberg, President of San Fernando Valley BAR Association

Mayor Shapiro recognized Mr. Goldberg.

- By Ryan Correia, LVUSD regarding vaping

Mr. Correia made a presentation to the City Council.

- Award from LA Section of American Society of Civil Engineers (ASCE) for Las Virgenes Creek Restoration Project – Phase II

Mr. Yalda presented award to the City Council.

- America in Bloom Awards

Mr. Yalda presented award to the City Council.

## **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Bozajian:

- Extended an invitation to the Annual Breakfast with Santa at the Tennis and

Swim Center on December 7.

- Encouraged residents to submit online comments for California Citizens Re-Districting Commission applicants.

Councilmember Maurer:

- Extended an invitation to the Smart Gardening Workshop at the Calabasas Community Center on November 16.
- Extended an invitation to senior residents for the Rotary Club Thanksgiving Dinner at Sagebrush Cantina on November 28.
- Extended appreciation to Mayor Shapiro, staff and local veterans on the opening the Veteran's Garden Memorial.

Mayor pro Tem Weintraub:

- Thanked Mayor Shapiro for the inauguration of the Veteran's Garden Memorial.
- Thanked Superintendent Dan Stepenosky for his military service and for attending the opening of the Veteran's Garden Memorial.
- Congratulated Mayor Shapiro on his State of the City Address.

Councilmember Gaines:

- Congratulated Mayor Shapiro on his State of the City Address.
- Reiterated congratulations to Mayor Shapiro on the opening of the Veteran's Garden Memorial.
- Extended an invitation to the Calabasas Chamber of Commerce meeting on November 14, with a presentation from Superintendent Dan Stepenosky and his wife, Mrs. Jill Gaines.
- Extended an invitation to the Calabasas Chamber of Commerce Thanksgiving mixer on November 21.
- Extended an invitation to the Calabasas High School Theater performance of Puffs on November 19.
- Congratulated the Girls Calabasas Volleyball Team for making it to the quarterfinals of the CIF play offs.
- Extended an invitation to the Calabasas Football game against Saint John Bosco on November 15.
- Reminded residents of the Special Council meeting on November 21.

Mayor Shapiro:

- Clarified that Puffs the play is not related to the presentation made earlier in the in the meeting.
- Congratulated Jim Jordan, staff and the Public Safety Commission for volunteering for the Annual Flu Clinic.
- Thanked all residents, staff, the Communications Department and Annie Krdilyan for their work on the State of the City Address.
- Thanked staff for organizing the Veteran's Garden Memorial opening.
- Reminded residents the final draft report from the Woolsey Task Force will be

available on November 17.

- The first meeting of the Mayor's Youth Council will be held on November 19.
- Extended an invitation to the City Council Reorganization meeting on December 11.

### **ORAL COMMUNICATIONS – PUBLIC COMMENT**

James Bukowski and Dan Stepenosky spoke during public comment.

### **CONSENT ITEMS**

1. Approval of meeting minutes from October 23, 2019
2. Approval of Memorandum of Understanding between the Los Angeles County Flood Control District, the County of Los Angeles and the Cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village regarding the administration and cost sharing for implementing the Coordinated Integrated Monitoring Program and necessary reports for the Malibu Creek Watershed, and special study to address technical and regulatory issues in attainability and applicability of Malibu Creek Watershed Nutrient and Benthic Community total maximum daily loads
3. Recommendation to approve a professional services agreement with Fehr & Peers for the development of criteria and methodologies to comply with Senate Bill 743, Traffic Analysis Requirements and Update of the Circulation Element in the General Plan in the amount of \$125,994
4. Recommendation to approve a professional services agreement with Siemens Mobility, Inc. to provide City wide traffic signal maintenance services for a three-year term in an amount not to exceed \$270,000
5. Recommendation to approve a professional services agreement with Cleanstreet for Citywide street sweeping services for a three-year term in an amount not to exceed \$336,000
6. Recommendation to approve two separate rate increase requests from Waste Management: 1) establish a commercial recycling rate at 50% of the solid waste collection rate and 2) increase residential service rates by \$1.96 per unit per month to accommodate for increased organics waste processing as a result of Assembly Bill 1594
7. Adoption of Resolution No. 2019-1655, amending the Ticket and Pass Distribution Policy

8. Adoption of Resolution No. 2019-1656, adopting a City Policy limiting the City Council to use of City-issued electronic mail addresses

Councilmembers Bozajian and Maurer pulled Consent Item No. 8.

**Councilmember Gaines moved, seconded by Mayor pro Tem Weintraub to approve Consent Item Nos. 1-5, 7. MOTION CARRIED 5/0 as follows:**

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

**After extensive discussion, Councilmember Bozajian moved, seconded by Mayor pro Tem Weintraub to request Consent Item No. 8 be forwarded to the Commission Procedures/Council Protocols taskforce to be presented at a future Council meeting. MOTION CARRIED 5/0 as follows:**

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

**The meeting recessed at 8:45 p.m.**

**The meeting reconvened at 8:53 p.m.**

**Councilmember Maurer left the meeting during recess.**

### **NEW BUSINESS**

9. Sheriff's Crime Report – September

Deputy Di Matteo presented the report.

### **PUBLIC HEARING**

10. Introduction of Ordinance 2019–372, adopting the California Code of Regulations – Title 24, the 2019 California Building Standards Code Parts 1 through 12 with local amendments thereto and the International Property Maintenance Code

Mayor Shapiro opened the public hearing.

Mr. Cohen presented the report.

Mayor Shapiro closed the public hearing.

**Mayor pro Tem Weintraub moved, seconded by Councilmember Gaines to approve Item No. 10. MOTION CARRIED 4/0 as follows:**

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

**ABSENT:** Councilmember Maurer

### **INFORMATIONAL REPORTS**

11. Check Registers for the period of October 9-30, 2019

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

### **TASK FORCE REPORTS**

Councilmember Bozajian announced the upcoming California Contract Cities Association and League of California Cities joint holiday party on December 11. In addition, he extended an invitation to the 20<sup>th</sup> Anniversary of the Agoura Hills/Calabasas Community Center on December 12.

Councilmember Gaines reported that the Mountain Restoration Trust will merge with the TreePeople, and that the MRT Bridge is now permitted and will move into the next phase. He also reported that Councilmember Maurer and he will attend the upcoming Mountain Restoration Trust meeting on November 18. In addition, he will request the TreePeople Executive Director attend a future meeting and make a presentation to the City Council on the organization. He further reported that Mayor Shapiro and he will attend the Valley Industry and Commerce Association Business Forecast Conference and annual meeting on December 13. Additionally, he reported that the new chair of VICA is Brad Rosenheim from Agoura Hills.

Mayor pro Tem Weintraub reported that Mayor Shapiro and she have met with PFA's and PFC's. She further reported that Senator Stern will attend the upcoming COG meeting to give a legislative update.

Mayor Shapiro reported that SCAG voted on the RHNA numbers and transportation. He further reported that he was re-appointed for another term to the League of California of Cities Policy Committee.

### **CITY MANAGER'S REPORT**

Dr. Lysik reported strong winds are forecasted and encouraged residents to be prepared and vigilant for SCE messages. Additionally, he encouraged residents to sign up at [www.sce.com](http://www.sce.com) to receive notifications. Dr. Lysik thanked staff and

members of the community who participated in the Veteran's Garden Memorial opening. He further reported that the initial budget for the event was \$20,000 and preliminary costs are coming in at \$8,500. Additionally, Dr. Lysik extended an invitation to residents to attend the Wellness & Preparedness Expo on December 7.

### **FUTURE AGENDA ITEMS**

Mayor pro Tem Weintraub requested guidance from the City Attorney regarding what powers local government have over the sale of vaping products. In addition, Mayor pro Tem Weintraub requested the finalized Wireless Survey report.

Councilmember Gaines requested information from the City Attorney about the possible ban of the sale of vaping products in the City. Additionally, he requested confirmation if vaping qualifies as a public health emergency and allow for emergency action.

Mayor Shapiro reported that he had made an earlier requests this year to send letters to businesses that sell tobacco for input regarding banning vaping products.

Councilmember Bozajian requested guidance from the City Attorney regarding the legalities for banning vaping products.

### **ADJOURN**

The meeting adjourned at 9:09 p.m. in memory of former Library Commissioner, Karen Brown to a special meeting scheduled on Thursday, November 21, 2019, at 7:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD THURSDAY, NOVEMBER 21, 2019**

Mayor Shapiro called the meeting to order at 7:02 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: Bartlett, Bingham, Hernandez, Holden, Hong, Klein, Jordan, Lysik, Pasiliao, Petros, Russo, Summers, Tamuri, Yalda and Yin.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Carl Ehrlich

**APPROVAL OF AGENDA**

Mayor Shapiro reported that Item No. 4 was being moved to a future meeting.

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

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

**PRESENTATIONS**

- To Andy Hong for his years of service to the City

Mayor Shapiro presented Andy Hong with a certificate of appreciation. Members of the Council extended appreciation to Mr. Hong.

Tony Yin extended his appreciation to Mr. Hong.

- Roots and Shoots/Mayor's Monarch Pledge

Mayor Shapiro presented Roots and Shoots with a proclamation.

- To Completely Managed IT Solutions for officially being certified as a cyber-security service provider, the only one in the Valley and among a few in the nation

Mayor Shapiro presented a certificate to Completely Managed IT Solutions.

➤ Gun Safety Public Service Announcement

A public service announcement was featured.

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Maurer:

- Reminded residents that the City's annual environmental calendar is available at City Hall.
- Los Angeles County has published on their website the final version of the After Action Report for the Woolsey Fire.
- Extended an invitation to residents to view the new artwork currently displayed at City Hall.
- Wished everyone a Happy Thanksgiving.

Councilmember Gaines:

- Extended an invitation to the Calabasas High School Theater performance of Puffs running until November 24.
- Congratulated the Calabasas High School Football Team on a successful season, and announced their unfortunate elimination in the quarterfinals of the CIF play offs.
- Caroline Canales won the state golf championship and will be invited to a future Council meeting.
- Councilmember Gaines announced that a future Council meeting would be adjourned in memory of Gary Morris.
- Wished everyone a Happy Thanksgiving.

Councilmember Bozajian:

- Extended an invitation to the Agoura Hills Calabasas Community Center's 20<sup>th</sup> Anniversary Celebration on December 12.

Mayor Shapiro:

- SCAG released the draft Connect SoCal Plan for the region. Dates for public hearings will be posted on the City's website.
- Announced the first meeting of the Mayor's Youth Council took place on November 19 and extended an invitation for interested parties to apply.
- Extended an invitation to the De Anza Park ribbon cutting ceremony for the new EVgo Vehicle Charging Station on December 4.
- Extended an invitation to the Wellness & Preparedness Expo on December 7.
- Extended an invitation to the City Council Reorganization meeting on December 11.

## **ORAL COMMUNICATIONS – PUBLIC COMMENT**

No one spoke during public comment.

## **CONSENT ITEMS**

1. Consideration and approval of appointment of Sandra Malis to the Art in Public Places Advisory Committee
2. Adoption of Resolution No. 2019-1657, approving the Annual Investment Policy for Fiscal Year 2019-20 and rescinding Resolution No. 2009-1199A

**Mayor pro Tem Weintraub moved, seconded by Councilmember Gaines to approve Consent Item No. 1. MOTION CARRIED 5/0 as follows:**

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

Mayor Shapiro introduced Sandra Malis.

**Councilmember Maurer moved, seconded by Mayor pro Tem Weintraub to approve Consent Item No. 2. MOTION CARRIED 5/0 as follows:**

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

## **CONTINUED FROM THE OCTOBER 23 COUNCIL MEETING**

3. Receive and file the Impacts Report related to Initiative Petition entitled, "Calabasas Neighborhood Preservation Initiative" and: a) Adoption of Ordinance No. 2019-380 or b) submission to the voters of Ordinance No. 2019-380. If adopted by the City Council or approved by the voters, Ordinance No. 2019-380 would amend the Calabasas General Plan and Calabasas Municipal Code; and adopt a new specific plan allowing up to 161 new market-rate apartment units, within an existing 600-unit apartment complex at 3831 North Orchid Lane, Calabasas, CA, known as the Avalon Calabasas property. Ordinance No. 2019-380, if adopted, would also require that at least ten percent of the complex's units be reserved for fifty-five years as deed-restricted affordable units, designating 60 units for moderate income households and 20 units for very-low income households. Adoption of Ordinance no. 2019-380 is exempt from review under the California Environmental Quality Act

Mr. Klein and Mr. Bartlett presented the report.

Edgar Khalatian spoke on behalf of Avalon Bay.

Mary Hubbard, Armando Flores, Bernard McDuel, John Suwara, Joe Chilco, Ashley Navarro, Carl Ehrlich, Melissa Olen, Beth Palmer, Priscilla Lee, Arnie Placencio, Molly Rysman, Joon Tabatabai, Hamid Tabatabai, Corrinne Ho, Wendy Schilling, Luresa Byrne, and Noemi Mulhearn via video spoke during public comment.

The meeting recessed at 9:15 p.m.

The meeting reconvened at 9:25 p.m.

**After extensive discussion, Councilmember Bozajian moved, seconded by Councilmember Maurer to approve to place the initiative under Item No. 3 on the March 3, 2020, election. MOTION CARRIED 3/2 as follows:**

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

NOES: Mayor Shapiro and Councilmember Gaines

### **TASK FORCE REPORTS**

Councilmember Maurer reported Councilmember Gaines and she attended a meeting with the TreePeople Executive Director, Diana Munoz and the former Executive Director of MRT. Additionally, Councilmember Maurer reported that Ms. Munoz will attend a future Council meeting to present information regarding the merger.

Councilmember Bozajian reported that Mayor pro Tem Weintraub and he met with representatives of the Calabasas Village Homeowners Association to discuss their lease.

Mayor Shapiro reported Councilmember Weintraub and he continue their tour of the PFC's. Mayor Shapiro also reported his participation on a Mayors' Panel on Land Use at Pepperdine.

Mayor pro Tem Weintraub reported her attendance to he COG meeting with Assemblymember Bloom and Senator Stern via phone to discuss how power shut offs affect residents. In addition, she reported that additional funding will be allocated to the COG for homeless resources. She further reported that Agoura Hills Councilmember Lopez and her will be meeting with Assemblymember Jesse Gabriel to give an update on how the Clean Power Alliance is working in the respective communities.

## **CITY MANAGER'S REPORTS**

Dr. Lysik announced he received a letter from the Government Finance Officers Association congratulating the City's Finance Department for receiving a certificate of achievement for excellence in financial reporting on the City's 2018 Comprehensive Annual Financial Report (CAFR). Dr. Lysik extended appreciation to the Finance Department.

## **FUTURE AGENDA ITEMS**

Mayor pro Tem Weintraub requested more information on affordable housing for a future Council meeting.

Mayor Shapiro requested the Council e-mail policy be placed on a future Council meeting.

## **ADJOURN**

The meeting adjourned at 10:15 p.m. to a regular meeting/Council reorganization scheduled on Wednesday, December 11, 2019, at 7:00 p.m.

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

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, DECEMBER 11, 2019**

Mayor Shapiro called the meeting to order at 7:09 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: Ahlers, Bingham, Hernandez, Howard, Jordan, Lysik, Lockwood, McConville, Rubin, Russo, Summers, Tamuri and Yalda.

The Invocation was led by Rabbi Friedman.

The Pledge of Allegiance was led by Lauren and Noah Weintraub & Ben and Henry Arinsburg.

The National Anthem was sung by Calabasas High School student Maddie Lasker.

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Maurer:

- Wished everyone a wonderful festive December and happy New Year.

Councilmember Bozajian:

- Congratulated the outgoing and incoming Mayor.
- Extended an invitation to the 20<sup>th</sup> Anniversary of the Agoura Hills/Calabasas Community Center on December 12.

Councilmember Gaines:

- Congratulated those being honored at today's Council meeting.
- Extended an invitation to Hanukkah Celebration, at the Commons on December 23.

Mayor pro Tem Weintraub:

- Shared a history fact that women were given the right to vote 100 years ago, and today four out of five local cities will have female Mayors including the President of the Los Angeles City Council and the Los Angeles County Board of Supervisors.
- Extended appreciation to everyone in attendance at tonight's Council meeting.

Mayor Shapiro:

- The City received the Southern California Project of the Year award from the American Public Works Association for the Las Virgenes Creek Restoration Project Phase II.

## **ORAL COMMUNICATIONS – PUBLIC COMMENT**

Tom Shubert spoke during public comment.

## **CONSENT ITEMS**

1. Adoption of Ordinance 2019–372, the California Code of Regulations – Title 24, the 2019 California Building Standards Code Parts 1 through 12 with local amendments thereto and the International Property Maintenance Code

**Councilmember Gaines moved, seconded by Mayor pro Tem Weintraub to approve Consent Item No. 1. MOTION CARRIED 5/0 as follows:**

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

Mayor Shapiro welcomed and acknowledged dignitaries present.

## **COUNCIL REORGANIZATION**

### ➤ Presentations to Outgoing Mayor

The following made presentations to outgoing Mayor Shapiro:

- Lauren Petersil, District Representative, 27<sup>th</sup> District State Senator Henry Stern’s Office
- Noah Sachartoff, Field Representative, 30<sup>th</sup> Congressional District Congressman Brad Sherman’s Office
- Aurelia Friedman, Field Representative and Constituent Services, 33<sup>rd</sup> Congressional District, Congressman Ted Lieu’s Office
- Catherine Coddington, District Director, 45<sup>th</sup> District Assemblymember Jesse Gabriel’s Office
- Tessa Charnofsky, District Director, 3<sup>rd</sup> District LA County Supervisor Sheila Kuehl’s Office
- Michelle Chambers, Field Deputy, LA County Assessor Jeffrey Prang’s Office
- Mark Levinson & Bridget Karl, CEO/President, Calabasas Chamber of Commerce

- Richard Sherman, President CPHA
- Linda Menges, LVUSD School Board President
- Susan Renick and members Marty Fadaei, Manny Fernandez, Todd Gurvis, Sally Goya and Bette Hall, Calabasas Rotary

➤ Comments by Members of the City Council

Members of the Council expressed appreciation to Mayor Shapiro.

➤ Comments by the Outgoing Mayor

Mayor Shapiro expressed appreciation for the opportunity to serve.

➤ Election of Mayor

**Mayor Shapiro nominated Mayor pro Tem Weintraub as Mayor, Councilmember Maurer seconded. Mayor Shapiro closed nominations. The nomination carried 5/0 as follows.**

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

➤ Oath of Office to Mayor

Mr. and Mrs. Richard and Judy Sherman and Mr. Adam Weintraub administered the Oath of Office to Mayor Weintraub.

Mayor Weintraub thanked the Council, staff and the community for the opportunity to serve.

➤ Election of Mayor pro Tem

**Councilmember Maurer nominated Councilmember Bozajian as Mayor pro Tem; Mayor Weintraub closed nominations. The nomination carried 5/0 as follows.**

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

➤ Oath of Office to Mayor pro Tem

Logan Askijian administered the Oath of Office to Mayor pro Tem Bozajian.

Mayor pro Tem Bozajian expressed appreciation to all for the opportunity to serve.

**ADJOURN**

The meeting adjourned at 8:32 p.m. to the regular meeting scheduled on Wednesday, January 8, 2020, at 7:00 p.m.

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



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

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**DATE:** DECEMBER 20, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** DR. GARY J. LYSIK, CITY MANAGER   
JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER   
MICHAEL MCCONVILLE, MANAGEMENT ANALYST

**SUBJECT:** CLASSIFICATION AND COMPENSATION STUDY INFORMATIONAL REPORT

**MEETING DATE:** JANUARY 8, 2020

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**SUMMARY RECOMMENDATION:**

That the City Council receive and file this informational report and update related to staff's efforts towards completing a Classification and Compensation Study.

**BACKGROUND:**

Council requested an update on the staff's progress towards contracting a firm to perform a Citywide Classification and Compensation Study for full-time employees. In October, City staff distributed a Request for Proposals for a Classification and Compensation Study, (attached.) Three proposals were received from qualified firms and after a comprehensive bid analysis; CPS HR Consulting was selected as the lowest responsible bidder.

**DISCUSSION/ANALYSIS:**

The City's classification plan is in need of an update, with class specifications needing to more accurately reflect current job duties and requirements of the position, including physical requirements and essential job functions to comply with

any regulatory requirements. Since the time of the last classification and compensation review, the City has realigned or created several positions, resulting in the reorganization of several departments.

The City has not had a comprehensive classification and compensation review in over ten years. Instead, The City performs an annual cost of living adjustment (COLA) to salary ranges based on the Los Angeles Area Consumer Price Index (CPI) to maintain its desired market position.

CPS HR Consulting will be performing a Citywide Classification and Compensation Study on all 55 full time position titles using 10 comparison survey agencies.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City has entered into a Professional Services Agreement with CPS HR Consulting to perform a Classification and Compensation Study in an amount not to exceed \$40,000.00.

**REQUESTED ACTION:**

That the City Council receive and file this informational report and update regarding a Classification and Compensation Study to be performed by a consulting firm.

**ATTACHMENTS:**

- A. City's Request for Proposals for a Classification and Compensation Study.
- B. 2019 Classification & Compensation Study Bid Analysis
- C. CPS HR Consulting's proposal



CITY *of* CALABASAS

**City of Calabasas  
Request for Proposal**

**Classification and Compensation Study**

**Due: On or Before 2:00 p.m. Wednesday,  
October 4, 2019**

**City of Calabasas  
Administrative Services  
Department**

**100 Civic Center Way, Calabasas, CA 91302**

**Phone: (818) 224-1663**

## **1. INTRODUCTION AND PROJECT**

The City of Calabasas is requesting proposals for qualified professional consulting services to conduct a city-wide classification and compensation study.

The City will select one firm, based on demonstrated competence and a cost effective approach to design, conduct, and assist in the implementation of a city-wide classification and compensation study.

## **2. BACKGROUND**

Incorporated in 1991, the City of Calabasas is 13.3 square miles in size and is located 26 miles west of downtown Los Angeles. Nestled in the foothills of the Santa Monica Mountains National Recreation Area and adjacent to the San Fernando Valley, the City is proudly known as the Gateway to the Santa Monica Mountains. Calabasas' distinctive character is in part derived from its natural environment, oak-studded hillsides, and sprawling open space. Furthermore, its physical diversity, small town atmosphere, and active population exceeding 24,000, provide an independent ambience that is distinct to the City of Calabasas.

The City of Calabasas is a contract city, meaning that some services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees. Police and fire protection is provided by the Los Angeles County. The County of Los Angeles also provides sanitary, sewer and other specialized public works services, while library services, planning and zoning activities, recreational activities, and an extensive system of public parks, open space and trails are operated by the City.

**City Government:** Calabasas is a General Law City and has operated under the Council-Manager form of government since incorporation in 1991. Policy-making and legislative authority are vested in the governing City Council, which consists of five Council Members, including the Mayor and Mayor Pro-Tem. The City Council is elected on a non-partisan, at-large basis. Council Members are elected to four-year staggered terms with two or three Council Members elected every two years. The Council designates the Mayor and Mayor Pro-Tem for a one-year term. The City Manager is responsible for carrying out the policies and ordinances of the governing council, for overseeing the day-to-day operations of the government, and for appointing the heads of the government's departments. The City is fiscally sound and functions on an annual budget cycle.

**Labor Force:** The City of Calabasas has 79 authorized full time positions for FY 19-20, and its departments include: City Manager's Office, Administrative Services Department, City Clerk Department, Community Development Department, Community Services Department, Public Works Department, Finance Department, Communications Department, Library Services Department, and the Public Safety & Emergency Preparedness Department. City Staff do not belong to any unions, employee associations, or bargaining units.

### **3. SITUATION**

The City has not had a comprehensive classification and compensation review in over ten years. Instead, The City performs an annual cost of living adjustment (COLA) to salary ranges based on the Los Angeles Area Consumer Price Index (CPI) to maintain its desired market position.

The City's classification plan is in need of an update, with class specifications needing to better reflect current job duties and requirements of the position, including physical requirements and essential job functions to comply with any regulatory requirements. Since the time of the last classification and compensation review, the City has realigned or created several positions, resulting in the reorganization of several departments.

### **4. SCOPE OF SERVICES REQUIRED**

The City of Calabasas is seeking the services of a highly qualified consulting firm to assist with the following:

#### **Classification Plan**

1. Updating the classification specifications for approximately 55 full-time positions as of August 2019.
2. Develop a unified classification structure that reflects the City's overall classification and compensation strategy and includes the clear definition of terms and the development of career ladders, if applicable.
3. Review the background materials including existing classifications, organizational charts, budgets, salary resolutions and schedules, personnel rules and related information.
4. Conduct orientation and briefing session(s) with employees.
5. Conduct orientation and briefing session(s) with the City Manager, all department heads, managers and supervisors.
6. Conduct interviews with all employees in single position classifications, and appropriate management personnel to validate the information.
7. Allocate all employees included within the scope of the study to an appropriate job title, job classification and exempt and non-exempt designation pursuant to the Fair Labor Standards Act (FLSA).
8. Develop new classification specifications to reflect current duties, requirements of the position, including physical requirements and essential job functions.
9. The classification specifications shall include the following items:
  - a) A definition of the job classification;
  - b) A complete description of the essential job functions;
  - c) Requirements of education, experience, knowledge, skills and abilities;
  - d) Supervision exercised and received with definition of lead or supervisory roles;
  - e) Working environment and/or conditions;
  - f) Licenses, certifications, driving requirements and physical requirements in compliance with the American with Disabilities Act (ADA); and
  - g) Appropriate exempt and non-exempt designation under the Fair Labor Standards Act (FLSA).

10. Present the final classification listing that presents the recommended allocation of each position to the City Manager.
11. The classification plan shall include an introductory section that describes class concepts and provides information about distinctions of various levels within a class series and other pertinent information.
12. Provide appropriate implementation and maintenance manuals.
13. Conduct training sessions for designated staff.

#### Compensation Plan

1. Identify survey labor market and benchmark classes in accordance with comparable survey agencies, preferably those listed in *Appendix A*.
2. Conduct a comprehensive compensation survey using the comparable survey agencies, using not only job titles, but duties and responsibilities based upon the classification specifications from the City of Calabasas.
3. Complete an internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop a salary range to each classification which reflects the results of the market survey and the analysis of the internal relationships.
5. Recommend additional compensation strategies that allow the City's total compensation practices to be competitive amongst comparable survey agencies.
6. Assist in the development of a strategy for implementing the compensation recommendations and plan.
7. Present the final compensation recommendations to the City Manager.

#### **5. QUALIFICATION AND CRITERIA**

**Qualifications:** The City of Calabasas will select one firm for all the outlined Scope of Service on the basis of qualifications, experience and cost. The following are the minimum qualifications to be used to evaluate the responses to this Request for Proposals:

1. The proposer has advanced knowledge of the laws and practices relating to employee classification and compensation within a municipal government setting.
2. The proposer has a demonstrated track record of success in handling all aspects of employee classification and compensation and at least five (5) years of providing these services to public entities in the State of California.
3. Each proposer shall provide five references, preferably from governmental agencies, for relevant work performed in the past five years. When possible, include references from cities of a similar size and characteristics to the City of Calabasas.
4. The proposer can demonstrate an understanding of the assignment and knowledge of the skills necessary to serve in the role of the Classification and Compensation Consultant.

**Selection Criteria:** The City of Calabasas will conduct a comprehensive, fair and impartial evaluation of the proposals received in response to the Request for Proposal. All proposals received from the vendors will be reviewed and evaluated by a committee of qualified personnel. The names, information, or experience of the individual members will not be made available to any vendor. The Administrative Services Manager will first screen all proposals submitted, according to the minimum qualifications set forth above.

The following criteria will be used in reviewing and comparing the proposals and in determining the highest scoring bid:

- I. 40%: Qualifications, background and prior experience of the firm, experience of key staff assigned to oversee services provided to the City of Calabasas, evaluation of size and scope of similar work performed and success on those projects.
- II. 30%: Cost and Fees to the City of Calabasas for handling matters. Cost is not the sole determining factor but will be taken into consideration. Proposer must offer services at a rate comparable to the rate proposer offers to other governmental agencies for similar work. Offering a higher rate to the City of Calabasas than the comparable rate is grounds for disqualification of the Proposer. If rates differ for different types or levels of service, the Proposer should so state in their proposal.
- III. 20%: References including past performance of proposer.
- IV. 10%: Responsiveness to the Request for Proposal and quality of the proposal.

## **6. FORMAT AND DELIVERY OF RESPONSES**

Respondents are asked to submit six (6) copies of their proposals in sufficient detail to allow for a thorough evaluation and comparative analysis. The proposal should include at minimum, the following information in a sectionalized format addressing all phases of work in the Request for Proposal.

**Format:** Proposal shall be limited to 20 typed 8.5" X 11" pages, or fewer, on white bond paper, single sided (excluding cover letter and attachments). The proposer may attach a firm brochure if desired, but it must be as a separate attachment and independent from the required elements noted above.

1. Use a conventional typeface with a minimum font size of 12 points. Use a 1" margin on all borders.
2. The proposal shall be organized in the order described above.
3. Provide one (1) unbound original, in addition to the six, of your firm's response and one (1) electronic version.
4. Prominently label the package: "RFP for Classification and Compensation Study" and include the name of the prime respondent.

**Cover Letter:** All proposals shall include a cover letter which states that the proposal shall remain valid for a period not less than ninety (90) days from the date of submittal. If the proposal contemplates the use of sub-contractors, the sub-contractors shall be identified in the cover letter. If the proposal is submitted by a business entity, the cover letter shall be signed by an officer authorized to contractually bind the business entity. With respect to the business entity, the cover letter shall also include: the identification of the business entity, including the name, address and

telephone number of the business entity; and the name, title, address and telephone number of a contact person during the proposal evaluation period.

**Introduction:** Proposer shall present an introduction of the proposal and his/her understanding of the assignment and significant steps, methods and procedures to be employed by the proposer to ensure quality deliverables that can be delivered within the required time frames and his/her identified budget.

**General Scope of Work:** Briefly summarize the scope of work as the proposer perceives or envisions it for each area proposed.

**Work Plan:** Present concepts for conducting the work plan and interrelationship of all products. Define the scope of each task including the depth and scope of analysis or research proposed.

**Schedule:** As time is of the essence for this assignment, recommend a schedule of work indicating specific milestones.

**Fee and Costs:** Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. Negotiations may or may not be conducted with the proposer; therefore, the proposal submitted should contain the proposer's most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect "not to exceed" amounts per item.

**Ability of the Proposer to Perform:** Provide a detailed description of the proposer and his/her qualifications, including name(s), title(s), detailed professional resume(s), and past experience in similar work efforts/products of key personnel who will be working on the assignment. Provide a list of specific related work projects that have been completed by the proposer which are directly related to the assignment described in the Request for Proposal. Note the specific individuals who completed such project(s). Identify the role and responsibility of each member of the project team. Include the amount of time key personnel will be involved in the respective portions of the assignment. Respondents are encouraged to supply relevant examples of their professional product. Provide a list of references.

**Delivery:** Responses are due on or before 2:00 p.m. on October 4, 2019. Late responses will not be accepted. Deliver the responses to:

City of Calabasas  
Attention: John Bingham, Administrative Services Manager  
100 Civic Center Way  
Calabasas, CA 91302

If you have any questions regarding this Request for Proposal, please contact John Bingham at (818) 224-1663.

## **7. CONDITION FOR RESPONSES TO REQUEST FOR PROPOSAL**

The following conditions apply to the Request for Proposal process:

- A. Nothing contained in this Request for Proposal shall create any contractual relationship between the respondent and the City of Calabasas.
- B. This Request for Proposal does not obligate the City of Calabasas to establish a list of service providers qualified as prime contractors, or award a contract to any respondent. The City of Calabasas reserves the right to amend or cancel the Request for Proposal without prior notice, at any time, at its sole discretion.
- C. The City of Calabasas shall not be liable for any expenses incurred by any individual or organization in connection with the Request for Proposal.
- D. No conversations or agreements with any officer, agent or employee of the City of Calabasas shall affect or modify any terms of this Request for Proposal. Oral communications or any written/e-mail materials provided by any person other than the designated contact staff of the City of Calabasas shall not be considered binding.
- E. The City of Calabasas reserves the right, in its sole discretion, to accept or reject any or all proposals without prior notice and to waive any minor irregularities of defects in a proposal. The City of Calabasas reserves the right to seek clarification on a proposal with any source.
- F. The dates, times and sequence of events related to this Request for Proposal shall ultimately be determined by the City of Calabasas.
- G. Respondents shall not issue any news release pertaining to this Request for Proposal, or the City of Calabasas without prior written approval of the City.
- H. All submitted proposals and information included herein or attached thereto, shall become public record upon delivery to the City of Calabasas.

## **8. RIGHT BY THE CITY TO WITHDRAW THIS REQUEST**

The City of Calabasas, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.

## **9. STANDARD TERMS AND CONDITIONS**

Prior to the award of any work hereunder, the City and the proposer shall enter into a written Professional Services Agreement for services.

## Appendix A

### Recommended Comparator Cities:

Agoura Hills

Beverly Hills

Camarillo

Conejo Recreation and Park District

Culver City

La Canada Flintridge

Las Virgenes Water District

Malibu

Moorpark

Oxnard

Rancho Simi Park District

Santa Clarita

Simi Valley

Thousand Oaks

Ventura

Westlake Village

| 2019 Classification & Compensation Study Bid Analysis |   |                 |               |                                    |                              |              |
|---|---|-----------------|---------------|------------------------------------|------------------------------|--------------|
| Company   | I. Qualifications, Background, & Experience | II. Cost & Fees |               | III. References & Past Performance | IV. Responsiveness & Quality | Total Points |
|   |   | Amount          | 30 Points Max |                                    |                              |              |
| <b>Koff &amp; Associates</b>                          | 36  | \$84,750        | 15            | 16                                 | 9                            | <b>76</b>    |
| <b>Reward Strategy Group</b>                          | 32  | \$53,500        | 22            | 13                                 | 7                            | <b>74</b>    |
| <b>CPS HR Consulting Group</b>                        | 38  | \$38,375        | 25            | 15                                 | 8                            | <b>86</b>    |

I. 40%: Qualifications, background, and prior experience of the firm. Experience of key staff assigned to oversee services provided to the City of Calabasas. Evaluation of size, scope, and success of similar projects/work performed.

II. 30%: Cost and Fees to the City of Calabasas. Cost is not the sole determining factor, but will be taken into consideration. Services must be a rate comparable to the rate proposer offers to other governmental agencies for similar work.

III. 20%: References including past performance of proposer.

IV. 10%: Responsiveness to the Request for Proposal and quality of the proposal.

## PROPOSAL

# City of Calabasas

## Classification and Compensation Study Consulting Services v. 3

### RFP

Updated: December 10, 2019

Originally Submitted: October 4, 2019

#### SUBMITTED BY:

**VICKI QUINTERO BRASHEAR**

*Director of Products and Services*

CPS HR Consulting  
2450 Del Paso Road, Suite 220  
Sacramento, CA 95834  
P: 916-471-3481  
vbrashear@cpshr.us  
Tax ID: 68-0067209

[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

# Table of Contents

|  |    |
|--|----|
| Cover Letter .....                           | ii |
| Introduction .....                           | 1  |
| Our Understanding of the Scope of Work ..... | 1  |
| General Scope of Work and Work Plan .....    | 3  |
| Classification Study Work Plan .....         | 3  |
| Compensation Study Work Plan.....            | 6  |
| Schedule .....                               | 12 |
| Fee and Costs .....                          | 14 |
| Professional Fixed Fee .....                 | 14 |
| Billing Terms .....                          | 14 |
| Pricing Philosophy .....                     | 14 |
| Ability of the Proposer to Perform.....      | 15 |
| Key Personnel .....                          | 15 |
| Experience and Qualifications .....          | 15 |
| Project List.....                            | 17 |
| Similar Work/References .....                | 18 |
| Appendix A – Résumés.....                    | 20 |

## Cover Letter

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December 10, 2019

City of Calabasas  
 Attention: John Bingham, Administrative Services Manager  
 100 Civic Center Way  
 Calabasas, CA 91302

**Subject: Classification and Compensation Study Consulting Services**

CPS HR Consulting (CPS HR) is pleased to submit this updated proposal to the City of Calabasas (City) to provide comprehensive classification and compensation study services for the City’s employees. With a rich history of assisting government agencies with their compensation studies, we at CPS HR are confident that we can provide expert solutions to meet the City’s requirements and objectives.

At CPS HR, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector. We look forward to the opportunity to work with the City on this important project and to partner with your organization into the future.

We have a uniquely qualified team of professionals who are readily available to assist the City with its studies. Each of our team members has broad and deep experience in public sector classification and compensation systems and analysis, therefore, we do not have the need to include any subcontractors on this project.

Our CPS HR Project Team will focus on maintaining open communication with the City’s designated staff to ensure that this project preserves its focus, the City’s objectives are met, and all deliverables adhere to the confirmed timeline and budget.

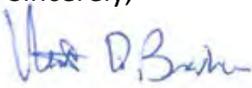
| ORGANIZATION IDENTIFICATION INFORMATION |  |
|---|--|
| Legal Name and DBA                      | Cooperative Personnel Services dba CPS HR Consulting   |
| Addresses                               | <p><b>2450 Del Paso Road, Suite 220, Sacramento, CA 95834*</b><br/> <b>Main: (800) 822-4277; FAX (916) 263-3613</b></p> <p>100 Congress Avenue, Suite 2000, Austin, TX 78701<br/>                     4 West Dry Creek Circle, Suite 100, Littleton, CO 80120<br/> <b>*Main Office. This location will provide the RFP services.</b></p> |
| Number of Years in Business             | Established 1985   |
| Type of Organization                    | Joint Powers Authority (Public Agency)   |
| Website                                 | <a href="http://www.cpsshr.us">www.cpsshr.us</a>   |

| CONTACT INFORMATION                              |   |
|--|---|
| Proposal/RFP Process Contact and Project Manager | Michelle Garbato, Project Manager (located in Southern CA)<br>(916) 471-3314; mgarbato@cpsshr.us  |
| Contract Authorized Representative               | Vicki Quintero Brashear, Director of Products and Services<br>(916) 471-3481; vbrashear@cpsshr.us |

Thank you for this opportunity; we very much look forward to working with the City of Calabasas. Should you have any questions, please do not hesitate to contact **our Proposed Project Manager, Michelle Garbato, at the contact information above.**

This proposal shall remain valid for a period not less than ninety (90) days from the submittal due date of December 10, 2019. I am duly authorized to contractually bind our organization.

Sincerely,



Vicki Quintero Brashear  
Director of Products and Services

## Introduction

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### Our Understanding of the Scope of Work

CPS HR understands that the City is seeking a consulting firm to conduct a city-wide classification and compensation study. The City currently has 55 full-time positions to be included in the classification study and requires a labor market of 10 (changed from 16 in original proposal) agencies with up to 27 benchmark classifications (detail added in this updated proposal) for a base salary study. We understand the City prefers the following agencies to be used as potential comparable survey agencies:

- Agoura Hills
- Beverly Hills
- Camarillo
- Conejo Recreation and Park District
- Culver City
- La Canada Flintridge
- Las Virgenes Water District
- Malibu
- Moorpark
- Oxnard
- Rancho Simi Park District
- Santa Clarita
- Simi Valley
- Thousand Oaks
- Ventura
- Westlake Village

The desired outcomes/objectives for the City of the classification and base salary study include:

- Classification specifications which are legally defensible
- Review and make recommendations to the current classification plan to include staff alignments, reporting relationships, and career paths
- Appropriately allocating employees within the recommended classification structure
- Surveying the labor market in which the City competes for talent for base salary
- Providing a salary structure that enables the City to maintain a competitive position with other like entities within the same geographic area while maintaining internal equity

### Project Management Philosophy and Approach

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. Our approach is designed to ensure a focused and efficiently executed project. To ensure accurate communication and safe document access, we will provide a Microsoft Teams™ site to share documents and track progress and milestones.

CPS HR is convinced that the key ingredient to a successful consulting assignment is an effective combination of sound project management procedures, high-quality project team members, and good customer service. Effective project management is required to provide for the orchestration and timely flow of activities, an ongoing feedback and adjustment mechanism, and the judicious use of time. Our project management process includes three primary components.

- **Providing ongoing monitoring and control of project activities.** Unforeseen developments or changes in circumstances may warrant changes in emphasis, revisions to the approach in certain areas, or other modifications of planned work activities. Active project management provides greater assurance that such redirection will occur when warranted by circumstances.
- **Ensuring the optimum management of the time available to complete the project.** Effective time management is a skill required of experienced professionals. Sound project management can optimize the overall effectiveness of the CPS HR Project Team's efforts and provide a greater assurance of meeting milestones and budgets.
- **Providing for the continuous reinforcement of the project's objectives.** A major role of project management is to ensure that the consulting team consistently adheres to the proper perspective in facilitating the project.

CPS HR is dedicated to the commitment of its full complement of resources for the success of all projects. The team members who will be working on this project will be readily accessible and are committed to meeting all deadlines and scheduled timeframes. We employ several processes and procedures to ensure that projects are on time, within budget, and of high quality. Descriptions of specific project management tools and procedures used by CPS HR follow.

- **Project Status Tracking:** CPS HR will utilize a Gantt Chart to visualize project goals and deliverables against time. In addition, it is customary for CPS HR to manage time and invoicing with a Project Status Report.
- **Project Team Communication:** The CPS HR Project Team will meet on a weekly or bi-weekly basis to confirm progress for each proposed task.
- **Quality Assurance:** As each deliverable is produced, a Project Consultant or Project Manager, separate from the originator of the deliverable, will review the document to ensure the quality of work.

## General Scope of Work and Work Plan

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### Classification Study Work Plan

The classification work plan outlined in this section defines tasks within a comprehensive classification study, from employee orientation sessions to final reports and the deliverables associated with tasks. CPS HR provides information on three optional classification services and provides those prices separately.

**Task 1.1 – Receive and Review Background Materials.** Upon contract execution, CPS HR will gather background information including the following materials: (i) Organization Charts, (ii) Classification Specifications (Electronic copies preferred), (iii) Budgets, (iv) Relevant Policies and Procedures, and (v) HR Guidelines.

**Task 1.2 – Initial Project Meeting.** The CPS HR Project Manager will meet with the City’s Internal Project Manager, HR Staff, and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies. During this meeting, CPS HR and the City will also discuss and agree upon a communication plan for this study, since open and consistent communication is a key element in project acceptance and success. The City may consider appointing a committee to help guide the project.

**Task 1.3 – Develop Job Evaluation Tools.** CPS HR will use an online survey tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the City, and distribution of the PDQ to study participants. The PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions.

**Task 1.4 – Conduct Orientation/Training Sessions.** The CPS HR Project Manager will draft a letter to be sent via e-mail to all employees included in the study and invite them to attend a study orientation session. The purpose of the orientation session is to (i) communicate study goals, methodology, and processes; (ii) provide the PDQ and explain to employees how the document should be completed; (iii) explain the role of employees, supervisors, and managers in the study; and (iv) respond to employee questions regarding the study process. These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions.

**Task 1.5 – PDQ Completion.** Incumbents will have the opportunity to provide information on the duties and responsibilities as it relates to job specifications, duties not covered in the job specification, minimum qualifications, and physical demands. Each incumbent’s supervisor will then review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output. A third level review may be added, e.g., to include manager review.

**Task 1.6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews.** The CPS HR Project Team will thoroughly review each PDQ to obtain an understanding of the duties and responsibilities assigned to each position. Job evaluation interview questions for study employees will be developed based upon the results of the documentation review. CPS HR Project Team members will develop an interview schedule and will coordinate the schedule with the City’s designated staff member.

**Task 1.7 – Conduct Job Evaluation Interviews.** In addition to the PDQs, job evaluation interviews will be conducted with incumbents to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to each position. Incumbents to be interviewed, or invited to participate in a focus group, is typically determined during the PDQ review. Additionally, interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees’ PDQs. For planning purposes, each individual interview session will be scheduled for 30 minutes (changed from 45 minutes to one hour in original proposal).

**Task 1.8 – FLSA Analysis.** The CPS HR Project Team will analyze the duties and responsibilities of each position and provide recommendations to ensure compliance with the Fair Labor Standards Act (FLSA) exempt/non-exempt designations. Each position will be thoroughly reviewed based on the duties, responsibilities, scope of authority, and span of control for purposes of determining whether it is exempt or non-exempt under FLSA. We will provide a brief write-up on any positions that we find are not properly designated and summarize all other positions. The CPS HR Project Team will prepare a summary report in a table format presenting the following information: (i) Employee name; (ii) Current classification; (iii) Current FLSA status; (iv) Recommended FLSA status; (v) Exemption type (if applicable); and (vi) Summary on the rationale for the exemption (if applicable).

**Task 1.9 – ADA Analysis.** The CPS HR Project Team will assess each position’s essential functions. CPS HR will prepare a questionnaire as part of the data collection effort to gather information about the physical demands and environmental conditions. In addition, the CPS HR Project Team will capture data through the PDQs about essential functions. These essential functions will be verified through discussions with incumbents and supervisors.

**Task 1.10 – Analyze Classification Data.** The CPS HR Project Team will analyze all information collected from the incumbents and their supervisor/manager, and any job evaluation interviews to identify the job level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each position. This analysis will be used to develop recommendations regarding classification concepts and a classification structure that aligns with current business needs, and to evaluate the proper classification allocation for study employees.

Classification concepts serve as the foundation for a classification plan by identifying the nature and level of jobs, with clear definitions of the differences between them. Classification concepts will also provide the framework for the consolidation of existing classifications, the elimination of classifications and/or the creation of new classifications where appropriate, and the revision/development of classification specifications to ensure they properly identify scope and

level of authority relative to other classifications and that there is consistent titling.

Classification concepts include:

- Definition of classification levels, such as entry, journey, advanced journey, and supervisory
- Definition of nature of work such as clerical, technical, professional, supervisory, and management
- Titling protocols and standards within the classification structure
- Flexible staffing, where applicable
- The use and application of common classification allocation factors such as decision-making, scope and complexity, contact with others, supervision received and exercised, and knowledge, skills, and abilities

Upon completion of the classification analysis, CPS HR will deliver: (i) Classification Structure – Development of a recommended classification structure for the City, with a crosswalk of any changes from the current structure; and (ii) Placement of individual positions into the recommended classification structure (incumbent allocations).

**Task 1.11 – Prepare, Submit, and Present Preliminary Draft Classification Report.** The CPS HR Project Team will prepare a preliminary draft classification report which will include the methodology, findings, and recommended changes to the classification structure and employee allocation recommendations. CPS HR will present the preliminary draft report to the City’s Internal Project Manager and designated stakeholders.

Small group presentations to the City Department Heads and other stakeholders will be held following approval of the final draft report and approval of revised classification specifications.

**Task 1.12 – Revise Classification Specifications.** Once the City has approved the classification study findings (as presented in the Preliminary Draft Classification Report), the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the City for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities; required knowledge, skills, and abilities; minimum education and experience requirements; and minimum special qualifications for each position in the study.
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties; any distinguishing features of the class; essential duties, knowledge, skills, and abilities; acceptable minimum education and experience; and required special training and certifications.
- Describing the typical work environment for the classification.

CPS HR will provide the revised classification specification to the City’s Internal Project Manager for review and feedback. Upon finalization of the classification specifications, CPS HR will proceed with preparing the Final Draft Classification Report.

**Task 1.13 – Prepare, Submit, and Present Final Draft Classification Report.** CPS HR will prepare a final draft classification report upon receiving feedback from the City on the preliminary draft report and the revised classification specifications. CPS HR will discuss and finalize the final draft report with the Internal Project Manager and designated stakeholders.

**Task 1.14 – Presentation of Final Draft Classification Results to Stakeholders.** Upon approval of the Final Draft Classification Report, CPS HR will prepare a presentation for Department Heads and other stakeholders. CPS HR will present in small group settings the methodology, recommended classification structure, allocation recommendations (in general, not specific to individuals), and the revised job descriptions.

Questions and comments from attendees regarding the recommendations will be received via a feedback form for CPS HR and the City's review. CPS HR will work with the City to revise recommendations and classifications specifications based on qualified feedback.

**Task 1.15 – Incumbent Allocation.** Following the acceptance of the updated classification structure and allocation recommendations made in the final draft report, as well as revised job descriptions, CPS HR will provide an allocation assignment for each employee to HR.

**Task 1.16 – Prepare, Submit, and Present Final Classification Report.** CPS HR will research any comments and issues raised following the presentation to stakeholders (Task 1.14). Once these have been resolved, CPS HR will prepare the Final Classification Report for presentation to the Council.

**Task 1.17 – Present Final Classification Report to Council. CPS HR will present the final report to Council.** CPS HR plans for the Final Classification and Compensation reports to be presented to Council at the same time. Should the Council submit any questions or comments regarding the recommendations, the CPS HR Project Manager will work with the City to determine if additional research or revisions are considered within this scope of work.

*CPS HR addresses implementation plans and systems maintenance training in Implementation and Training - Task 3.*

## Compensation Study Work Plan

The compensation work plan outlined in this section is intended to define all tasks within a compensation study from labor market selection to final reports, and the types of deliverables associated with the task. *Note: for purposes of this proposal, CPS HR has outlined a methodology for a base salary study, not a total compensation project, due to the plan identified in the RFP.*

The compensation work plan outlined in this section is intended to define all tasks within a base salary study from labor market selection to final reports, and the types of deliverables associated with each task.

**Task 2.1 – Review the City's Background Materials.** Upon contract execution, CPS HR will request background information from the City in order to ensure our Project Manager and Project Team are prepared for initial meetings.

- HR Guidelines
- Organization Charts depicting organizational structure and report relationships
- Budget Information
- Compensation policies and procedures
- Other documents relevant to the study

The CPS HR Project Manager will coordinate activities through and report to the City's Internal Project Manager and other designated key stakeholders.

**Task 2.2 – Initial Project Meeting/Labor Market Agency and Benchmark Selection Discussions.**

The CPS HR Project Manager will meet with the City's Internal Project Manager and any other designated stakeholders to discuss the study methodologies, deliverables, timelines, communication, and data collection methods. The CPS HR Project Manager will determine the City's compensation philosophy in this meeting to obtain direction and consensus. Additionally, the CPS HR Project Manager will be available to conduct a workshop with these key stakeholders to discuss the following elements of compensation policy:

- Labor Market Agency Selection - This section of the workshop focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the City's labor market agencies; such selection criteria typically includes: (i) Geographic Proximity, (ii) Services provided, (iii) Past labor market agency practices, (iv) Cost of Living/Cost of Wages, and (v) Size of the organization (measures may include number of employees or population)
- Additional workshop topics are
  - Labor market position (i.e., median, mean, or other percentile)
  - Benchmark classifications to be selected based on the following criteria:
    - They should be classifications for which counterparts can readily be found in surveyed employers so that sufficient compensation data can be gathered. Classifications which have a large number of comparables from other agencies are generally selected as benchmark classifications.
    - Benchmark classifications should have significant relationships to other classifications in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classifications within their occupational groups.

Using the selection criteria established in the initial project meetings, CPS HR will conduct research on potential labor market agencies and will provide the City with recommendations concerning the survey agencies and benchmark classifications to be used in the study.

**Task 2.3 – Design, Develop, and Distribute the Survey Instrument.** The CPS HR Project Team will develop a survey instrument to ensure the effective collection of salary data from each of the survey agencies.

For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. Salaries are retrieved from published salary schedules effective on an agreed upon date.

**Task 2.4 – Review, Analyze, and Validate Labor Market Survey Data.** CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain salary data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

Classification matching includes reviewing agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the CPS HR Project Team review such documents since titles alone can often be misleading and should not be relied upon.

To determine whether a match from a labor market agency is comparable to the City's benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed.

Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

**Task 2.5 – Design and Develop Data Spreadsheets.** CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the City's compensation philosophy (e.g., median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

**Task 2.6 – Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations.** A balanced pay program is the result of the analysis of external labor market data, combined with an analysis of important internal relationships that reflect the City's value system of jobs. With the whole job methodology, the internal pay relationship analysis for non-benchmark

classifications will involve a number of steps in order to arrive at sound and equitable relationships. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships and analysis of base compensation within the organizational hierarchy to establish consistent classification and job series pay parameters within departments and laterally agency-wide;
- Development of consistent, uniform, and realistic guidelines for determining internal relationships including span of control, nature and level of work performed and related components; and
- Recommendation of equitable and appropriate internal relationship differentials based on the above.

Provided is the methodology CPS HR utilizes for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all of the City's study classifications.

1. Conduct a comprehensive understanding of the City's approach to identify the benchmark classifications to be used in the salary setting process.
2. Establish salary recommendations for these benchmark classifications by setting the salary level based on the market data.
3. Conduct a comprehensive review of the City's current internal alignment differentials to determine what their practices are, and if they should be adjusted.
4. Apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
5. Determine what classifications remain that are not benchmark classifications, or classes that minimal comparable data was available for, and are also not part of a job series or family. These classifications are then reviewed to determine which classifications are the subject classifications currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature and level of work performed, as well as the minimum qualifications.

The salary recommendations for each study classification will display the following information: (i) Classification title, (ii) Current monthly range maximum, (iii) Recommended monthly range maximum, and (iv) The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum. Other depictions of data will be discussed with the City and developed as requested.

This information will provide the City with the percentage and dollar amount of any increase on a classification-by-classification basis.

**Task 2.7 – Prepare and Present Preliminary Draft Compensation Report.** The CPS HR Project Team will develop a Preliminary Draft Compensation Report detailing the results of the labor market survey and a suggested implementation plan to address salary range changes. This draft report will comprise the following: (i) Scope of the study; (ii) Labor market agencies, including the comparable characteristics (e.g., size, scope of services, number of employees, etc.); (iii) Study benchmarks, including methodology utilized to identify benchmarks; (iv) Labor market data analysis/methodologies; (v) Results of the base salary survey; (vi) Salary recommendations for all classifications; and (vii) Implementation methods.<sup>1</sup>

CPS HR will review the preliminary draft report with the Internal Project Manager and designated stakeholders.

**Task 2.8 – Research and Resolve Issues/Prepare and Present the Final Draft Compensation Report.** Based upon the City’s review of the Preliminary Draft Compensation Report, the CPS HR Project Team will follow-up and resolve any outstanding compensation issues. CPS HR will prepare a final draft compensation report upon receiving feedback from the City on the preliminary draft report. CPS HR will discuss and finalize the final draft report with the Internal Project Manager and designated stakeholders.

**Task 2.9 – Presentation of Final Draft Classification Results to Stakeholders.** Upon approval of the Final Draft Compensation Report, CPS HR will prepare a presentation for Department Heads and other stakeholders. CPS HR will present in small group settings the methodology, results of the base salary study, recommended salaries, and possible implementation plans.

Questions and comments from attendees regarding the results and recommendations will be received via a feedback form for CPS HR and the City’s review. CPS HR will work with the City to revise recommendations and classifications specifications based on qualified feedback.

**Task 2.10 – Prepare, Submit, and Present Final Classification Report.** CPS HR will research any comments and issues raised following the presentation to stakeholders. Once these have been resolved, CPS HR will prepare the Final Compensation Report for presentation to the City Manager.

**Task 2.11 – Present Final Compensation Report to Council. CPS HR will present the final report to the City Manager.** CPS HR plans for the Final Classification and Compensation reports to be presented to the City Manager at the same time. Should the City Manager submit any questions

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<sup>1</sup> It is CPS HR’s standard practice to assist our clients with evaluating and developing a method to implement compensation changes that are identified as a result of the study and this is included within the proposed budget. Our salary recommendations will provide the City with the percentage of pay required to maintain each classification at the desired market position, as well as an average percentage of all classifications within the compensation plan. CPS HR can also provide information on typical implementation strategies such as Step-to-Step and Closest Dollar. However, CPS HR does not provide a detailed analysis of individual employee implementation and costs, since our clients typically utilize their own systems for that purpose.

comments regarding the recommendations, the CPS HR Project Manager will work with the City to determine if additional research or revisions are considered within this scope of work.

## **Systems Maintenance Training**

**Task 3.1 – Classification System Training.** CPS HR recognizes the City’s desire for a permanent system that allows the agency to confidently classify and reclassify positions. The classification plan developed by CPS HR over the course of this study will create the foundation for this system. In addition, the training provided by CPS HR on the methodologies implemented over the course of the study will provide the City with the processes and systems to effectively maintain the classification plan developed. The training for the classification system will be done in two parts; the first occurring at the beginning of the classification study and the second occurring at the conclusion of the classification and compensation study. CPS HR will conduct a formal overview/training during the same on-site visit as the project initiation meeting. This training will address both classification and compensation study topics such as project accountabilities, stakeholders and their involvement, an overview of study methodologies, tools and processes, communication strategies, classification and compensation concepts, study deliverables, and approval/implementation processes.

This will be the first step in CPS HR’s plan to provide whatever assistance the City’s Human Resources Director and staff may need in understanding the methodologies used in the development of the updated classification and compensation plans. The goal here is to provide the City with the tools and support to maintain and continue to develop its classification and compensation plans after the conclusion of the study.

**Task 3.2 – Compensation System Maintenance Training.** At the conclusion of the study, the CPS HR Project Manager will conduct a training session on the development and maintenance of the compensation plan with human resources staff. This session would be scheduled to be concurrent with the on-site presentation of the Final Compensation Report. It is CPS HR’s standard practice for trainings of this nature to conduct a one-day training session with the City’s designated staff to provide more comprehensive details on the compensation study processes, methodologies, deliverables, and ongoing plan administration. The goal of this training day would be to assist the City’s staff in understanding the compensation survey analyses/processes and to provide the City with the tools necessary for the continued maintenance of the compensation plan.

## Schedule

**CPS HR provides an estimate of 28 weeks to complete both the classification and the base salary studies.** An example timeline follows and the CPS HR Internal Project Manager and the City can discuss varying approaches to customize the timeline. CPS HR recommends a structured timeline that can be flexible to accommodate varying factors in achieving set milestones.

Our classification study timeline is based upon the assumption that (i) the City is able to enforce orientation and PDQ deadlines, as well as schedule focus groups and interviews within the designated timeframe, and that (ii) the City will be able to review, comment on, and approve study products within agreed upon timeframes.

Our compensation timeline is based upon the assumption that (i) the City approve and accept the classification study within the agreed upon timeframe; (ii) selected labor market agencies will provide the information required within the specified timeframe, and that (iii) the City will be able to review, comment on, and approve study products within agreed upon timeframes.

CPS HR is open to discussion regarding the commencement of the classification and compensation study in the interest of the City's operational goals. The final timeline after that point is highly dependent on any dialog/meetings/time the City will need to review the data internally.

### Classification Study

| Classification Study<br><i>*Note: bi-weekly updates will be provided by CPS HR project manager</i>  | Week Number     |
|---|-----------------|
| Receive and Review Background Materials (both for Classification and Compensation studies)  | 1               |
| Initial Project Meeting; Approval of Job Evaluation Tool, Benchmark Classifications for Compensation Study as well as Approval of Labor Market Agencies | 2               |
| Conduct Orientation Sessions  | 3               |
| PDQ Completion  | 4               |
| Receive and Review PDQs/Prepare for Job Evaluation Interviews   | 5 to 6          |
| Conduct Job Evaluation interviews   | 7 to 8          |
| FLSA Analysis   | 9 to 10         |
| ADA Analysis  | 9to 10          |
| Analyze Classification Data   | 11 to 12        |
| Prepare, Submit, and Present Draft Classification Report  | 13 to 14        |
| Revise/Update Classification Specifications   | 15 to 17        |
| Incumbent Allocations <u>and</u> Begin Compensation Study   | 18              |
| Prepare, Submit, and Present Final Classification Report  | 19 to 20        |
| Classification System Maintenance Training  | Upon completion |

## Base Salary Study

| <b>Base Salary Study</b><br><i>*Note: bi-weekly updates will be provided by CPS HR project manager</i> | <b>Week Number<br/>           (Continued from<br/>           previous timeline)</b> |
|--|---|
| Initial Project Meeting  | 18  |
| Design, Develop, and Distribute Survey Instrument  | 19  |
| Collect and Validate Labor Market Survey Data  | 20 to 21  |
| Design and Develop Data Spreadsheets; Analysis of Data   | 22 to 23  |
| Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations                                  | 24  |
| Prepare Draft Compensation Report  | 25 to 26  |
| Research and Resolve Issues/Prepare the Final Compensation Report                                      | 27 to 28  |
| Compensation System Maintenance Training   | Upon completion   |

## Fee and Costs

### Professional Fixed Fee

CPS HR has prepared the following **professional fixed fees** based on the scope of work outlined and further detailed below. Expenses will be billed as a direct pass-through with no markup.

| Study  | Professional Fixed Fee |
|--|------------------------|
| Classification Study                                 | \$23,875               |
| Base Salary Study                                    | \$11,000               |
| Systems Maintenance Training (2, three-hour classes) | \$ 2,000               |
| Expense Cap ( <i>consultant travel expenses</i> )    | \$ 1,500               |
| <b>Not-To-Exceed Contract Amount:</b>                | <b>\$38,375</b>        |

*NOTE: Not included in the fixed fee is Materials Production. CPS HR provides all documents electronically, including Draft Reports, data sheets, classification specifications, and Final Reports. Hard copy printing of documents for this engagement will be the responsibility of the City.*

### Billing Terms

CPS HR will bill in four equal installments. The milestones for billing are (i) Completion of Job Evaluation Interviews; (ii) Submission of Draft Classification Report; (iii) Submission of the final classification specifications and Final Classification Report; and (iv) Submission of Final Compensation Report.

It is assumed that the City will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in the agreed upon project timeline. Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the City.

### Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the City which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the City's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.

## Ability of the Proposer to Perform

### Key Personnel

#### Project Manager

We have selected **Ms. Michelle Garbato** to serve as Project Manager and Point of Contact. The Project Manager’s role will be to work directly with the City’s Internal Project Manager to (i) ensure the City’s study needs and goals and objectives are understood and accurately communicated to City management, other key stakeholders, and the CPS HR Project Team; (ii) conduct client meetings; (iii) be responsive to all client requests; (iv) manage the work of the CPS HR Project Team; (v) meet timeline and budget expectations; (vi) conduct quality control of deliverables; and (vii) meet/provide information/present results to the City.

#### Consultants and Roles

CPS HR has a uniquely qualified team of professionals to assist the City with its studies. Ms. Garbato will be joined by Project Consultants Suzanne Ansari and Igor Shegolev. Ms. Jennifer Ramos will serve as Technical Advisor. We are committed to meeting the highest professional standards of quality. Each of the team members has broad and deep experience in public sector classification and compensation systems and analysis and are readily available to assist the City with this project. **Full résumés providing detailed qualifications and experience for our project team members are provided in Appendix A.**

| PROPOSED CPS HR TEAM—ORGANIZATIONAL CHART          |                           |   |
|--|---------------------------|---|
| CPS HR Consultant Name                             | Estimated Time on Project | Role/Responsibility   |
| <b>Michelle Garbato, MA, SPHR, Project Manager</b> | 30%                       | Manage overall project operations, act as the client liaison, and actively develop and administer project deliverables. Serve as a technical resource and actively involved in the development of all project deliverables. |
| <b>Suzanne Ansari, BA</b>                          | 40%                       | Actively involved in the development of all project deliverables.   |
| <b>Igor Shegolev, MS</b>                           | 30%                       |   |

### Experience and Qualifications

CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients **for over 30 years. Our mission is to transform human resource management in the public sector and our vision to enable people to realize the promise of public service.**

CPS HR’s core competency is its knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. We provide best practice

expertise that is unique because CPS HR believes in an integrated, systems-based approach to human resources. Our consultants understand that the multiple functional human resources disciplines (including classification and compensation) work together to foster an optimal Human Resource system.

CPS HR has been providing classification and compensation services to state, federal, and local governments along with special districts and non-profit organizations for **more than 30 years**. We have performed many studies with agencies of similar size and scope as the City of Calabasas. Additionally, the references and project list we have included provide further clarity around the type of classification and compensation projects with which we have worked. With these examples, we have shown how we have collected data, performed analyses on said data, made recommendations, and worked successfully with our partners/clients.

### ***Distinguishing Characteristics***

***Depth of experience working in public agencies.*** CPS HR is a joint powers authority, and as such, our charter mandates that we provide services exclusively to public agencies and non-profits. CPS HR has conducted hundreds of classification and compensation related studies for cities, counties, courts, special districts, water and utilities, and higher education institutions.

***CPS HR staffing.*** CPS HR employs only the best staff members. Many of our staff have both public and private classification and compensation experience, they are diligent in their work, listen to and understand the needs of our clients, and possess advanced education and certifications such as **SHRM, IPMA**, etc.

***Automated Solution.*** CPS HR utilizes a proprietary system called Comp Calculator for the management and analysis of compensation survey data. The Comp Calculator is a web-based program that allows for the data entry of survey data on an agency by agency basis and then generates a separate datasheet within Excel for each surveyed classification. We can also provide access to shared documents through our SharePoint™ website and updated project management information through our Wrike™ project management software.

***Use of best practices.*** CPS HR applies best practices and utilizes proven classification and compensation principles in all our engagements.

***Quality and tailored services.*** CPS HR delivers quality and tailored classification and compensation services to better meet each client's unique study goals and objectives.

***Customer Service.*** It is our goal to provide the best customer service possible to all our clients. To assist us in achieving this goal, we provide, at no additional cost to our clients, implementation and support assistance for each project.

## Project List

We have conducted hundreds of classification and compensation studies for municipal agencies, special districts, and higher education. Due to the significant number of projects, we provided a partial list of agencies for which we have provided classification and compensation services.

| <b>Partial Public Agency Classification and Compensation Five Year Listing</b> |  |
|--|--|
| *CPS HR has provided multiple services to these agencies                       |  |
| Alameda Corridor East Construction Authority                                   | Monterey, County of*                             |
| Amador-Tuolumne Community Action Agency  | Montgomery College, MD                           |
| American Canyon, City of*  | Napa County Transportation & Planning Agency     |
| Anaheim, City of*  | Oakdale, City of                                 |
| Ashland, City of   | Orange, County of*                               |
| Association of Bay Area Governments*   | Petaluma, City of                                |
| Austin Energy  | Placer, County of*                               |
| Bell, City of*   | Redding, City of (Electric Utility)              |
| Berkeley, City of*   | Regional Transportation Commission, NV           |
| Bernalillo, County of*   | Rio Dell, City of*                               |
| Brawley, City of   | Rocklin, City of*                                |
| California Bureau of State Audits  | Roseville, City of (Electric Utility Department) |
| California Dept of Corrections and Rehabilitation                              | Sacramento Municipal Utility District            |
| California Department of Energy  | Sacramento, County of*                           |
| California Department of Food and Agriculture                                  | Safety Center, Inc.                              |
| California Department of Human Resources                                       | San Diego County Water Authority                 |
| California Department of Real Estate   | San Joaquin Regional Rail Commission             |
| California Office of the Chief Information Officer                             | San Joaquin, County of*                          |
| California Seismic Safety Commission   | San Luis Obispo, County of                       |
| California State University, Sacramento  | Santa Cruz Metropolitan Transit District         |
| Clark, County of*  | Santa Cruz Regional Transportation Commission    |
| Contra Costa, County of  | Santa Cruz Unified School District               |
| Eureka, City of  | Sierra Nevada Conservancy                        |
| Glenn, County of*  | Stanislaus, County of*                           |
| Greater Los Angeles County Vector Control District                             | State Bar of California                          |
| Housing Authority of Santa Clara   | Superior Court of California, Orange County      |
| Imperial, County of  | Tehachapi, City of                               |
| Jurupa Community Services District   | Ventura, County of*                              |
| Los Angeles Co Employees Retirement Assoc.*                                    | Vista, City of*                                  |
| Los Angeles Department of Water and Power                                      | Waxahachie, City of                              |
| Madera, City of  | Western Area Power Administration                |
| Mojave Water Agency*   | Yosemite Community College*                      |
| Monterey Peninsula Airport District  |  |

## Similar Work/References

**Agency:** **Imperial County, California**  
**Contact:** Rodolfo Aguayo, Interim Director of HR and Risk Management  
**Address:** 940 West Main Street, Suite 101, El Centro, CA 92243  
**Phone/Email:** (760) 482-4488; rodolfoaguayo@co.imperial.ca.us  
**Length of service:** 2007 – currently  
**Project Staff:** **Jennifer Ramos, Technical Advisor**  
**Description:** CPS HR has conducted several studies for the County such as (i) A department-wide classification and compensation study for all safety classes in the Fire Department; (ii) A large organizational review for both the Public Health and Behavioral Health Departments; (iii) We provided an analysis of the position of Chief Probation Officer, which included an analysis of the current job title, salary and minimum qualifications; (iv) We established a new class series and recommended compensation for the position of Criminal Research Specialist.

**Agency:** **County of San Joaquin, CA**  
**Contact:** Ted Cwiek, HR Director  
**Address:** 333 East Washington St, Stockton, CA 95202  
**Phone/Email:** (209) 468-3270; tcwiek@sjgov.org  
**Length of service:** 2018 - Present  
**Project Staff:** **Jennifer Ramos, Technical Advisor**  
**Description:** CPS HR holds an ongoing services contract with the County, and we have conducted several classification and compensation/benefits studies for the County.

**Agency:** **City of Berkeley, CA**  
**Contact:** Kimberly Castillo, Senior HR Analyst  
**Address:** 2180 Milvia Street, Berkeley, CA 94704  
**Phone/Email:** (510) 981-6820; KCastillo@cityofberkeley.info  
**Length of service:** 2011 - Present  
**Project Staff:** **Jennifer Ramos, Technical Advisor**  
**Description:** CPS HR Consulting has a master agreement for ongoing classification and compensation services. The most recent projects included (i) Development of a new classification: Public Works Operations Manager; (ii) Development of a new classification: Information Security Manager; and (iii) Development of a new classification: Digital Communications Coordinator.

**Agency:** City of Temecula, CA  
**Contact:** Isaac Garibay, Human Resources Manager  
**Address:** 41000 Main Street, Temecula, CA 92590  
**Phone/Email:** (951) 302-4150; isaac.garibay@TemeculaCA.gov  
**Length of service:** 2018 - Present  
**Project Staff:** **Jennifer Ramos, Technical Advisor**  
**Description:** The City of Temecula is a repeat client for CPS HR. We worked on the City's annual reclassification requests (5 in 2016 and 19 cases in 2017) from October to December, reviewed PDQs, interviewed all employees included in the study to determine proper allocation level, and met with City management to clarify/validate information. This project required working with a number of unions and different MOUs. Draft and final reclassification study reports were provided.

**Agency:** Merced City School District  
**Contact:** Douglas J. Collins, Associate Superintendent  
**Address:** 444 West 23rd Street, Merced, CA 95340  
**Phone/Email:** (209) 385-6759, dcollins@mcsd.k12.ca.us  
**Length of service:** 2018 - Present  
**Project Staff:** **Jennifer Ramos, Project Manager; Suzanne Ansari, Consultant**  
**Description:** CPS HR is near completion of a classification and base salary and limited benefits study for the Merced City School District. The study includes 73 classifications with 559 incumbents; the salary study included 31 benchmarks with 8 labor market agencies. The purpose of the study is to ensure that all positions are properly classified and that the District's pay practices were competitive within its labor market.

## Appendix A – Résumés

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### **Michelle Garbato, M.A., SPHR, Project Manager**

Ms. Garbato is a Principal Human Resources Consultant with CPS HR Consulting. She brings over 12 years of progressive experience in public sector human resources at the state and local levels. A consultant and change agent, she has extensive experience partnering with clients and creating and implementing innovative solutions to attract and retain highly qualified employees. She has a talent for managing large scale projects while balancing multiple stakeholder interests and ensuring quality and compliance. She has led statewide initiatives impacting over 200 state agencies and has been responsible for upholding the merit principle for over 220,000 employees. A firm believer in professional growth through education and training, she remains active within the field and holds various human resources certifications and credentials.

#### **Employment History**

- Principal Human Resources Consultant, CPS HR Consulting
- Human Resources Analyst III, Sanitation Districts of Los Angeles County
- Administrative Manager, County of Orange
- Program Manager, California Department of Human Resources
- Human Resources Manager, Beyond Carnism

#### **Professional Experience**

- Generalist and Specialist Human Resources experience with expertise in Recruitment & Selection and Classification & Compensation
- Current Project Manager for classification and compensation studies for public sector clients (state, local and special districts)
- Conduct position/classification analysis, working out of class, salary surveys, developing classification specifications and duty statements, etc.
- Complete statewide job analyses and exam development for a variety of classification levels and types
- Provide consultative services at state and local organizations; conduct audits, resulting in updates to CA Government Code Section 18661 (creating a Compliance Unit)
- Experience as Lead Trainer & Subject Matter Expert (e.g., job analysis, exam development, orientation and stakeholder sessions)
- Active committee member developing innovative statewide initiatives and policies

## **Education**

- M.A., Industrial/Organizational Psychology, California State University, Sacramento, CA
- B.S., Psychology, Rochester Institute of Technology, Rochester, NY

## **Professional Affiliations/Certifications**

- Senior Professional in Human Resources (SPHR), Human Resources Certification Institute
- Certified Professional (IPMA-CP), International Public Management Association-Human Resources, in progress
- Labor Relations Academy Masters Certification (CLRM), California Public Employers Labor Relations Association, in progress
- Classification & Compensation, Recruitment & Selection, and Workforce & Succession Planning State Credentials, California Department of Human Resources
- Board Member, Southern California Public Management Association-Human Resources
- Past Vice President and Secretary, Personnel Testing Council of Northern California

## **Suzanne Ansari, B.A.**

Ms. Ansari's human resources experience includes recruiting, training, program development, employee relations, benefits, safety and compliance. She has participated in several classification and compensation studies and has prepared hundreds of job descriptions. She also participates in the research of salary and benefits surveys. Ms. Ansari is a member of the Society for Human Resource Management (SHRM) and has published several articles for local Orange County based newspapers.

### **Employment History**

- Senior HR Consultant, CPS HR Consulting, California
- Coordinator, Community Resource Center of San Clemente
- Public Relations Manager, Blenheim Equisports
- Claims Manager; Executive Assistant; Human Resources Technician, James Hardie Building Products
- Instructional Assistant-Special Education, Orange County Department of Education

### **Professional Experience**

#### **Senior HR Consultant, CPS HR Consulting**

- Performs a variety of complex, analytical and professional human resources consulting functions in support of classification, compensation, job analysis and organizational studies; develops over a thousand job descriptions in accordance with applicable laws, codes, policies and procedures including ADA
- Conducts multi-level salary, compensation systems evaluations and benefits surveys of organizations including school districts, superior courts, county offices of education, cities, tribal agencies, colleges, other governmental and non-governmental entities
- Participates in the research, analysis and assembly of a variety of technical information including classification realignments, merit pay, equity adjustments, promotional increases and salary decreases
- Develops and conducts informational seminars, trainings, orientations, study briefings and presentations on behalf of the firm

#### **Coordinator, Community Resource Center of San Clemente**

- Planned, coordinated, and directed the day-to-day activities of an Orange County non-profit community resource organization; trained and supervised the performance of assigned staff; developed and submitted grant applications and proposals for public and private funding resources
- Prepared press releases, newspaper articles, public service announcements

- Conducted community trainings, classes, workshops and public meetings and served as spokesperson for the organization
- Served on the Board of Directors for the CRCSC

#### **Public Relations Manager, Blenheim Equisports**

- Designed corporate public relations and marketing plans; developed emergency preparedness and evacuation procedures plans; wrote multiple bids accepted by the United States Equestrian Federation awarding company rights to host hold US World Cup equestrian qualifying events
- Responsible for design, content management and administration of company website; managed company social media platforms
- Trained and supervised the performance of assigned staff

#### **Claims Manager; Executive Assistant; HR Technician, James Hardie Building Products**

- Managed claims division for corporate building products warranty and product defect claims nationwide; provided customer service support and conducted claims investigations throughout the US; successfully negotiated and settled over \$300K building products claims
- Trained and supervised the performance of assigned staff
- Organized office activities, complex reports, public relations and flow of communications and information for the President
- Coordinated national sales conferences and corporate events
- Responsible for the administration of employee benefits program
- Conducted employee safety and compliance trainings

#### **Instructional Assistant-Special Education, Orange County Department of Education**

- Served as an Instructional Assistant reinforcing instruction to individual or small groups of students with severe physical, behavioral and emotional special needs (kindergarten through college); assisted in the preparation of instructional materials and implementation of Individual Education Plans (IEP)

#### **Education**

- B.A., Speech Communication with minor in Education, University of Alaska (Cum Laude Honors & Chancellor's List)

#### **Professional Affiliations**

- Society for Human Resources Management Professional Member
- Business Networking International member
- Public Relations Society of America-Orange County member

## **Igor Shegolev, M.S., SPHR**

Mr. Shegolev, SPHR is a compensation and human resources practitioner with extensive experience in managing HR activities and teaching graduate business courses. For the last two decades, he has held executive jobs in compensation and HR management in government and the healthcare industry. He has worked with a broad spectrum of organizations providing advanced and effective solutions in compensation management, total rewards, and employment analytics.

### **Employment History**

- Principal HR Consultant, CPS HR Consulting
- Owner, HR Know Consulting
- Faculty Instructor, University of Phoenix
- Senior Director of Compensation, Carondelet Health Network (Ascension Health)
- Manager of Compensation, Northwest Health System
- Compensation Analyst, Pima and Cochise County Government

### **Professional Experience**

- Served as an independent consultant and expert advisor for various projects related to compensation, classifications, employment databases, record keeping, total rewards, executive compensation, policy development and benefits designs.
- Advised companies and government entities on retirement plan design, executive compensation, development of incentive and variable pay structures, classification structure, HRIS systems and databases. Lead team of independent contractors.
- Taught graduate and undergraduate courses in human resources management, economics, organizational behavior, business ethics and employment law.
- Directed development and implementation of compensation and benefits strategies, policies and practices of the Healthcare Network (three hospitals, surgery group and physician group (4,200 employees).
- Oversaw compensation, benefits and HRIS strategies, policies and practices of the 650-bed nonprofit (3,500 employees) hospital.
- Participated in development of organizational strategy and strategic initiatives as a member of executive team.
- Directed all activities in training, performance management, compensation and classifications. Conducted market studies, researched trends in rewards and compensation. Ran recurring reports, assigned pay rate to employees and conducted job classification analysis.

**Education**

- M.S., Troy University, Troy, AL

**Professional Certifications/Leadership**

- Member, WorldAtWork
- Member, SHRM-GT
- Member, Arizona Total Rewards Association



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

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**DATE:** DECEMBER 20, 2018

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**BY:** JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER  
RON AHLERS, CHIEF FINANCIAL OFFICER



**SUBJECT:** ADOPTION OF RESOLUTION NO. 2020-1658, RESCINDING  
RSOLUTION 2018-1597 AND APPROVING A SALARY SCHEDULE  
FOR HOURLY EMPLOYEES

**MEETING DATE:** JANUARY 8, 2020

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2020-1658 and the associated salary matrix.

**DISCUSSION/ANALYSIS:**

The City currently has approximately 150 active hourly employees who are an integral and vital part of the staffing with many primarily working evening and weekends and providing for many City services. It is now necessary to adjust the salary ranges to reflect the increase in the California minimum wage requirement to \$13.00 per hour effective January 1, 2020. The updated salary matrix will eliminate the salary ranges that begin lower than \$13.00 per hour. Resolution 2020-1658 provides for new positions and eliminates some positions as requested by City Departments. Those changes, additions and deletions, are redlined in the new salary matrix.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The estimated annual cost increase for the hourly employees is approximately \$1,500.00; this increase has already been included in the 2020-2021 fiscal year budget.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2020-1658 and its associated salary matrix.

**ATTACHMENTS:**

Resolution No. 2020-1658 with Hourly Salary Matrix.

**ITEM 3 ATTACHMENT  
RESOLUTION NO. 2020-1658**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, RESCINDING RESOLUTION 2018-1597 AND APPROVING POSITION TITLES AND A SALARY SCHEDULE FOR HOURLY EMPLOYEES.**

This resolution is adopted in order to set forth compensation procedures for hourly employees and shall be effective as of January 1, 2020.

**SECTION 1. DEFINITION**

**Hourly Employees.** An hourly employee is hired on a seasonal, temporary, or as needed basis and is limited to working less than 1,000 hours in a fiscal year (July 1 to June 30). Hourly employees do not have a probationary period, an anniversary date, or regularly scheduled performance evaluations or merit reviews. They are not eligible for retirement, health or leave benefits, except as otherwise required by law. The following salary ranges and allocated positions in the budget are hereby established.

**HOURLY EMPLOYEE SALARY RANGES**

|   |      |                   |
|---|------|-------------------|
| Public Safety & Emergency Preparedness Director | H179 | 1                 |
| Fitness Instructor III                          | H127 | 8                 |
| Assistant Landscape Manager                     | H120 | 1                 |
| Public Information Officer                      | H110 | 1                 |
| Fitness Instructor II                           | H102 | 35                |
| Building Inspector                              | H99  | 1                 |
| Assistant Transportation Planner                | H96  | 2                 |
| Librarian                                       | H96  | 5                 |
| Recreation Coordinator                          | H96  | 5                 |
| Building Assistant                              | H89  | 2                 |
| Media Production Specialist                     | H89  | 3                 |
| Events Specialist                               | H88  | 8                 |
| Executive Assistant                             | H84  | 2                 |
| Fitness Instructor I                            | H77  | 10                |
| Swim Coach                                      | H77  | 5                 |
| Facility Maintenance Technician                 | H66  | 8                 |
| Recreation Specialist                           | H64  | 6                 |
| Library Assistant                               | H42  | 2                 |
| Planning Aide                                   | H33  | 1                 |
| Assistant Aquatics Coordinator                  | H25  | <del>10</del> 155 |
| Maintenance Assistant                           | H19  | 12                |

|                             |     |                   |
|-----------------------------|-----|-------------------|
| Library Clerk II            | H17 | 3                 |
| Recreation Leader II        | H10 | 8                 |
| Fleet Maintenance Assistant | H8  | 1                 |
| Engineering Assistant       | H8  | 2                 |
| Production Assistant        | H8  | 2                 |
| Child Watch                 | H2  | 5                 |
| Head Lifeguard              | H2  | <del>15</del> 255 |
| Water Safety Instructor     | H2  | <del>25</del> 355 |
| Fitness Staff               | H1  | 10                |
| Library Clerk I             | H1  | 6                 |
| Lifeguard                   | H1  | 45                |
| Intern                      | H1  | 6                 |
| Recreation Leader I         | H1  | 25                |

**SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE**

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications.
- B. Employees may be considered eligible for an increase in salary on the recommendation of the department head and with the approval of the City Manager.

Resolution No. 2018-1597, and any conflicting provisions previously adopted, are hereby rescinded.

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 8<sup>th</sup> day of January 2020.

\_\_\_\_\_  
Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Maricela Hernandez, MMC, CPMC  
City Clerk

\_\_\_\_\_  
Matthew T. Summers  
Colantuono, Highsmith & Whatley, PC  
Assistant City Attorney

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2020**

| <b>RANGE</b> | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> | <b>STEP 4</b> | <b>STEP 5</b> | <b>STEP 6</b> | <b>STEP 7</b> | <b>STEP 8</b> | <b>STEP 9</b> | <b>STEP 10</b> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| H1           |               |               |               |               |               |               |               | 13.08         | 13.40         | 13.74          |
| H2           |               |               |               |               |               |               |               | 13.21         | 13.54         | 13.87          |
| H3           |               |               |               |               |               |               | 13.01         | 13.34         | 13.67         | 14.01          |
| H4           |               |               |               |               |               |               | 13.14         | 13.47         | 13.81         | 14.15          |
| H5           |               |               |               |               |               |               | 13.27         | 13.61         | 13.95         | 14.30          |
| H6           |               |               |               |               |               | 13.08         | 13.41         | 13.74         | 14.09         | 14.44          |
| H7           |               |               |               |               |               | 13.21         | 13.54         | 13.88         | 14.23         | 14.58          |
| H8           |               |               |               |               | 13.02         | 13.34         | 13.68         | 14.02         | 14.37         | 14.73          |
| H9           |               |               |               |               | 13.15         | 13.48         | 13.81         | 14.16         | 14.51         | 14.88          |
| H10          |               |               |               |               | 13.28         | 13.61         | 13.95         | 14.30         | 14.66         | 15.02          |
| H11          |               |               |               | 13.09         | 13.41         | 13.75         | 14.09         | 14.44         | 14.80         | 15.17          |
| H12          |               |               |               | 13.22         | 13.55         | 13.89         | 14.23         | 14.59         | 14.95         | 15.33          |
| H13          |               |               | 13.02         | 13.35         | 13.68         | 14.02         | 14.37         | 14.73         | 15.10         | 15.48          |
| H14          |               |               | 13.15         | 13.48         | 13.82         | 14.16         | 14.52         | 14.88         | 15.25         | 15.63          |
| H15          |               |               | 13.28         | 13.62         | 13.96         | 14.31         | 14.66         | 15.03         | 15.41         | 15.79          |
| H16          |               | 13.09         | 13.42         | 13.75         | 14.10         | 14.45         | 14.81         | 15.18         | 15.56         | 15.95          |
| H17          |               | 13.22         | 13.55         | 13.89         | 14.24         | 14.59         | 14.96         | 15.33         | 15.72         | 16.11          |
| H18          | 13.03         | 13.35         | 13.69         | 14.03         | 14.38         | 14.74         | 15.11         | 15.49         | 15.87         | 16.27          |
| H19          | 13.16         | 13.49         | 13.82         | 14.17         | 14.52         | 14.89         | 15.26         | 15.64         | 16.03         | 16.43          |
| H20          | 13.29         | 13.62         | 13.96         | 14.31         | 14.67         | 15.04         | 15.41         | 15.80         | 16.19         | 16.60          |
| H21          | 13.42         | 13.76         | 14.10         | 14.45         | 14.82         | 15.19         | 15.57         | 15.95         | 16.35         | 16.76          |
| H22          | 13.56         | 13.90         | 14.24         | 14.60         | 14.96         | 15.34         | 15.72         | 16.11         | 16.52         | 16.93          |
| H23          | 13.69         | 14.03         | 14.39         | 14.74         | 15.11         | 15.49         | 15.88         | 16.28         | 16.68         | 17.10          |
| H24          | 13.83         | 14.17         | 14.53         | 14.89         | 15.26         | 15.65         | 16.04         | 16.44         | 16.85         | 17.27          |
| H25          | 13.97         | 14.32         | 14.67         | 15.04         | 15.42         | 15.80         | 16.20         | 16.60         | 17.02         | 17.44          |
| H26          | 14.11         | 14.46         | 14.82         | 15.19         | 15.57         | 15.96         | 16.36         | 16.77         | 17.19         | 17.62          |
| H27          | 14.25         | 14.60         | 14.97         | 15.34         | 15.73         | 16.12         | 16.52         | 16.94         | 17.36         | 17.79          |
| H28          | 14.39         | 14.75         | 15.12         | 15.50         | 15.88         | 16.28         | 16.69         | 17.11         | 17.53         | 17.97          |
| H29          | 14.53         | 14.90         | 15.27         | 15.65         | 16.04         | 16.44         | 16.86         | 17.28         | 17.71         | 18.15          |
| H30          | 14.68         | 15.05         | 15.42         | 15.81         | 16.20         | 16.61         | 17.02         | 17.45         | 17.89         | 18.33          |
| H31          | 14.83         | 15.20         | 15.58         | 15.97         | 16.37         | 16.77         | 17.19         | 17.62         | 18.06         | 18.52          |
| H32          | 14.97         | 15.35         | 15.73         | 16.13         | 16.53         | 16.94         | 17.37         | 17.80         | 18.25         | 18.70          |
| H33          | 15.12         | 15.50         | 15.89         | 16.29         | 16.69         | 17.11         | 17.54         | 17.98         | 18.43         | 18.89          |
| H34          | 15.28         | 15.66         | 16.05         | 16.45         | 16.86         | 17.28         | 17.72         | 18.16         | 18.61         | 19.08          |
| H35          | 15.43         | 15.81         | 16.21         | 16.61         | 17.03         | 17.46         | 17.89         | 18.34         | 18.80         | 19.27          |
| H36          | 15.58         | 15.97         | 16.37         | 16.78         | 17.20         | 17.63         | 18.07         | 18.52         | 18.99         | 19.46          |
| H37          | 15.74         | 16.13         | 16.54         | 16.95         | 17.37         | 17.81         | 18.25         | 18.71         | 19.18         | 19.66          |
| H38          | 15.90         | 16.29         | 16.70         | 17.12         | 17.55         | 17.98         | 18.43         | 18.90         | 19.37         | 19.85          |
| H39          | 16.05         | 16.46         | 16.87         | 17.29         | 17.72         | 18.16         | 18.62         | 19.08         | 19.56         | 20.05          |
| H40          | 16.22         | 16.62         | 17.04         | 17.46         | 17.90         | 18.35         | 18.80         | 19.27         | 19.76         | 20.25          |
| H41          | 16.38         | 16.79         | 17.21         | 17.64         | 18.08         | 18.53         | 18.99         | 19.47         | 19.95         | 20.45          |
| H42          | 16.54         | 16.95         | 17.38         | 17.81         | 18.26         | 18.71         | 19.18         | 19.66         | 20.15         | 20.66          |
| H43          | 16.71         | 17.12         | 17.55         | 17.99         | 18.44         | 18.90         | 19.37         | 19.86         | 20.36         | 20.86          |
| H44          | 16.87         | 17.30         | 17.73         | 18.17         | 18.63         | 19.09         | 19.57         | 20.06         | 20.56         | 21.07          |
| H45          | 17.04         | 17.47         | 17.91         | 18.35         | 18.81         | 19.28         | 19.76         | 20.26         | 20.76         | 21.28          |
| H46          | 17.21         | 17.64         | 18.08         | 18.54         | 19.00         | 19.47         | 19.96         | 20.46         | 20.97         | 21.50          |
| H47          | 17.39         | 17.82         | 18.27         | 18.72         | 19.19         | 19.67         | 20.16         | 20.67         | 21.18         | 21.71          |
| H48          | 17.56         | 18.00         | 18.45         | 18.91         | 19.38         | 19.87         | 20.36         | 20.87         | 21.39         | 21.93          |
| H49          | 17.73         | 18.18         | 18.63         | 19.10         | 19.58         | 20.06         | 20.57         | 21.08         | 21.61         | 22.15          |
| H50          | 17.91         | 18.36         | 18.82         | 19.29         | 19.77         | 20.27         | 20.77         | 21.29         | 21.82         | 22.37          |
| H51          | 18.09         | 18.54         | 19.01         | 19.48         | 19.97         | 20.47         | 20.98         | 21.50         | 22.04         | 22.59          |
| H52          | 18.27         | 18.73         | 19.20         | 19.68         | 20.17         | 20.67         | 21.19         | 21.72         | 22.26         | 22.82          |
| H53          | 18.45         | 18.92         | 19.39         | 19.87         | 20.37         | 20.88         | 21.40         | 21.94         | 22.49         | 23.05          |
| H54          | 18.64         | 19.11         | 19.58         | 20.07         | 20.57         | 21.09         | 21.62         | 22.16         | 22.71         | 23.28          |

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2020**

| <b>RANGE</b> | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> | <b>STEP 4</b> | <b>STEP 5</b> | <b>STEP 6</b> | <b>STEP 7</b> | <b>STEP 8</b> | <b>STEP 9</b> | <b>STEP 10</b> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| H55          | 18.83         | 19.30         | 19.78         | 20.27         | 20.78         | 21.30         | 21.83         | 22.38         | 22.94         | 23.51          |
| H56          | 19.01         | 19.49         | 19.98         | 20.48         | 20.99         | 21.51         | 22.05         | 22.60         | 23.17         | 23.75          |
| H57          | 19.20         | 19.68         | 20.18         | 20.68         | 21.20         | 21.73         | 22.27         | 22.83         | 23.40         | 23.98          |
| H58          | 19.40         | 19.88         | 20.38         | 20.89         | 21.41         | 21.94         | 22.49         | 23.06         | 23.63         | 24.22          |
| H59          | 19.59         | 20.08         | 20.58         | 21.10         | 21.62         | 22.16         | 22.72         | 23.29         | 23.87         | 24.47          |
| H60          | 19.79         | 20.28         | 20.79         | 21.31         | 21.84         | 22.39         | 22.95         | 23.52         | 24.11         | 24.71          |
| H61          | 19.98         | 20.48         | 21.00         | 21.52         | 22.06         | 22.61         | 23.17         | 23.75         | 24.35         | 24.96          |
| H62          | 20.18         | 20.69         | 21.21         | 21.74         | 22.28         | 22.84         | 23.41         | 23.99         | 24.59         | 25.21          |
| H63          | 20.39         | 20.89         | 21.42         | 21.95         | 22.50         | 23.06         | 23.64         | 24.23         | 24.84         | 25.46          |
| H64          | 20.59         | 21.10         | 21.63         | 22.17         | 22.73         | 23.29         | 23.88         | 24.47         | 25.09         | 25.71          |
| H65          | 20.80         | 21.31         | 21.85         | 22.39         | 22.95         | 23.53         | 24.12         | 24.72         | 25.34         | 25.97          |
| H66          | 21.00         | 21.53         | 22.07         | 22.62         | 23.18         | 23.76         | 24.36         | 24.97         | 25.59         | 26.23          |
| H67          | 21.21         | 21.74         | 22.29         | 22.84         | 23.42         | 24.00         | 24.60         | 25.22         | 25.85         | 26.49          |
| H68          | 21.43         | 21.96         | 22.51         | 23.07         | 23.65         | 24.24         | 24.85         | 25.47         | 26.10         | 26.76          |
| H69          | 21.64         | 22.18         | 22.73         | 23.30         | 23.89         | 24.48         | 25.10         | 25.72         | 26.37         | 27.02          |
| H70          | 21.86         | 22.40         | 22.96         | 23.54         | 24.12         | 24.73         | 25.35         | 25.98         | 26.63         | 27.29          |
| H71          | 22.07         | 22.63         | 23.19         | 23.77         | 24.37         | 24.98         | 25.60         | 26.24         | 26.90         | 27.57          |
| H72          | 22.30         | 22.85         | 23.42         | 24.01         | 24.61         | 25.22         | 25.86         | 26.50         | 27.16         | 27.84          |
| H73          | 22.52         | 23.08         | 23.66         | 24.25         | 24.86         | 25.48         | 26.11         | 26.77         | 27.44         | 28.12          |
| H74          | 22.74         | 23.31         | 23.89         | 24.49         | 25.10         | 25.73         | 26.38         | 27.03         | 27.71         | 28.40          |
| H75          | 22.97         | 23.54         | 24.13         | 24.74         | 25.36         | 25.99         | 26.64         | 27.30         | 27.99         | 28.69          |
| H76          | 23.20         | 23.78         | 24.37         | 24.98         | 25.61         | 26.25         | 26.91         | 27.58         | 28.27         | 28.97          |
| H77          | 23.43         | 24.02         | 24.62         | 25.23         | 25.87         | 26.51         | 27.17         | 27.85         | 28.55         | 29.26          |
| H78          | 23.67         | 24.26         | 24.86         | 25.49         | 26.12         | 26.78         | 27.45         | 28.13         | 28.84         | 29.56          |
| H79          | 23.90         | 24.50         | 25.11         | 25.74         | 26.38         | 27.04         | 27.72         | 28.41         | 29.12         | 29.85          |
| H80          | 24.14         | 24.75         | 25.36         | 26.00         | 26.65         | 27.31         | 28.00         | 28.70         | 29.42         | 30.15          |
| H81          | 24.38         | 24.99         | 25.62         | 26.26         | 26.92         | 27.59         | 28.28         | 28.98         | 29.71         | 30.45          |
| H82          | 24.63         | 25.24         | 25.87         | 26.52         | 27.18         | 27.86         | 28.56         | 29.27         | 30.01         | 30.76          |
| H83          | 24.87         | 25.50         | 26.13         | 26.79         | 27.46         | 28.14         | 28.85         | 29.57         | 30.31         | 31.06          |
| H84          | 25.12         | 25.75         | 26.39         | 27.05         | 27.73         | 28.42         | 29.13         | 29.86         | 30.61         | 31.37          |
| H85          | 25.37         | 26.01         | 26.66         | 27.32         | 28.01         | 28.71         | 29.43         | 30.16         | 30.92         | 31.69          |
| H86          | 25.63         | 26.27         | 26.93         | 27.60         | 28.29         | 29.00         | 29.72         | 30.46         | 31.22         | 32.01          |
| H87          | 25.88         | 26.53         | 27.19         | 27.87         | 28.57         | 29.29         | 30.02         | 30.77         | 31.54         | 32.33          |
| H88          | 26.14         | 26.80         | 27.47         | 28.15         | 28.86         | 29.58         | 30.32         | 31.08         | 31.85         | 32.65          |
| H89          | 26.40         | 27.06         | 27.74         | 28.43         | 29.15         | 29.87         | 30.62         | 31.39         | 32.17         | 32.98          |
| H90          | 26.67         | 27.33         | 28.02         | 28.72         | 29.44         | 30.17         | 30.93         | 31.70         | 32.49         | 33.31          |
| H91          | 26.93         | 27.61         | 28.30         | 29.01         | 29.73         | 30.47         | 31.24         | 32.02         | 32.82         | 33.64          |
| H92          | 27.20         | 27.88         | 28.58         | 29.30         | 30.03         | 30.78         | 31.55         | 32.34         | 33.15         | 33.97          |
| H93          | 27.48         | 28.16         | 28.87         | 29.59         | 30.33         | 31.09         | 31.86         | 32.66         | 33.48         | 34.31          |
| H94          | 27.75         | 28.44         | 29.16         | 29.88         | 30.63         | 31.40         | 32.18         | 32.99         | 33.81         | 34.66          |
| H95          | 28.03         | 28.73         | 29.45         | 30.18         | 30.94         | 31.71         | 32.50         | 33.32         | 34.15         | 35.00          |
| H96          | 28.31         | 29.02         | 29.74         | 30.49         | 31.25         | 32.03         | 32.83         | 33.65         | 34.49         | 35.35          |
| H97          | 28.59         | 29.31         | 30.04         | 30.79         | 31.56         | 32.35         | 33.16         | 33.99         | 34.84         | 35.71          |
| H98          | 28.88         | 29.60         | 30.34         | 31.10         | 31.88         | 32.67         | 33.49         | 34.33         | 35.18         | 36.06          |
| H99          | 29.17         | 29.90         | 30.64         | 31.41         | 32.19         | 33.00         | 33.82         | 34.67         | 35.54         | 36.43          |
| H100         | 29.46         | 30.19         | 30.95         | 31.72         | 32.52         | 33.33         | 34.16         | 35.02         | 35.89         | 36.79          |
| H101         | 29.75         | 30.50         | 31.26         | 32.04         | 32.84         | 33.66         | 34.50         | 35.37         | 36.25         | 37.16          |
| H102         | 30.05         | 30.80         | 31.57         | 32.36         | 33.17         | 34.00         | 34.85         | 35.72         | 36.61         | 37.53          |
| H103         | 30.35         | 31.11         | 31.89         | 32.68         | 33.50         | 34.34         | 35.20         | 36.08         | 36.98         | 37.90          |
| H104         | 30.65         | 31.42         | 32.21         | 33.01         | 33.84         | 34.68         | 35.55         | 36.44         | 37.35         | 38.28          |
| H105         | 30.96         | 31.74         | 32.53         | 33.34         | 34.18         | 35.03         | 35.91         | 36.80         | 37.72         | 38.67          |
| H106         | 31.27         | 32.05         | 32.85         | 33.68         | 34.52         | 35.38         | 36.26         | 37.17         | 38.10         | 39.05          |
| H107         | 31.58         | 32.37         | 33.18         | 34.01         | 34.86         | 35.73         | 36.63         | 37.54         | 38.48         | 39.44          |
| H108         | 31.90         | 32.70         | 33.51         | 34.35         | 35.21         | 36.09         | 36.99         | 37.92         | 38.87         | 39.84          |

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2020**

| <b>RANGE</b> | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> | <b>STEP 4</b> | <b>STEP 5</b> | <b>STEP 6</b> | <b>STEP 7</b> | <b>STEP 8</b> | <b>STEP 9</b> | <b>STEP 10</b> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| H109         | 32.22         | 33.02         | 33.85         | 34.70         | 35.56         | 36.45         | 37.36         | 38.30         | 39.25         | 40.24          |
| H110         | 32.54         | 33.35         | 34.19         | 35.04         | 35.92         | 36.82         | 37.74         | 38.68         | 39.65         | 40.64          |
| H111         | 32.87         | 33.69         | 34.53         | 35.39         | 36.28         | 37.18         | 38.11         | 39.07         | 40.04         | 41.04          |
| H112         | 33.19         | 34.02         | 34.87         | 35.75         | 36.64         | 37.56         | 38.50         | 39.46         | 40.44         | 41.46          |
| H113         | 33.53         | 34.36         | 35.22         | 36.10         | 37.01         | 37.93         | 38.88         | 39.85         | 40.85         | 41.87          |
| H114         | 33.86         | 34.71         | 35.58         | 36.47         | 37.38         | 38.31         | 39.27         | 40.25         | 41.26         | 42.29          |
| H115         | 34.20         | 35.06         | 35.93         | 36.83         | 37.75         | 38.69         | 39.66         | 40.65         | 41.67         | 42.71          |
| H116         | 34.54         | 35.41         | 36.29         | 37.20         | 38.13         | 39.08         | 40.06         | 41.06         | 42.09         | 43.14          |
| H117         | 34.89         | 35.76         | 36.65         | 37.57         | 38.51         | 39.47         | 40.46         | 41.47         | 42.51         | 43.57          |
| H118         | 35.24         | 36.12         | 37.02         | 37.95         | 38.89         | 39.87         | 40.86         | 41.89         | 42.93         | 44.01          |
| H119         | 35.59         | 36.48         | 37.39         | 38.33         | 39.28         | 40.27         | 41.27         | 42.30         | 43.36         | 44.45          |
| H120         | 35.94         | 36.84         | 37.76         | 38.71         | 39.68         | 40.67         | 41.68         | 42.73         | 43.80         | 44.89          |
| H121         | 36.30         | 37.21         | 38.14         | 39.10         | 40.07         | 41.07         | 42.10         | 43.15         | 44.23         | 45.34          |
| H122         | 36.67         | 37.58         | 38.52         | 39.49         | 40.47         | 41.49         | 42.52         | 43.59         | 44.68         | 45.79          |
| H123         | 37.03         | 37.96         | 38.91         | 39.88         | 40.88         | 41.90         | 42.95         | 44.02         | 45.12         | 46.25          |
| H124         | 37.40         | 38.34         | 39.30         | 40.28         | 41.29         | 42.32         | 43.38         | 44.46         | 45.57         | 46.71          |
| H125         | 37.78         | 38.72         | 39.69         | 40.68         | 41.70         | 42.74         | 43.81         | 44.91         | 46.03         | 47.18          |
| H126         | 38.16         | 39.11         | 40.09         | 41.09         | 42.12         | 43.17         | 44.25         | 45.36         | 46.49         | 47.65          |
| H127         | 38.54         | 39.50         | 40.49         | 41.50         | 42.54         | 43.60         | 44.69         | 45.81         | 46.95         | 48.13          |
| H128         | 38.92         | 39.90         | 40.89         | 41.92         | 42.96         | 44.04         | 45.14         | 46.27         | 47.42         | 48.61          |
| H129         | 39.31         | 40.30         | 41.30         | 42.34         | 43.39         | 44.48         | 45.59         | 46.73         | 47.90         | 49.10          |
| H130         | 39.71         | 40.70         | 41.72         | 42.76         | 43.83         | 44.92         | 46.05         | 47.20         | 48.38         | 49.59          |
| H131         | 40.10         | 41.11         | 42.13         | 43.19         | 44.27         | 45.37         | 46.51         | 47.67         | 48.86         | 50.08          |
| H132         | 40.50         | 41.52         | 42.55         | 43.62         | 44.71         | 45.83         | 46.97         | 48.15         | 49.35         | 50.58          |
| H133         | 40.91         | 41.93         | 42.98         | 44.05         | 45.16         | 46.28         | 47.44         | 48.63         | 49.84         | 51.09          |
| H134         | 41.32         | 42.35         | 43.41         | 44.49         | 45.61         | 46.75         | 47.92         | 49.11         | 50.34         | 51.60          |
| H135         | 41.73         | 42.77         | 43.84         | 44.94         | 46.06         | 47.21         | 48.39         | 49.60         | 50.84         | 52.12          |
| H136         | 42.15         | 43.20         | 44.28         | 45.39         | 46.52         | 47.69         | 48.88         | 50.10         | 51.35         | 52.64          |
| H137         | 42.57         | 43.63         | 44.72         | 45.84         | 46.99         | 48.16         | 49.37         | 50.60         | 51.87         | 53.16          |
| H138         | 43.00         | 44.07         | 45.17         | 46.30         | 47.46         | 48.65         | 49.86         | 51.11         | 52.39         | 53.70          |
| H139         | 43.43         | 44.51         | 45.62         | 46.76         | 47.93         | 49.13         | 50.36         | 51.62         | 52.91         | 54.23          |
| H140         | 43.86         | 44.96         | 46.08         | 47.23         | 48.41         | 49.62         | 50.86         | 52.14         | 53.44         | 54.77          |
| H141         | 44.30         | 45.41         | 46.54         | 47.70         | 48.90         | 50.12         | 51.37         | 52.66         | 53.97         | 55.32          |
| H142         | 44.74         | 45.86         | 47.01         | 48.18         | 49.39         | 50.62         | 51.89         | 53.18         | 54.51         | 55.88          |
| H143         | 45.19         | 46.32         | 47.48         | 48.66         | 49.88         | 51.13         | 52.40         | 53.71         | 55.06         | 56.43          |
| H144         | 45.64         | 46.78         | 47.95         | 49.15         | 50.38         | 51.64         | 52.93         | 54.25         | 55.61         | 57.00          |
| H145         | 46.10         | 47.25         | 48.43         | 49.64         | 50.88         | 52.15         | 53.46         | 54.79         | 56.16         | 57.57          |
| H146         | 46.56         | 47.72         | 48.91         | 50.14         | 51.39         | 52.68         | 53.99         | 55.34         | 56.73         | 58.14          |
| H147         | 47.02         | 48.20         | 49.40         | 50.64         | 51.90         | 53.20         | 54.53         | 55.90         | 57.29         | 58.73          |
| H148         | 47.49         | 48.68         | 49.90         | 51.15         | 52.42         | 53.73         | 55.08         | 56.45         | 57.87         | 59.31          |
| H149         | 47.97         | 49.17         | 50.40         | 51.66         | 52.95         | 54.27         | 55.63         | 57.02         | 58.44         | 59.91          |
| H150         | 48.45         | 49.66         | 50.90         | 52.17         | 53.48         | 54.81         | 56.19         | 57.59         | 59.03         | 60.51          |
| H151         | 48.93         | 50.16         | 51.41         | 52.70         | 54.01         | 55.36         | 56.75         | 58.17         | 59.62         | 61.11          |
| H152         | 49.42         | 50.66         | 51.92         | 53.22         | 54.55         | 55.92         | 57.31         | 58.75         | 60.22         | 61.72          |
| H153         | 49.92         | 51.16         | 52.44         | 53.75         | 55.10         | 56.48         | 57.89         | 59.33         | 60.82         | 62.34          |
| H154         | 50.42         | 51.68         | 52.97         | 54.29         | 55.65         | 57.04         | 58.47         | 59.93         | 61.43         | 62.96          |
| H155         | 50.92         | 52.19         | 53.50         | 54.83         | 56.21         | 57.61         | 59.05         | 60.53         | 62.04         | 63.59          |
| H156         | 51.43         | 52.71         | 54.03         | 55.38         | 56.77         | 58.19         | 59.64         | 61.13         | 62.66         | 64.23          |
| H157         | 51.94         | 53.24         | 54.57         | 55.94         | 57.34         | 58.77         | 60.24         | 61.74         | 63.29         | 64.87          |
| H158         | 52.46         | 53.77         | 55.12         | 56.50         | 57.91         | 59.36         | 60.84         | 62.36         | 63.92         | 65.52          |
| H159         | 52.99         | 54.31         | 55.67         | 57.06         | 58.49         | 59.95         | 61.45         | 62.98         | 64.56         | 66.17          |
| H160         | 53.52         | 54.85         | 56.23         | 57.63         | 59.07         | 60.55         | 62.06         | 63.61         | 65.21         | 66.84          |
| H161         | 54.05         | 55.40         | 56.79         | 58.21         | 59.66         | 61.15         | 62.68         | 64.25         | 65.86         | 67.50          |
| H162         | 54.59         | 55.96         | 57.36         | 58.79         | 60.26         | 61.77         | 63.31         | 64.89         | 66.52         | 68.18          |

**CITY OF CALABASAS**  
**HOURLY POSITIONS**  
**HOURLY WAGE RANGE / STEP SCHEDULE**  
**Effective January 1, 2020**

| <b>RANGE</b> | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> | <b>STEP 4</b> | <b>STEP 5</b> | <b>STEP 6</b> | <b>STEP 7</b> | <b>STEP 8</b> | <b>STEP 9</b> | <b>STEP 10</b> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| H163         | 55.14         | 56.52         | 57.93         | 59.38         | 60.86         | 62.38         | 63.94         | 65.54         | 67.18         | 68.86          |
| H164         | 55.69         | 57.08         | 58.51         | 59.97         | 61.47         | 63.01         | 64.58         | 66.20         | 67.85         | 69.55          |
| H165         | 56.25         | 57.65         | 59.09         | 60.57         | 62.09         | 63.64         | 65.23         | 66.86         | 68.53         | 70.24          |
| H166         | 56.81         | 58.23         | 59.69         | 61.18         | 62.71         | 64.27         | 65.88         | 67.53         | 69.22         | 70.95          |
| H167         | 57.38         | 58.81         | 60.28         | 61.79         | 63.33         | 64.92         | 66.54         | 68.20         | 69.91         | 71.66          |
| H168         | 57.95         | 59.40         | 60.88         | 62.41         | 63.97         | 65.57         | 67.21         | 68.89         | 70.61         | 72.37          |
| H169         | 58.53         | 59.99         | 61.49         | 63.03         | 64.61         | 66.22         | 67.88         | 69.57         | 71.31         | 73.10          |
| H170         | 59.12         | 60.59         | 62.11         | 63.66         | 65.25         | 66.88         | 68.56         | 70.27         | 72.03         | 73.83          |
| H171         | 59.71         | 61.20         | 62.73         | 64.30         | 65.91         | 67.55         | 69.24         | 70.97         | 72.75         | 74.57          |
| H172         | 60.30         | 61.81         | 63.36         | 64.94         | 66.56         | 68.23         | 69.93         | 71.68         | 73.47         | 75.31          |
| H173         | 60.91         | 62.43         | 63.99         | 65.59         | 67.23         | 68.91         | 70.63         | 72.40         | 74.21         | 76.06          |
| H174         | 61.52         | 63.05         | 64.63         | 66.25         | 67.90         | 69.60         | 71.34         | 73.12         | 74.95         | 76.83          |
| H175         | 62.13         | 63.68         | 65.28         | 66.91         | 68.58         | 70.30         | 72.05         | 73.85         | 75.70         | 77.59          |
| H176         | 62.75         | 64.32         | 65.93         | 67.58         | 69.27         | 71.00         | 72.77         | 74.59         | 76.46         | 78.37          |
| H177         | 63.38         | 64.96         | 66.59         | 68.25         | 69.96         | 71.71         | 73.50         | 75.34         | 77.22         | 79.15          |
| H178         | 64.01         | 65.61         | 67.25         | 68.94         | 70.66         | 72.43         | 74.24         | 76.09         | 78.00         | 79.94          |
| H179         | 64.65         | 66.27         | 67.93         | 69.63         | 71.37         | 73.15         | 74.98         | 76.85         | 78.77         | 80.74          |
| H180         | 65.30         | 66.93         | 68.61         | 70.32         | 72.08         | 73.88         | 75.73         | 77.62         | 79.56         | 81.55          |
| H181         | 65.95         | 67.60         | 69.29         | 71.03         | 72.80         | 74.62         | 76.49         | 78.40         | 80.36         | 82.37          |
| H182         | 66.61         | 68.28         | 69.99         | 71.74         | 73.53         | 75.37         | 77.25         | 79.18         | 81.16         | 83.19          |
| H183         | 67.28         | 68.96         | 70.69         | 72.45         | 74.26         | 76.12         | 78.02         | 79.97         | 81.97         | 84.02          |
| H184         | 67.95         | 69.65         | 71.39         | 73.18         | 75.01         | 76.88         | 78.80         | 80.77         | 82.79         | 84.86          |
| H185         | 68.63         | 70.35         | 72.11         | 73.91         | 75.76         | 77.65         | 79.59         | 81.58         | 83.62         | 85.71          |
| H186         | 69.32         | 71.05         | 72.83         | 74.65         | 76.51         | 78.43         | 80.39         | 82.40         | 84.46         | 86.57          |
| H187         | 70.01         | 71.76         | 73.56         | 75.39         | 77.28         | 79.21         | 81.19         | 83.22         | 85.30         | 87.43          |
| H188         | 70.71         | 72.48         | 74.29         | 76.15         | 78.05         | 80.00         | 82.00         | 84.05         | 86.16         | 88.31          |
| H189         | 71.42         | 73.20         | 75.03         | 76.91         | 78.83         | 80.80         | 82.82         | 84.89         | 87.02         | 89.19          |
| H190         | 72.13         | 73.94         | 75.78         | 77.68         | 79.62         | 81.61         | 83.65         | 85.74         | 87.89         | 90.08          |
| H191         | 72.85         | 74.68         | 76.54         | 78.46         | 80.42         | 82.43         | 84.49         | 86.60         | 88.77         | 90.98          |
| H192         | 73.58         | 75.42         | 77.31         | 79.24         | 81.22         | 83.25         | 85.33         | 87.47         | 89.65         | 91.89          |
| H193         | 74.32         | 76.18         | 78.08         | 80.03         | 82.03         | 84.08         | 86.19         | 88.34         | 90.55         | 92.81          |
| H194         | 75.06         | 76.94         | 78.86         | 80.83         | 82.85         | 84.93         | 87.05         | 89.22         | 91.46         | 93.74          |
| H195         | 75.81         | 77.71         | 79.65         | 81.64         | 83.68         | 85.77         | 87.92         | 90.12         | 92.37         | 94.68          |
| H196         | 76.57         | 78.48         | 80.45         | 82.46         | 84.52         | 86.63         | 88.80         | 91.02         | 93.29         | 95.63          |
| H197         | 77.34         | 79.27         | 81.25         | 83.28         | 85.36         | 87.50         | 89.69         | 91.93         | 94.23         | 96.58          |
| H198         | 78.11         | 80.06         | 82.06         | 84.12         | 86.22         | 88.37         | 90.58         | 92.85         | 95.17         | 97.55          |
| H199         | 78.89         | 80.86         | 82.88         | 84.96         | 87.08         | 89.26         | 91.49         | 93.78         | 96.12         | 98.52          |
| H200         | 79.68         | 81.67         | 83.71         | 85.81         | 87.95         | 90.15         | 92.40         | 94.71         | 97.08         | 99.51          |
| H201         | 80.48         | 82.49         | 84.55         | 86.66         | 88.83         | 91.05         | 93.33         | 95.66         | 98.05         | 100.50         |
| H202         | 81.28         | 83.31         | 85.40         | 87.53         | 89.72         | 91.96         | 94.26         | 96.62         | 99.03         | 101.51         |
| H203         | 82.09         | 84.15         | 86.25         | 88.41         | 90.62         | 92.88         | 95.20         | 97.58         | 100.02        | 102.52         |
| H204         | 82.91         | 84.99         | 87.11         | 89.29         | 91.52         | 93.81         | 96.16         | 98.56         | 101.02        | 103.55         |
| H205         | 83.74         | 85.84         | 87.98         | 90.18         | 92.44         | 94.75         | 97.12         | 99.55         | 102.03        | 104.58         |
| H206         | 84.58         | 86.70         | 88.86         | 91.08         | 93.36         | 95.70         | 98.09         | 100.54        | 103.05        | 105.63         |
| H207         | 85.43         | 87.56         | 89.75         | 92.00         | 94.30         | 96.65         | 99.07         | 101.55        | 104.08        | 106.69         |
| H208         | 86.28         | 88.44         | 90.65         | 92.92         | 95.24         | 97.62         | 100.06        | 102.56        | 105.13        | 107.75         |
| H209         | 87.14         | 89.32         | 91.56         | 93.84         | 96.19         | 98.60         | 101.06        | 103.59        | 106.18        | 108.83         |
| H210         | 88.02         | 90.22         | 92.47         | 94.78         | 97.15         | 99.58         | 102.07        | 104.62        | 107.24        | 109.92         |
| H211         | 88.90         | 91.12         | 93.40         | 95.73         | 98.12         | 100.58        | 103.09        | 105.67        | 108.31        | 111.02         |
| H212         | 89.78         | 92.03         | 94.33         | 96.69         | 99.11         | 101.58        | 104.12        | 106.73        | 109.39        | 112.13         |
| H213         | 90.68         | 92.95         | 95.27         | 97.66         | 100.10        | 102.60        | 105.16        | 107.79        | 110.49        | 113.25         |
| H214         | 91.59         | 93.88         | 96.23         | 98.63         | 101.10        | 103.63        | 106.22        | 108.87        | 111.59        | 114.38         |
| H215         | 92.51         | 94.82         | 97.19         | 99.62         | 102.11        | 104.66        | 107.28        | 109.96        | 112.71        | 115.53         |
| H216         | 93.43         | 95.77         | 98.16         | 100.61        | 103.13        | 105.71        | 108.35        | 111.06        | 113.84        | 116.68         |

**CITY OF CALABASAS  
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| <b>RANGE</b> | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> | <b>STEP 4</b> | <b>STEP 5</b> | <b>STEP 6</b> | <b>STEP 7</b> | <b>STEP 8</b> | <b>STEP 9</b> | <b>STEP 10</b> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| H217         | 94.36         | 96.72         | 99.14         | 101.62        | 104.16        | 106.76        | 109.43        | 112.17        | 114.97        | 117.85         |
| H218         | 95.31         | 97.69         | 100.13        | 102.64        | 105.20        | 107.83        | 110.53        | 113.29        | 116.12        | 119.03         |
| H219         | 96.26         | 98.67         | 101.13        | 103.66        | 106.25        | 108.91        | 111.63        | 114.42        | 117.29        | 120.22         |
| H220         | 97.22         | 99.65         | 102.15        | 104.70        | 107.32        | 110.00        | 112.75        | 115.57        | 118.46        | 121.42         |
| H221         | 98.20         | 100.65        | 103.17        | 105.75        | 108.39        | 111.10        | 113.88        | 116.72        | 119.64        | 122.63         |
| H222         | 99.18         | 101.66        | 104.20        | 106.80        | 109.47        | 112.21        | 115.02        | 117.89        | 120.84        | 123.86         |
| H223         | 100.17        | 102.67        | 105.24        | 107.87        | 110.57        | 113.33        | 116.17        | 119.07        | 122.05        | 125.10         |
| H224         | 101.17        | 103.70        | 106.29        | 108.95        | 111.67        | 114.47        | 117.33        | 120.26        | 123.27        | 126.35         |
| H225         | 102.18        | 104.74        | 107.36        | 110.04        | 112.79        | 115.61        | 118.50        | 121.46        | 124.50        | 127.61         |
| H226         | 103.21        | 105.79        | 108.43        | 111.14        | 113.92        | 116.77        | 119.69        | 122.68        | 125.75        | 128.89         |
| H227         | 104.24        | 106.84        | 109.51        | 112.25        | 115.06        | 117.93        | 120.88        | 123.91        | 127.00        | 130.18         |
| H228         | 105.28        | 107.91        | 110.61        | 113.37        | 116.21        | 119.11        | 122.09        | 125.14        | 128.27        | 131.48         |
| H229         | 106.33        | 108.99        | 111.72        | 114.51        | 117.37        | 120.31        | 123.31        | 126.40        | 129.56        | 132.79         |
| H230         | 107.40        | 110.08        | 112.83        | 115.65        | 118.54        | 121.51        | 124.55        | 127.66        | 130.85        | 134.12         |
| H231         | 108.47        | 111.18        | 113.96        | 116.81        | 119.73        | 122.72        | 125.79        | 128.94        | 132.16        | 135.46         |
| H232         | 109.55        | 112.29        | 115.10        | 117.98        | 120.93        | 123.95        | 127.05        | 130.23        | 133.48        | 136.82         |
| H233         | 110.65        | 113.42        | 116.25        | 119.16        | 122.14        | 125.19        | 128.32        | 131.53        | 134.82        | 138.19         |
| H234         | 111.76        | 114.55        | 117.41        | 120.35        | 123.36        | 126.44        | 129.60        | 132.84        | 136.16        | 139.57         |
| H235         | 112.87        | 115.70        | 118.59        | 121.55        | 124.59        | 127.71        | 130.90        | 134.17        | 137.53        | 140.96         |
| H236         | 114.00        | 116.85        | 119.77        | 122.77        | 125.84        | 128.98        | 132.21        | 135.51        | 138.90        | 142.37         |
| H237         | 115.14        | 118.02        | 120.97        | 124.00        | 127.10        | 130.27        | 133.53        | 136.87        | 140.29        | 143.80         |
| H238         | 116.29        | 119.20        | 122.18        | 125.24        | 128.37        | 131.58        | 134.87        | 138.24        | 141.69        | 145.24         |
| H239         | 117.46        | 120.39        | 123.40        | 126.49        | 129.65        | 132.89        | 136.21        | 139.62        | 143.11        | 146.69         |
| H240         | 118.63        | 121.60        | 124.64        | 127.75        | 130.95        | 134.22        | 137.58        | 141.02        | 144.54        | 148.15         |
| H241         | 119.82        | 122.81        | 125.88        | 129.03        | 132.26        | 135.56        | 138.95        | 142.43        | 145.99        | 149.64         |
| H242         | 121.02        | 124.04        | 127.14        | 130.32        | 133.58        | 136.92        | 140.34        | 143.85        | 147.45        | 151.13         |
| H243         | 122.23        | 125.28        | 128.41        | 131.62        | 134.92        | 138.29        | 141.75        | 145.29        | 148.92        | 152.64         |
| H244         | 123.45        | 126.53        | 129.70        | 132.94        | 136.26        | 139.67        | 143.16        | 146.74        | 150.41        | 154.17         |
| H245         | 124.68        | 127.80        | 131.00        | 134.27        | 137.63        | 141.07        | 144.59        | 148.21        | 151.91        | 155.71         |
| H246         | 125.93        | 129.08        | 132.31        | 135.61        | 139.00        | 142.48        | 146.04        | 149.69        | 153.43        | 157.27         |
| H247         | 127.19        | 130.37        | 133.63        | 136.97        | 140.39        | 143.90        | 147.50        | 151.19        | 154.97        | 158.84         |
| H248         | 128.46        | 131.67        | 134.96        | 138.34        | 141.80        | 145.34        | 148.98        | 152.70        | 156.52        | 160.43         |



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** NOVEMBER 27, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT:** CONSIDER REQUEST FOR PROPOSAL FOR INDEPENDENT AUDITING SERVICES FOR CITY FOR FISCAL YEARS 2019-20, 2020-21, 2021-22, 2022-23 AND 2023-24

**MEETING DATE:** JANUARY 8, 2020

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**SUMMARY RECOMMENDATION:**

The City of Calabasas (City) has utilized the services of the current auditors for the past several years. It is time for the City to issue a Request for Proposal (RFP) for independent auditing services.

**BACKGROUND:**

The Government Finance Officers Association (GFOA) recommends that the City issue a comprehensive annual financial report (CAFR) at the close of each fiscal year. The statements must be presented in conformity with generally accepted accounting principles (GAAP) and audited by a firm of licensed certified public accountants in accordance with auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (2011), the provisions of the Federal Single Audit Act of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*.

The goal of a CAFR is better financial reporting. The objective of a financial audit is to provide users of financial reports with independent assurance that the reports are

reliable. The auditors affirm that the financial statements are free from material misstatement.

The GFOA also recommends that governmental entities enter into multi-year agreements when obtaining the services of independent auditors. However, mandatory rotation of audit firms is not required. Governmental entities should periodically undertake a full-scale competitive process for the selection of independent auditors, consistent with applicable legal requirements. This process should actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory.

**DISCUSSION/ANALYSIS:**

A history of the City’s external auditors by fiscal year (FY) is listed below.

| <u>June 30,</u> | <u>Audit Firm</u>      |
|-----------------|------------------------|
| 2004-2019       | Moss, Levy & Hartzheim |
| 1996-2003       | Moreland & Associates  |
| 1991-1995       | KPMG                   |

For the past several years, the City has retained the accounting firm of Moss, Levy & Hartzheim, for auditing services for the City. The auditors prepared the City CAFR, the Single Audit Report and Cities Transactions for the State Controller’s and the Annual Street Report. The current agreement with Moss, Levy & Hartzheim expires with the completion of the audit and the preparation of the reports for fiscal year 2018-19, which we expect to be completed by February 2020. The City has received the GFOA Award for Excellence in Financial Reporting from FY 2004-05 to present.

Staff has prepared a Request for Proposal (RFP) for thirteen (13) qualified CPA firms to serve as the City’s independent auditors for the next five fiscal years. Staff plans to post the RFP on the City’s website as well as the CSMFO website in order to attract as many proposals as possible. The proposal will include the City Audit, Federal Single Audit (if applicable), Cities Financial Transaction Report to State Controller’s Office and the Annual Street Report.

It is anticipated the selection of a firm will be completed by March 2020.

**FISCAL IMPACT/SOURCE OF FUNDING:**

None.

**REQUESTED ACTION:**

Authorize staff to initiate the Request for Proposal process for external auditing services.

**ATTACHMENTS:**

1. List of Audit Firms for RFP
2. Request for Proposal

**LIST OF AUDIT FIRMS FOR RFP**

|   |  |
|---|--|
| PricewaterhouseCoopers<br>601 South Figueroa Street, Suite<br>900<br>Los Angeles, CA 90017          | Deloitte Touche<br>555 West Fifth Street, Suite 2700<br><br>Los Angeles, CA 90013-1010           |
| Ernst & Young<br>725 South Figueroa Street<br>Los Angeles, CA 90017-5418                            | KPMG<br>550 South Hope Street<br>Los Angeles, CA 90071   |
| Vavrinek, Trine, Day & Co., LLP<br>10681 E. Foothill #300<br>Rancho Cucamonga, CA 91730             | Teaman, Ramirez & Smith, Inc.<br>4201 Brockton Ave., Suite 100<br>Riverside, CA 92501            |
| McGladrey & Pullen, LLP<br>515 South Flower Street, 41 <sup>st</sup> Floor<br>Los Angeles, CA 90071 | Rogers Anderson Malody & Scott<br>735 E. Carnegie Drive, Suite 100<br>San Bernardino, CA 92401   |
| Grant Thornton<br>515 South Flower Street, 7 <sup>th</sup> Floor<br><br>Los Angeles, CA 90071       | Macias Gini & O'Connell LLP<br>777 South Figueroa Street, Suite<br>2500<br>Los Angeles, CA 90017 |
| BDO Seidman<br>1888 Century Park East, 4th Floor<br><br>Los Angeles, CA 90067                       | Moss Adams<br>10960 Wilshire Boulevard, Suite<br>1100<br>Los Angeles, CA 90024                   |
|   | White Nelson Diehl Evans LLP<br>2875 Michelle Drive, Suite 300<br>Irvine, CA 92606               |

ITEM 4 ATTACHMENT 2

CITY OF CALABASAS  
REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL AUDITING SERVICES



RON AHLERS  
CHIEF FINANCIAL OFFICER  
CITY OF CALABASAS  
100 CIVIC CENTER WAY  
CALABASAS CA 91302

**CITY OF CALABASAS  
REQUEST FOR PROPOSALS  
PROFESSIONAL AUDITING SERVICES**

**TABLE OF CONTENTS**

|  |    |
|--|----|
| I. INTRODUCTION  | 1  |
| A. General Information   | 1  |
| B. Term of Engagement  | 2  |
| II. NATURE OF SERVICES REQUIRED                                | 2  |
| A. Scope of Work to be Performed                               | 2  |
| B. Auditing Standards to be Followed                           | 3  |
| C. Working Paper Retention                                     | 3  |
| D. Irregularities and Illegal Acts                             | 3  |
| III. DESCRIPTION OF THE GOVERNMENT                             | 4  |
| A. Background Information                                      | 4  |
| B. Fund Structure  | 4  |
| C. Magnitude of Finance Operations                             | 4  |
| D. Computer Systems  | 4  |
| E. Availability of Prior Reports and Work Papers               | 5  |
| IV. TIME REQUIREMENTS  | 5  |
| A. Proposal Calendar   | 5  |
| B. Date Audit May Commence                                     | 5  |
| C. Date Reports Are Due  | 6  |
| V. ASSISTANCE TO BE PROVIDED TO AUDITOR AND REPORT PREPARATION | 6  |
| A. Finance Department and Clerical Assistance                  | 6  |
| B. Work Area, Telephone, and Office Equipment                  | 6  |
| C. Report Preparation  | 6  |
| VI. PROPOSAL REQUIREMENTS                                      | 6  |
| A. General Requirements  | 6  |
| B. Format for Technical Proposal                               | 7  |
| C. Contents of Technical Proposal                              | 7  |
| D. Contents of Cost proposal                                   | 10 |

**CITY OF CALABASAS**  
**TABLE OF CONTENTS (Continued)**

|                            |    |
|----------------------------|----|
| VII. EVALUATION PROCEDURES | 10 |
| A. Review of Proposals     | 10 |
| B. Evaluation Criteria     | 11 |
| VIII. FEES                 |    |
| Cost Proposal Form         | 12 |
| Standard Billing Rates     | 12 |

**CITY OF CALABASAS  
REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL AUDITING SERVICES**

**I. INTRODUCTION**

**A. General Information**

The City of Calabasas is requesting proposals from qualified certified public accountant firms to audit its financial statements for the five fiscal years beginning with the fiscal year ending June 30, 2020, subject to the cancellation provisions of the agreement. In addition to performing services as described under Section II.A of this RFP. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in *Government Auditing Standards (2007)* issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of State and Local Governments and Non-Profit Organizations*.

There is no expressed or implied obligation for the City of Calabasas to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents become the property of the City of Calabasas upon its receipt by the City.

During the evaluation process, the City of Calabasas reserves the right, where it may serve the City's best interest, to request additional information or clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of the City of Calabasas, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Calabasas and the firm selected.

A copy of the City's most recent budget and Comprehensive Annual Financial Report (CAFR) can be found on the City's website, [www.CityofCalabasas.com](http://www.CityofCalabasas.com)

It is anticipated the selection of a firm will be completed by **mid-March, 2020**. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for consideration and approval by the City Council at its **April 8, 2020** meeting. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

**B. Term of Engagement**

It is the intent of the City to contract for the services presented herein for a term of five (5) years.

The proposal package shall present all-inclusive audit fees for each year of the contract term.

**II. NATURE OF SERVICES REQUIRED**

**A. Scope of the Work to be Performed**

The City of Calabasas desires a Comprehensive Annual Financial Report (CAFR) and its component unit financial statements for the City of Calabasas to be prepared by the independent auditor and be fully compliant for GASB for the fiscal year ended June 30, 2020 and each of the subsequent years, June 30, 2021, 2022, 2023 and 2024 of the audit firm's contract with the City. The City will continue to submit the CAFR to the Government Finance Officers Association (GFOA) for review in their Certificate of Achievement for Excellence in Financial Reporting program.

The selected independent auditor will be required to perform the following tasks.

1. The audit firm will perform an audit of all funds of the City of Calabasas. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. **The City's Comprehensive Annual Financial Report (CAFR) will be prepared and word processed by the audit firm.** The CAFR will be in full compliance with all GASB statements. The audit firm will render their auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements.
2. The audit firm will perform a single audit (if applicable) on the expenditures of federal grants in accordance with OMB Circular A-133 and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of the City's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133.
3. The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the City Manager.
4. At the sole discretion of the City of Calabasas, the audit firm may be requested to prepare and submit the "Cities Financial Transactions Report" to the State Controller's Office.

5. At the sole discretion of the City of Calabasas, the audit firm may be requested to prepare and submit the "Annual Street Report" to the State Controller's Office.

**B. Auditing Standards to be Followed**

To meet the requirements of this Request for Proposal, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants;
2. The standards applicable to financial audits contained in *Government Auditing Standards* (2011 Revision), issued by the Comptroller General of the United States;
3. The provisions of the Single Audit Act as amended in 1996; and
4. The provisions of U. S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.

**C. Working Paper Retention**

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by the City of Calabasas of the need to extend the retention period. The auditor will be required to make working papers available to the City of Calabasas or any government agencies included in the audit of federal grants. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

**D. Irregularities and Illegal Acts**

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: City Manager and the Chief Financial Officer.

**III. DESCRIPTION OF THE GOVERNMENT**

**A. Background Information**

The City of Calabasas, a general law city incorporated in April 1991, has a population of approximately 24,000 residents and approximately 125 full and part-time employees. The City of Calabasas is governed by a Council/Manager form of government. The five City Council members are elected at large to serve staggered four-year terms. The City is located in the northwestern part of Los Angeles County, 30 miles northwest of downtown Los Angeles.

The City of Calabasas provides traditional city community development services, street maintenance, public transit, and housing programs, along with an array of recreation programs and community parks and facilities. Police services and Animal Control services are provided under contract with the County of Los Angeles, and separate districts provide water, sewer and fire services.

**B. Fund Structure**

The City of Calabasas uses the following fund types and account groups in its financial reporting. The City does not have a Successor Agency.

| <b>Number of Individual Funds</b> |             |                           |             |                          |
|-----------------------------------|-------------|---------------------------|-------------|--------------------------|
| <b>Fund Type/Account Group</b>    | <b>City</b> | <b>Developer Deposits</b> | <b>CFDs</b> | <b>Parking Authority</b> |
| General Fund                      | 1           |                           |             |                          |
| Special Revenue Funds             | <b>30</b>   |                           |             |                          |
| Debt Service Funds                | 1           |                           |             |                          |
| Capital Projects Funds            | <b>3</b>    |                           |             |                          |
| Enterprise Funds                  | 1           |                           |             |                          |
| Fiduciary Funds                   | 1           | 1                         | 2           | 1                        |

**C. Magnitude of Finance Operations**

The Finance Department consists of eight employees and is led by Ron Ahlers, Chief Financial Officer. The Department is charged with providing financial management, budgeting, accounting, cash management, billing, revenue collection, payroll, fixed assets management, purchasing and general administrative support services for the City.

**D. Computer Systems**

The City’s computerized systems run on a Local Area Network (LAN). The accounting functions are computerized using Tyler FundBalance software on a windows based server. The applications operating on this system are general ledger, accounts payable, cash receipts and fixed assets.

**E. Availability of Prior Reports and Work Papers**

Moss, Levy & Hartzheim, LLP conducted the City’s most recent audit. The work papers of the previous audits are the property of the previous auditor and can be reviewed by the successful Proposer. The following financial statements were prepared or audited by Moss, Levy, & Hartzheim, LLP.

1. City of Calabasas Comprehensive Annual Financial Report;
2. A Single Audit Report (if applicable)
3. Cities Financial Transaction Report to State Controller’s Office
4. Annual Street Report to State Controller’s Office

**IV. TIME REQUIREMENTS**

**A. Proposal Calendar**

The following is a list of key dates up to, and including, the date proposals are to be submitted:

| <u>Date</u>              | <u>Activity</u>                                    |
|--------------------------|--|
| January 8, 2020          | Request for Proposal issued                        |
| <b>February 14, 2020</b> | Due date for proposals ( <b>due by 4:00 p.m.</b> ) |
| March 9-13, 2020         | Oral Interviews (conducted at City’s discretion)   |
| April 8, 2020            | Contract awarded by City Council                   |

**B. Date Audit May Commence**

Audit planning, including all necessary planning for GASB 34, documentation of systems of internal control and compliance and transaction testing should be completed during the interim stage. Our current auditors normally come out to conduct their interim audit by the end of May. The successful proposal is expected to be available to complete the interim around the same time frame. It is expected the City will close its books and be ready for the final audit by the end of September.

**C. Date Reports Are Due**

The auditor shall provide all drafts and recommendations for improvements to the Chief Financial Officer within a reasonable time period after the last day of field work. The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed CAFR, component unit financial statements, Single Audit report (if applicable) and other reports shall be delivered to the Chief Financial Officer. It is anticipated that this process will be completed and the final products to be delivered by December 1<sup>st</sup> each year.

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

**A. Finance Department and Clerical Assistance**

The Finance Department staff will be available during the audit to assist the firm by providing information, documentation, and explanations. A staff person will be assigned by the City to be responsible for acting as the liaison between the audit firm and the accounting personnel and other City staff.

**B. Work Area, Telephone, and Office Equipment**

The City will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone and photocopying and fax machines.

**C. Report Preparation**

Report preparation, editing, printing, binding shall be the responsibility of the auditor. Electronic versions of each report shall be provided to the City.

1. Comprehensive Annual Financial Report ~ 20 reports
2. Single Audit Report ~ 10 reports
3. Cities Financial Transaction Report to State Controller's Office ~ 1 report
4. Annual Street Report to State Controller's Office ~ 1 report

**VI. PROPOSAL REQUIREMENTS**

**A. General Requirements**

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Ron Ahlers  
Chief Financial Officer  
100 Civic Center Way  
Calabasas, CA 91302  
(818) 224-1610  
rahlrs@CityofCalabasas.com

**CONTACT WITH PERSONNEL OF THE CITY OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

2. Submission of Proposal. Five (5) copies of the proposal shall be received in the office of the City Clerk of the City of Calabasas **by 4:00 p.m. on February 14, 2020** for a proposal to be considered. For the purpose of inquiry or delivery of proposals, the Calabasas City Hall is open to the public from 7:30 am to 5:30 pm (Fridays till 4:30 pm) each weekday, excluding City recognized holidays.

The Proposal should be addressed as follows:

**City of Calabasas  
Attn: City Clerk  
100 Civic Center Way  
Calabasas, CA 91302**

Proposals must be sealed and clearly state on the outside of the package or envelope: "Proposal for Audit Services".

***B. Format for Technical Proposal***

1. Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. Signed Transmittal Letter briefly stating the Proposer's understanding of the work to be done; the commitment to perform the work within the time period; and the name(s) of the person(s) authorized to represent the Proposer, title, address, and telephone number.
4. Detailed Proposal following the order set forth in Section C below.

***C. Contents of Technical Proposal***

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented,

the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

**1. License to Practice in California**

An affirmative statement should be included verifying the firm and all assigned key professional staff are properly licensed to practice in California.

**2. Independence**

The firm should provide an affirmative statement that it is independent of the City of Calabasas as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards*.

**3. Firm Qualifications and Experience**

**To qualify the firm must have extensive experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Statements in GASB 34 format.** The Proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. Staff consistency is an important consideration.

The Proposer should provide the range of activities performed by the local office, e.g., audit, accounting, tax service and/or management consulting services.

The Proposer must provide a list of all current municipal clients.

The Proposer is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by Government Audit Standards (1994).

The Proposer shall also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. In addition, the Proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations.

**4. Partner, Supervisory and Staff Qualifications and Experience**

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past (3) three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

**5. Similar Engagements with Other Government Entities**

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum - 5) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also please indicate whether the audit was part of a Comprehensive Annual Financial Report prepared in conformance with the GASB 34 requirements. Information should be provided regarding clients that the firm serves that have received the CSMFO and GFOA awards.

The City reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

**6. Specific Audit Approach**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal.

**7. Identification Anticipated Potential Audit Problems**

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

**D. Contents of Cost Proposal**

**1. Total All-Inclusive Maximum Price**

The cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred by a firm in the preparation and/or presentation of a proposal in response to this request.

The cost proposal should be submitted in the format provided in Attachment A, "COST PROPOSAL FORM".

**2. Manner of Payment**

Progress payment will be made on the basis of hours of work completed during the course of the engagement not to exceed the amount specified in the firm's proposal and subsequent contract. Interim billings may be submitted for services performed as costs are incurred. However, the City of Calabasas will not make final payment of the total amount due under the terms of the contract until it has accepted the final work products.

**VII. EVALUATION PROCEDURES**

**A. Review of Proposals**

City Staff, consisting at a minimum, of the following, will evaluate submitted proposals:

Ron Ahlers, Chief Financial Officer  
Lesley Pelka, Accounting Supervisor

**B. Evaluation Criteria**

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

**1. Mandatory Elements**

- a. The audit firm is independent and licensed to practice in California;
- b. The firm has no conflict of interest with regard to any of the work proposed to be performed by the firm for the City;
- c. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal;
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work;
- e. The firm's past experience and performance on comparable government engagements;
- f. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation;
- g. Adequacy of proposed staffing plan for various segments of the engagement;
- h. Thoroughness of approach to conducting the audit of the City and demonstration of the understanding of the objectives and scope of the audit;
- i. Commitment to timeliness in the conduct of the audit;
- j. Maximum fees for the services to be performed.

**VIII. FEES**

**COST PROPOSAL FORM**

| <b>Service</b>  | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|---|----------------|----------------|----------------|----------------|----------------|
| <b>City Audit and Related Reports</b>                   | \$             | \$             | \$             | \$             | \$             |
| <b>Single Audit and Related Reports (if applicable)</b> | \$             | \$             | \$             | \$             | \$             |
| <b>Subtotal</b>   | \$             | \$             | \$             | \$             | \$             |
| <b>At the City's option:</b>                            |                |                |                |                |                |
| <b>City State Controller's Report</b>                   | \$             | \$             | \$             | \$             | \$             |
| <b>City Annual Street Report</b>                        | \$             | \$             | \$             | \$             | \$             |
| <b>Total for Fiscal Year (not-to-exceed)</b>            | \$             | \$             | \$             | \$             | \$             |

**STANDARD BILLING RATES**

| <b>Auditors Standard Hourly Billing Rates</b>    |                |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|
| <b>Position</b>                                  | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
| <b>Partner</b>                                   | \$             | \$             | \$             | \$             | \$             |
| <b>Manager</b>                                   | \$             | \$             | \$             | \$             | \$             |
| <b>Supervisor</b>                                | \$             | \$             | \$             | \$             | \$             |
| <b>Senior Accountant</b>                         | \$             | \$             | \$             | \$             | \$             |
| <b>Staff Accountant</b>                          | \$             | \$             | \$             | \$             | \$             |
| <b>Paraprofessional/Administrative Assistant</b> | \$             | \$             | \$             | \$             | \$             |



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

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**DATE: DECEMBER 13, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER**  
**BY: BENJAMIN CHAN, P.E., T.E., DEPUTY PUBLIC WORKS DIRECTOR**

**SUBJECT: RECOMMENDATION TO APPROVE THE FUNDING AGREEMENT FOR THE AMOUNT OF ONE MILLION SIX HUNDRED FIFTY SIX THOUSAND ONE HUNDRED SIXTY FOUR (\$1,656,164) DOLLARS BETWEEN THE CITY OF CALABASAS AND LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) FOR THE FUNDING OF CITYWIDE GREEN STREET PROJECT**

**MEETING**

**DATE: JANUARY 8, 2020**

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**SUMMARY RECOMMENDATION:**

Staff recommends that City Council approve the funding agreement for the amount of one million six hundred fifty six thousand one hundred sixty four (\$1,656,164) dollars between the City of Calabasas and Los Angeles County Metropolitan Transportation Authority (Metro) for funding of the Citywide Green Street Project.

**DISCUSSION/ANALYSIS:**

The Citywide Green Street project, comprising of four corridors in the City, uses state of-the-art storm water management and treatments to reduce pollutants draining into the City's stormwater system. The project provides environmental benefits and use LID (Low Impact Development) strategies that reduce the adverse impacts of stormwater runoff, alleviate pollutant loadings from impervious surfaces, and minimize erosion and hydrologic impacts on natural drainage system. Street medians would be incorporated with bio-filtration systems, and unpaved street shoulders would be improved with vegetation swales and/or tree-well filter systems. Two of the corridors will be redesigned to include bike lanes/paths. The

roadway width on some corridors will be reduced resulting in reduction in travel speeds which would enhance traffic safety.

### **Malibu Hills Road**

The project, located between Agoura Road and its terminus east of Lost Hills Rd., proposes to construct a total of four raised medians that will provide refuges for pedestrians crossing Malibu Hills Road. The total distance of the project is 0.6 miles. The roadway width will be reduced resulting in reduction of vehicle speeds. That, in turn, will improve both pedestrian and traffic safety on the roadway. New bike lanes will be installed and native trees will be planted as part of this project. The newly constructed medians will serve as a pretreatment BMP (Best Management Practice) which would capture and treat surface flows. The collected water will be filtered through the bio-filtration soil to remove urban runoff pollutants such as sediments, bacteria, metals, and trash, and improve the quality of the water entering the storm drain system. One bio-filtration median on Malibu Hills Rd east of Lost Hills Road has already been constructed by the City.

### **Las Virgenes Road**

The project will redesign segments of Las Virgenes Road between north of Thousand Oaks Blvd and its terminus, with green infrastructure. The entire length of the project is 2,100 feet. Currently, the project area is ungraded with unimproved shoulder on the west side of road. The shoulder width varies from 10 to 40 feet wide. During rain, water and debris from the hillside washes across the street and creates an unsafe situation for motorists. The project will grade the shoulder area, install 7- to 10- foot wide vegetated swales, with native plants to capture the runoff and, at the same time, to help filter pollutants and rainwater into the ground. The swale, which is approximately 1,600 ft. long on the shoulder located on the west side of the road, will serve as a pretreatment BMP that will capture and treat surface flows from the street. A multi-use pathway connecting the Las Virgenes Canyon Open Space will be constructed, adjacent to the swales providing connectivity to the popular recreational area. This project will also involve constructing a new cul-de-sac that will help ease traffic during summer weekends where traffic is currently stuck at the terminus of the road. Proposed improvements will improve both traffic and pedestrian safety as well as provide a safe turnaround path of travel for motor vehicles.

### **Calabasas Road**

The project will redesign segments of Calabasas Road located between Mureau Road and Parkway Calabasas using a green infrastructure. The total distance of the project is approximately 2,000 feet. Currently, there are issues with water ponding next to the bike lane after rain events on the north side of the roadway. Water

ponding on the bike lane forces cyclists to ride their bikes in the traveled lane creating unsafe conditions. This project will construct vegetated swales next to the bike lane on the north side of the roadway and regrade the edge of the street to capture rainwater which would prevent potential water ponding as well as filter out pollutants carried by the rainwater. Soil media will be used to filter out pollutants such as sediment, bacteria, and metals in the swale. The swales are designed to handle 25-year of rainstorm. The treatments will significantly reduce surface runoffs and, at the same time, provide shading with trees planted reducing the heat island effects.

### **Old Town Calabasas (Calabasas Road)**

This project is located on Calabasas Road, between Park Granada and the City limits with the City of Los Angeles, covering a distance of 1,500 feet. This purpose of this project is to convert existing medians to medians equipped with bio-filtration systems with impermeable liner and an underdrain along the road as well as native plants to reduce surface runoffs into the County's storm drains. The medians will serve as a pretreatment BMP that will capture and treat surface flows. Treated flows will be discharged into downstream catch basins. The permeable surface will help manage the amount of water left on surfaces of the street. The existing tree wells will be removed and new tree wells will be built to remove potential tripping hazards due to uprooting of tree roots.

Construction dates of these four projects will be staggered with Malibu Hills Road being the first project to be constructed and Old Town Calabasas to be the last project. The Malibu Hills Road Project is currently under construction and is expected to be completed by April 2020. The Old Town Calabasas Project is scheduled to begin construction in January 2022.

### **FISCAL IMPACT/SOURCE OF FUNDING:**

The project will be funded with Measure M funds from Metro for \$1,656,164. The requested funds should be deposited to the appropriate project account and that the budget be modified and adjusted accordingly.

### **REQUESTED ACTION:**

Staff recommends that City Council approve the funding agreement for the amount of one million six hundred fifty six thousand one hundred sixty four (\$1,656,164) dollars between the City of Calabasas and Los Angeles County Metropolitan Transportation Authority (Metro) for funding of the Citywide Green Street Project.

**ATTACHMENTS:**

Exhibit A – Citywide Green Street Funding Agreement

## MEASURE M FUNDING AGREEMENT MULTI-YEAR SUBREGIONAL PROGRAMS

This Funding Agreement ("FA") is made and entered into effective as of September 10, 2019 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and City of Calabasas ("GRANTEE") for the City-wide Green Streets – Malibu Hills Road, Calabasas Road, Old Town Calabasas, Las Virgenes Road and Parkway Calabasas Project, LACMTA Project ID# MM4401.02 and FTIP# LA0G1701 (the "Project"). This Project is eligible for funding under Line 56 of the Measure M Expenditure Plan.

WHEREAS, LACMTA adopted Ordinance #16-01, the Los Angeles County Traffic Improvement Plan, on June 23, 2016 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 8, 2016 as "Measure M" and became effective on July 1, 2017.

WHEREAS, the funding set forth herein is intended to fund Plans, Specifications and Estimates (PS&E) and Construction of the Project.

WHEREAS, the LACMTA Board, at its January 24, 2019 meeting, programmed \$1,656,164 in Measure M Funds to GRANTEE for PS&E and Construction, subject to the terms and conditions contained in this FA; and

WHEREAS, the Funds are currently programmed as follows: \$1,656,164 in Measure M Funds in Fiscal Year (FY) 2018-19. The total designated for PS&E and Construction of the City-wide Green Streets Streets – Malibu Hills Road, Calabasas Road, Old Town Calabasas, Las Virgenes Road and Parkway Calabasas Project is \$1,656,164.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA
2. Part II – General Terms of the FA
3. Attachment A – Project Funding
4. Attachment B – Expenditure Plan- Cost & Cash Flow Budget
5. Attachment C – Scope of Work
6. Attachment D – Project Reporting and Expenditure Guidelines
7. Attachment D-1 – Monthly Progress Report
8. Attachment D-2 – Quarterly Expenditure Report OR Quarterly Progress/Expenditure Report
9. Attachment E – Federal Transportation Improvement Program (FTIP) Sheet
10. Attachment F – Bond Requirements
11. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_ Date: 11/12/19 \_\_\_\_\_  
Deputy

GRANTEE:

City of Calabasas

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Gary J. Lysik  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Scott H. Howard  
City Attorney

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_ Date: 11/12/19 \_\_\_\_\_  
Deputy

GRANTEE:

City of Calabasas

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Gary J. Lysik  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Scott H. Howard  
City Attorney

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_ Date: 11/12/19 \_\_\_\_\_  
Deputy

GRANTEE:

City of Calabasas

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Gary J. Lysik  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Scott H. Howard  
City Attorney

**PART I**  
**SPECIFIC TERMS OF THE FA**

1. Title of the Project (the "Project"): City-wide Green Streets – Malibu Hills Road, Calabasas Road, Old Town Calabasas, Las Virgenes Road and Parkway Calabasas Project. LACMTA Project ID# MM4401.02, FTIP# LA0G1701.
2. Grant Funds:
  - 2.1 Programmed Funds for this Project consist of Measure M Funds.
  - 2.2 To the extent the Measure M Funds are available; LACMTA shall make to GRANTEE a grant of the Measure M funds in the amount of \$1,656,164 (the "Fund") for the Project. LACMTA Board of Directors' action of January 24, 2019 granted the Measure M Funds for the Project. The Funds are programmed over one year for Fiscal Year (FY) 2018-19.
3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Monthly Progress Report and/or the Quarterly Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of scope of work.
4. **Attachment A** the "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.
5. **Attachment B** is the Expenditure Plan- Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the Budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31, and such update shall be submitted to LACMTA's Senior Executive Officer managing the Measure M Multi-Year Subregional Program in writing. If the LACMTA's Senior Executive Officer managing the Measure M Multi-Year Subregional Program concurs with such updated Expenditure Plan in writing, Attachment B shall be replaced with the new Attachment B setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B as revised from time to time. In no event can the final milestone date be changed or amended by written concurrence by the LACMTA Senior Executive Officer managing the Measure M Multi-Year Subregional Program. Any change to the final milestone date must be made by a fully executed amendment to this FA.

6. **Attachment C** is the "Scope of Work". The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed, including anticipated Project milestones and a schedule consistent with the lapsing policy in Part II, Section 9, and a description of the Project limits, if the Project is a capital project. No later than December 31 of each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the parties shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with the schedule and scope identified in this FA unless otherwise agreed to by the parties in writing in an amendment to this FA. If GRANTEE fails to meet milestones or in deliver of the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 9, 10 and 11 herein below. To the extent interim milestone dates are not met but GRANTEE believes and can show documentation acceptable to LACMTA supporting GRANTEE's ability to make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Monthly Progress Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Monthly Progress Reports Attachment D-1. In no event can the final milestone date be amended by a Monthly Progress Report.

7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by both parties.

8. **Attachment D** is the "Project Reporting & Expenditure Guidelines". GRANTEE shall complete the "Monthly Progress Report" and/or the "Quarterly Expenditure Report". The Monthly Progress and Quarterly Expenditure Reports are attached to this FA as Attachments D-1 and D-2 in accordance with Attachment D – Project Reporting and Expenditure Guidelines.

9. **Attachment E**, the "FTIP PROJECT SHEET (PDF)", is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <http://program.metro.net>. All projects that receive funding through Measure M must be programmed into the FTIP, which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project information as necessary during a scheduled FTIP amendment or adoption. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect GRANTEE's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

10. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, as specified in the Bond Requirements attached

as **Attachment F** to this Agreement. GRANTEE agrees to provide LACMTA with progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such Bonds' tax status.

11. GRANTEE shall comply with the "Special Grant Conditions" attached as **Attachment G**, if any.

12. No changes to the (i) Grant amount, (ii) Project Funding, (iii) the Scope of Work (except as provided herein), (iv) Final milestone date or (v) Special Grant Conditions, shall be allowed without a written amendment to this FA, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, Financial Plan, or the Scope of Work, including the Work schedule.

13. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: Annie Chou  
LACMTA Project Manager  
Mail Stop: 99-23-3  
Phone: 213.418.3453  
Email: [choua@metro.net](mailto:choua@metro.net)

14. GRANTEE's Address:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Benjamin Chan  
Phone: 818.224.1600  
Email: [bchan@cityofcalabasas.com](mailto:bchan@cityofcalabasas.com)

**PART II**  
**GENERAL TERMS OF THE FA**

1. **TERM**

The term of this FA shall commence on the Effective Date of this FA, and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the parties in writing.

2. **SUSPENSION OR TERMINATION**

Should LACMTA determine there are insufficient Measure M Funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary to: (i) return any facilities modified by the Project construction to a safe and operable state; and (ii) suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. **INVOICE BY GRANTEE**

Unless otherwise stated in this FA, the Monthly Progress Report or the Quarterly Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment the LACMTA pre-approved Monthly Progress Report or Quarterly Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Accounts Payable Department as shown below.

Submit invoice with supporting documentation to:  
**ACCOUNTSPAYABLE@METRO.NET** (preferable)

or

mail to:

**Los Angeles County Metropolitan Transportation Authority  
Accounts Payable**

**P. O. Box 512296**

**Los Angeles, CA 90051-0296**

All invoice material must contain the following information:

Re: LACMTA Project ID# MM4401.02 and FA# FA9200000000M440102

Annie Chou; Mail Stop 99-23-3

#### 4. USE OF FUNDS

4.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines, the specifications for use for the transportation purposes described in the Ordinance, the Guidelines and the Multi-Year Subregional Programs Administrative Procedures.

4.2 Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.

4.3 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his Designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such Funds may not be used to reimburse for any costs that jeopardize the tax exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.

4.4 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE'S contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.5 GRANTEE'S employee, officers, councilmembers, board member, agents, or consultants (a "GRANTEE Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party's immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.6 If a facility, equipment (such as computer hardware or software), vehicle or property, purchased or leased using the Funds, ceases to be used for the proper use as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

4.7 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA Countywide ITS Policy and

Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form. For the ITS policy and form, see [www.metro.net/projects\\_studies/call\\_projects/other\\_resources.htm](http://www.metro.net/projects_studies/call_projects/other_resources.htm).

4.8 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see [www.metro.net](http://www.metro.net) for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see [www.metro.net/projects\\_studies/call\\_projects/other\\_resources.htm](http://www.metro.net/projects_studies/call_projects/other_resources.htm).

## 5. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Quarterly Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at [www.metro.net/projects/call\\_projects/call\\_projects-reference-documents/](http://www.metro.net/projects/call_projects/call_projects-reference-documents/). GRANTEE must provide detailed supporting documentation with its Monthly Progress and Quarterly Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

## 6. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

6.1 GRANTEE shall submit the draft of Monthly Progress Report (Attachment D-1) within seven (7) days from the last day of each month, if required, and submit the draft of Quarterly Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Monthly Progress within five (5) business days from receipt and Quarterly Expenditure Report within thirty (30) calendar days from receipt. Grantee shall submit the LACMTA pre-approved Monthly Progress Report and Quarterly Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Monthly Progress and the Quarterly Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Monthly Progress and Quarterly Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable within ninety (90) days after the lapsing date specified in Part II, Section 9.1 below are not eligible for reimbursement.

6.2 GRANTEE shall submit the Project expenditure estimates for the subsequent fiscal year by February of each year. LACMTA will use the estimates to determine the Project budget for the upcoming fiscal year.

6.3 LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits and final audits. LACMTA will commence a final audit within six months of receipt of acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of costs for GRANTEE's own expenditures submitted to LACMTA for this Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87. The allowability of costs for GRANTEE's contractors, consultants and suppliers expenditures submitted to LACMTA through GRANTEE's Monthly Progress Reports and Quarterly Expenditures shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulation (FAR) Subpart 31 and 2 CFR Subtitle A, Chapter II, Part 225 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.

6.4 GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

6.5 GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 5, paragraphs 6.3 and 6.4 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

6.6 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all GRANTEE's records and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

6.7 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction, at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this FA.

6.8 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.9 GRANTEE shall be responsible for ensuring all contractors/ subcontractors for the Project comply with the terms of the Ordinance, the Guidelines and the Multi-Year Subregional Programs Administrative Procedures. GRANTEE shall cooperate with LACMTA Management Audit Services Department such that LACMTA can meet its obligations under the Ordinance, the Guidelines and the Multi-Year Subregional Programs Administrative Procedures.

6.10 GRANTEE shall certify each invoice by reviewing all subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.11 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.12 In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and /or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 6.

## 7. GRANT

This is a one-time only grant of the Measure M Funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

## 8. SOURCES AND DISPOSITION OF FUNDS

8.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available as anticipated from Measure M Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

8.2 GRANTEE shall fully fund and contribute the GRANTEE Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8.3 GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Section 8.2.

8.4 GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any Funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk, or as delineated in a Letter of No Prejudice executed by the prospective GRANTEE and LACMTA.

8.5 If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee within the subregion in accordance with the Ordinance, the Guidelines and the Multi-Year Subregional Programs Administrative Procedures. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

## 9. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

9.1 GRANTEE must demonstrate timely use of the Funds by:

- (i) Executing this FA within **ninety (90) days** of receiving formal transmittal of the FA from LACMTA, or by December 31 of the

- first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (ii) Executing Contracts for Construction or Capital purchase within **twelve (12) months** from the date of completion of design; and
  - (iii) Delivering Work in accordance with schedule; changes to the schedule will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due dates as agreed upon by the LACMTA and GRANTEE in Attachment C of this FA; and
  - (iv) Submitting the Monthly Progress and Quarterly Expenditure Reports as described in Part II, Section 6.1 of this FA; and
  - (v) Expending the Funds granted under this FA for allowable costs within **three years or 36 months** from July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 2018-19 are subject to lapse by June 30, 2021.

9.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 9.1 of this FA, the Project will be reevaluated by LACMTA as part of its Annual Update process and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance, the Guidelines and the Multi-Year Subregional Programs Administrative Procedures. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

## 10. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein; and/or (ii) GRANTEE fails to perform satisfactorily or make material changes, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

## 11. REMEDIES

11.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

11.2 Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

11.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

## 12. COMMUNICATIONS

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available online at <http://metro.net/partners-civic>. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

## 13. OTHER TERMS AND CONDITIONS

13.1 This FA, along with its Attachments, constitutes the entire understanding between the parties, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original FA or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

13.2 GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-

of-way, the Project facilities constructed or reconstructed on the Project site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment, vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

13.3 In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

13.4 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by and or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this FA. GRANTEE shall fully indemnify, defend and hold LACMTA and its subsidiaries, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE, or its officers, agents, employees, contractors or subcontractors; (ii) breach of GRANTEE's obligations under this FA; or (iii) any act or omission of GRANTEE, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.

13.5 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

13.6 GRANTEE shall comply with and ensure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

13.7 GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.

13.8 GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee. Any assignment by GRANTEE without said prior consent by LACMTA shall be void and unenforceable.

13.9 This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13.10 The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

13.11 GRANTEE will advise LACMTA prior to any key Project staffing changes. Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address or contact person.

13.12 GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

**ATTACHMENT A - PROJECT FUNDING**

Measure M Active Transportation Programs - Funding Agreement Projects - FA.920000000M4401.02

Project Title: **Citywide Green Streets Improvement Project**      Project#: MM4401.02

**PROGRAMMED BUDGET - SOURCES OF FUNDS**

| SOURCES OF FUNDS             | Prior Years | FY2018-19    | FY2019-20  | FY 2020-21 | FY2021-22 | FY2022-23 | Total Budget | % of Budget |
|------------------------------|-------------|--------------|------------|------------|-----------|-----------|--------------|-------------|
| LACMTA PROGRAMMED FUNDING    |             |              |            |            |           |           |              |             |
| MEASURE M MSP FUNDS          |             | \$ 1,656,164 |            |            |           |           | \$ 1,656,164 |             |
| <b>SUM PROG LACMTA FUNDS</b> | \$ -        | \$ 1,656,164 |            | \$ -       | \$ -      | \$ -      | \$ 1,656,164 | 74%         |
| OTHER NON LACMTA FUNDING:    |             |              |            |            |           |           |              |             |
| LOCAL:                       |             |              |            |            |           |           | \$ -         | 0%          |
| STATE: Prop 84 Funds         |             |              | \$585,177  |            |           |           | \$585,177    | 26%         |
| FEDERAL:                     |             |              |            |            |           |           | \$ -         | 0%          |
| PRIVATE OR OTHER:            |             |              |            |            |           |           | \$ -         | 0%          |
| <b>SUM NON-LACMTA FUNDS</b>  | \$ -        | \$ -         | \$ 585,177 | \$ -       | \$ -      | \$ -      | \$ 585,177   | \$ 0        |
| <b>TOTAL PROJECT FUNDS</b>   | \$ -        | \$ 1,656,164 | \$ 585,177 | \$ -       | \$ -      | \$ -      | \$ 2,241,341 | 100%        |

Use Actual \$\$\$

**ATTACHMENT B - EXPENDITURE PLAN COST & CASH FLOW BUDGET**

Measure M - Active Transportation Program - Funding Agreement Projects - FA.920000000M4401.02  
 Project Title: Citywide Green Streets– Malibu Hills Road, Calabasas Rd Project#:MM4401.02

**PROGRAMMED SOURCES OF FUNDS**

| SOURCES OF FUNDS                 | FY 2018-19<br>Qtr 1 | FY 2018-19<br>Qtr 2 | FY 2018-19<br>Qtr 3 | FY 2018-19<br>Qtr 4 | FY 2019-20<br>Qtr 1 | FY 2019-20<br>Qtr 2 | FY 2019-20<br>Qtr 3 | FY 2019-20<br>Qtr 4 | TOTAL<br>BUDGET    |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| <b>LACMTA PROGRAMMED FUNDS:</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| <b>MEASURE M MSP FUNDS:</b>      |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Design and PS&E                  |                     |                     |                     |                     | \$12,500            | \$12,500            | \$12,500            | \$12,500            | \$50,000           |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Construction                     |                     |                     |                     |                     | \$156,015           | \$156,015           | \$147,350           | \$147,349           | \$606,729          |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Others                           |                     |                     |                     |                     | \$12,500            | \$12,500            | \$12,500            | \$12,500            | \$50,000           |
| <b>Total Measure M</b>           | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$181,015</b>    | <b>\$181,015</b>    | <b>\$172,350</b>    | <b>\$172,349</b>    | <b>\$706,729</b>   |
| <b>SUM PROG LACMTA FUNDS:</b>    | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$181,015</b>    | <b>\$181,015</b>    | <b>\$172,350</b>    | <b>\$172,349</b>    | <b>\$706,729</b>   |
| <b>OTHER NON LACMTA FUNDING:</b> |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| <b>LOCAL: [INSERT SOURCE]</b>    |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| <b>Total LOCAL</b>               | <b>\$0</b>          | <b>\$0</b>         |
| <b>STATE: Prop 84</b>            |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Construction                     |                     |                     |                     |                     | \$195,059           | \$195,059           | \$195,059           |                     | \$585,177          |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| <b>Total STATE</b>               | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$195,059</b>    | <b>\$195,059</b>    | <b>\$195,059</b>    | <b>\$0</b>          | <b>\$585,177</b>   |
| <b>FEDERAL: [INSERT SOURCE]</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| <b>Total FEDERAL</b>             | <b>\$0</b>          | <b>\$0</b>         |
| <b>PRIVATE: [INSERT SOURCE]</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0                |
| <b>Total PRIVATE</b>             | <b>\$0</b>          | <b>\$0</b>         |
| <b>SUM NON-LACMTA FUNDS :</b>    | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$195,059</b>    | <b>\$195,059</b>    | <b>\$195,059</b>    | <b>\$0</b>          | <b>\$585,177</b>   |
| <b>PROJECT FUNDING</b>           |                     |                     |                     |                     |                     |                     |                     |                     |                    |
| <b>FY2018-19 and FY2019-20</b>   | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$376,074</b>    | <b>\$376,074</b>    | <b>\$367,409</b>    | <b>\$172,349</b>    | <b>\$1,291,906</b> |

**ATTACHMENT B - EXPENDITURE PLAN COST & CASH FLOW BUDGET**

Measure M - Active Transportation Program - Funding Agreement Projects - FA.9200000000M4401.02

Project Title: Citywide Green Streets- Malibu Hills Road, Calabasas Rd

Project#:MM4401.02

**PROGRAMMED SOURCES OF FUNDS**

| SOURCES OF FUNDS                 | FY 2020-21<br>Qtr 1 | FY 2020-21<br>Qtr 2 | FY 2020-21<br>Qtr 3 | FY 2020-21<br>Qtr 4 | FY 2021-22<br>Qtr 1 | FY 2021-22<br>Qtr 2 | FY 2021-22<br>Qtr 3 | FY 2021-22<br>Qtr 4 | TOTAL<br>BUDGET  |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| <b>LACMTA PROGRAMMED FUNDS:</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| <b>MEASURE M MSP FUNDS:</b>      |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Design and PS&E                  | \$12,500            | \$12,500            | \$12,500            | \$12,500            |                     |                     |                     |                     | \$50,000         |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Construction                     | \$242,694           | \$242,694           | \$36,404            | \$54,606            | \$54,606            | \$31,213            | \$93,609            | \$93,609            | \$849,435        |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Others                           | \$12,500            | \$12,500            | \$12,500            | \$12,500            |                     |                     |                     |                     | \$50,000         |
| <b>Total Measure M</b>           | <b>\$267,694</b>    | <b>\$267,694</b>    | <b>\$61,404</b>     | <b>\$79,606</b>     | <b>\$54,606</b>     | <b>\$31,213</b>     | <b>\$93,609</b>     | <b>\$93,609</b>     | <b>\$949,435</b> |
| <b>SUM PROG LACMTA FUNDS:</b>    | <b>\$267,694</b>    | <b>\$267,694</b>    | <b>\$61,404</b>     | <b>\$79,606</b>     | <b>\$54,606</b>     | <b>\$31,213</b>     | <b>\$93,609</b>     | <b>\$93,609</b>     | <b>\$949,435</b> |
| <b>OTHER NON LACMTA FUNDING:</b> |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| <b>LOCAL: [INSERT SOURCE]</b>    |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| <b>Total LOCAL</b>               | <b>\$0</b>          | <b>\$0</b>       |
| <b>STATE: Prop 84</b>            |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| <b>Total STATE</b>               | <b>\$0</b>          | <b>\$0</b>       |
| <b>FEDERAL: [INSERT SOURCE]</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| <b>Total FEDERAL</b>             | <b>\$0</b>          | <b>\$0</b>       |
| <b>PRIVATE: [INSERT SOURCE]</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0              |
| <b>Total PRIVATE</b>             | <b>\$0</b>          | <b>\$0</b>       |
| <b>SUM NON-LACMTA FUNDS :</b>    | <b>\$0</b>          | <b>\$0</b>       |
| <b>PROJECT FUNDING</b>           |                     |                     |                     |                     |                     |                     |                     |                     |                  |
| <b>FY2020-21 and FY2021-22</b>   | <b>\$267,694</b>    | <b>\$267,694</b>    | <b>\$61,404</b>     | <b>\$79,606</b>     | <b>\$54,606</b>     | <b>\$31,213</b>     | <b>\$93,609</b>     | <b>\$93,609</b>     | <b>\$949,435</b> |

**ATTACHMENT B - EXPENDITURE PLAN COST & CASH FLOW BUDGET**

Measure M - Active Transportation Program - Funding Agreement Projects - FA.9200000000M4401.02

Project Title: Citywide Green Streets- Malibu Hills Road, Calabasas Rd

Project#:MM4401.02

**PROGRAMMED SOURCES OF FUNDS**

| SOURCES OF FUNDS                 | FY 2022-23<br>Qtr 1 | FY 2022-23<br>Qtr 2 | FY 2022-23<br>Qtr 3 | FY 2022-23<br>Qtr 4 | FY 2023-24<br>Qtr 1 | FY 2023-24<br>Qtr 2 | FY 2023-24<br>Qtr 3 | FY 2023-24<br>Qtr 4 | TOTAL<br>BUDGET |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| <b>LACMTA PROGRAMMED FUNDS:</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| <b>MEASURE M MSP FUNDS:</b>      |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Total MEASURE M                  | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0             |
| <b>SUM PROG LACMTA FUNDS:</b>    | <b>\$0</b>          | <b>\$0</b>      |
| <b>OTHER NON LACMTA FUNDING:</b> |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| <b>LOCAL: [INSERT SOURCE]</b>    |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Total LOCAL                      | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0             |
| <b>STATE: [INSERT SOURCE]</b>    |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Total STATE                      | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0             |
| <b>FEDERAL: [INSERT SOURCE]</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Total FEDERAL                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0             |
| <b>PRIVATE: [INSERT SOURCE]</b>  |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| Planning Activities/Prog Dev     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Environmental                    |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Design and PS&E                  |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Right-of-Way Acquisition         |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Construction                     |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Vehicle Purchase                 |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Others                           |                     |                     |                     |                     |                     |                     |                     |                     | \$0             |
| Total PRIVATE                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0             |
| <b>SUM NON-LACMTA FUNDS :</b>    | <b>\$0</b>          | <b>\$0</b>      |
| <b>PROJECT FUNDING</b>           |                     |                     |                     |                     |                     |                     |                     |                     |                 |
| <b>FY2022-23 and FY2023-24</b>   | <b>\$0</b>          | <b>\$0</b>      |

**ATTACHMENT B - EXPENDITURE PLAN COST & CASH FLOW BUDGET**

Measure M - Active Transportation Program - Funding Agreement Projects - FA.920000000M4401.02

Project Title: Citywide Green Streets- Malibu Hills Road, Calabasas Rd      Project#:MM4401.02

**PROGRAMMED SOURCES OF FUNDS**

| SOURCES OF FUNDS                 | FY Qtr 1  | FY Qtr 2  | FY Qtr 3 | FY Qtr 4 | FY Qtr 1  | FY Qtr 2  | FY Qtr 3  | FY Qtr 4  | TOTAL BUDGET |
|----------------------------------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----------|--------------|
| <b>LACMTA PROGRAMMED FUNDS:</b>  |           |           |          |          |           |           |           |           |              |
| <b>MEASURE M MSP FUNDS:</b>      |           |           |          |          |           |           |           |           |              |
| Planning Activities/Prog Dev     |           |           |          |          |           |           |           |           | \$0          |
| Environmental                    |           |           |          |          |           |           |           |           | \$0          |
| Design and PS&E                  |           |           |          |          |           |           |           |           | \$0          |
| Right-of-Way Acquisition         |           |           |          |          |           |           |           |           | \$0          |
| Construction                     |           |           |          |          |           |           |           |           | \$0          |
| Vehicle Purchase                 |           |           |          |          |           |           |           |           | \$0          |
| Others                           |           |           |          |          |           |           |           |           | \$0          |
| <b>Total MEASURE M</b>           | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>SUM PROG LACMTA FUNDS:</b>    | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>OTHER NON LACMTA FUNDING:</b> |           |           |          |          |           |           |           |           |              |
| <b>LOCAL: [INSERT SOURCE]</b>    |           |           |          |          |           |           |           |           |              |
| Planning Activities/Prog Dev     |           |           |          |          |           |           |           |           | \$0          |
| Environmental                    |           |           |          |          |           |           |           |           | \$0          |
| Design and PS&E                  |           |           |          |          |           |           |           |           | \$0          |
| Right-of-Way Acquisition         |           |           |          |          |           |           |           |           | \$0          |
| Construction                     |           |           |          |          |           |           |           |           | \$0          |
| Vehicle Purchase                 |           |           |          |          |           |           |           |           | \$0          |
| Others                           |           |           |          |          |           |           |           |           | \$0          |
| <b>Total LOCAL</b>               | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>STATE: [INSERT SOURCE]</b>    |           |           |          |          |           |           |           |           |              |
| Planning Activities/Prog Dev     |           |           |          |          |           |           |           |           | \$0          |
| Environmental                    |           |           |          |          |           |           |           |           | \$0          |
| Design and PS&E                  |           |           |          |          |           |           |           |           | \$0          |
| Right-of-Way Acquisition         |           |           |          |          |           |           |           |           | \$0          |
| Construction                     |           |           |          |          |           |           |           |           | \$0          |
| Vehicle Purchase                 |           |           |          |          |           |           |           |           | \$0          |
| Others                           |           |           |          |          |           |           |           |           | \$0          |
| <b>Total STATE</b>               | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>FEDERAL: [INSERT SOURCE]</b>  |           |           |          |          |           |           |           |           |              |
| Planning Activities/Prog Dev     |           |           |          |          |           |           |           |           | \$0          |
| Environmental                    |           |           |          |          |           |           |           |           | \$0          |
| Design and PS&E                  |           |           |          |          |           |           |           |           | \$0          |
| Right-of-Way Acquisition         |           |           |          |          |           |           |           |           | \$0          |
| Construction                     |           |           |          |          |           |           |           |           | \$0          |
| Vehicle Purchase                 |           |           |          |          |           |           |           |           | \$0          |
| Others                           |           |           |          |          |           |           |           |           | \$0          |
| <b>Total FEDERAL</b>             | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>PRIVATE: [INSERT SOURCE]</b>  |           |           |          |          |           |           |           |           |              |
| Planning Activities/Prog Dev     |           |           |          |          |           |           |           |           | \$0          |
| Environmental                    |           |           |          |          |           |           |           |           | \$0          |
| Design and PS&E                  |           |           |          |          |           |           |           |           | \$0          |
| Right-of-Way Acquisition         |           |           |          |          |           |           |           |           | \$0          |
| Construction                     |           |           |          |          |           |           |           |           | \$0          |
| Vehicle Purchase                 |           |           |          |          |           |           |           |           | \$0          |
| Others                           |           |           |          |          |           |           |           |           | \$0          |
| <b>Total PRIVATE</b>             | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>SUM NON-LACMTA FUNDS :</b>    | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
| <b>PROJECT FUNDING</b>           |           |           |          |          |           |           |           |           |              |
| <b>FY2022-23 and FY2022 -23</b>  | \$0       | \$0       | \$0      | \$0      | \$0       | \$0       | \$0       | \$0       | \$0          |
|                                  |           |           |          |          |           |           |           |           |              |
| <b>TOTAL LACMTA FUNDS</b>        | \$267,694 | \$267,694 | \$61,404 | \$79,606 | \$235,621 | \$212,228 | \$265,959 | \$265,958 | \$1,656,164  |
| <b>TOTAL NON-LACMTA FUNDS</b>    | \$0       | \$0       | \$0      | \$0      | \$195,059 | \$195,059 | \$195,059 | \$0       | \$585,177    |
| <b>TOTAL PROJECT FUNDING</b>     | \$267,694 | \$267,694 | \$61,404 | \$79,606 | \$430,680 | \$407,287 | \$461,018 | \$265,958 | \$2,241,341  |

\* \$1.7M Prop 1 State funding pending for approval

**ATTACHMENT C  
SCOPE OF WORK  
CAPITAL PROJECT**

**PROJECT NAME: City-wide Green Streets – Malibu Hills Road, Calabasas Road, Old Town Calabasas, Las Virgenes Road and Parkway Calabasas Project**

**PROJECT LOCATION/LIMITS/AREA:**

1. Malibu Hills Road between Agoura Road and Terminus of the road east of Lost Hills Road.
2. Las Virgenes Road between Mont Calabasas Drive and Terminus of the road north of Mont Calabasas Drive.
3. Calabasas Road located between Mureau Road and Parkway Calabasas.
4. Calabasas Road, between Park Granada and the City limits with the City of Los Angeles.

**PROJECT DESCRIPTION INCLUDING MULTI-YEAR SUBREGIONAL PROGRAM AND PROJECT NEXUS:**

The Citywide Green Street project, comprising of four corridors in the City, uses state-of-the-art storm water management and treatments to reduce pollutants draining into the City's stormwater system. The project provides environmental benefits and use LID strategies that reduce the adverse impacts of stormwater runoff, alleviate pollutant loadings from impervious surfaces, and minimize erosion and hydrologic impacts on natural drainage system. Street medians would be incorporated with bio-filtration systems, and unpaved street shoulders would be improved with vegetation swales and/or tree-well filter systems. Two of the corridors will be redesigned to include bike lanes/paths. The roadway width on some corridors will be reduced resulting in reduction in travel speeds which would enhance traffic safety.

## **Malibu Hills Road**

The project proposes to construct a total of four raised medians that will provide refuges for pedestrians crossing Malibu Hills Road. The total distance of the project is 0.6 miles. The roadway width will be reduced resulting in reduction of vehicle speeds. That, in turn, improve for both pedestrian and traffic safety on the roadway. New bike lanes will be installed and native trees will be planted as part of this project.

The newly constructed medians will serve as a pretreatment BMP which would capture and treat surface flows. The collected water will be filtered through the bio-filtration soil to remove urban runoff pollutants such as sediments, bacteria, metals, and trash, and improve the quality of the water entering the storm drain system. One bio-filtration median on Malibu Hills Rd has already been constructed by the City. The design of the three remaining medians is 95% complete and will be ready for construction during Fall of 2019.

## **Las Virgenes Road**

The project will redesign segments of Las Virgenes Road between Thousand Oaks Blvd and its terminus, with green infrastructure. The entire length of the project is 2,100 feet. Currently, the project area is ungraded with unimproved shoulder on the west side of road. The shoulder width varies from 10 to 40 feet wide. During rain, water and debris from the hillside washes across the street and create an unsafe situation for motorists. The project will grade the shoulder area, install 7- to 10-foot wide vegetated swales with native plants to capture the runoff and, at the same time, to help filter pollutants and rainwater into the ground. The swale, which is approximately 1,600 ft long on the shoulder located on the west side of the road, will serve as a pretreatment BMP that will capture and treat surface flows from the street. A multi-use pathway connecting the Las Virgenes Canyon Open Space will be constructed, adjacent to the swales providing connectivity to the popular recreational area. This project will also involve constructing a new cul-de-sac that will help ease traffic during summer weekends where traffic is currently stuck at the terminus of the road. Proposed improvements will improve both traffic and pedestrian safety as well as provide a safe turnaround path of travel for motor vehicles.

## **Calabasas Road**

The project will redesign segments of Calabasas Road located between Mureau Road and Parkway Calabasas using green infrastructure. The total distance of the project is approximately 2,000 feet. Currently, there are issues with water ponding next to the bike lane after rain events on the north side of the roadway. Water ponding on the bike lane forces cyclists to ride their bikes on the traveled lane creating unsafe conditions. This project will construct vegetated swales next to the bike lane on the north side of the roadway and regrade edge of the street to capture rain water which would prevent potential water ponding as well as filter out pollutants carried by the rainwater. Soil

media will be used to filter out pollutants such as sediment, bacteria, and metals in the swale. The swales are designed to handle 25-year rainstorm. The treatments will significantly reduce surface runoffs and, at the same time, provide shading with trees planted reducing the heat island effects.

### **Old Town Calabasas Rd**

This project is located on Calabasas Road, between Park Granada and the City limits with the City of Los Angeles, covering a distance of 1,500 feet. This purpose of this project is to convert existing medians to medians equipped with bio-filtration systems with impermeable liner and an underdrain along the road as well as native plants to reduce surface runoffs into the County's storm drains. The medians will serve as a pretreatment BMP that will capture and treat surface flows. Treated flows will be discharged into downstream catch basins. The permeable surface will help manage the amount of water left on surfaces of the street. The existing tree wells will be removed and new tree wells will be built to remove potential tripping hazards due to uprooting of tree roots.

**PROJECT FUNDING:**

| PHASE                           | LACTMA - MEASURE<br>M FUNDS | LOCAL AGENCY (IF<br>ANY) | TOTAL              |
|---------------------------------|-----------------------------|--------------------------|--------------------|
| Planning Activities/Prog Dev    | -                           | -                        | -                  |
| Environmental                   | -                           | -                        | -                  |
| Design and PS & E               | \$100,000                   | -                        | \$100,000          |
| Right-of-Way Acquisition        | -                           | -                        | -                  |
| Construction                    | \$1,556,164                 | \$585,177                | \$2,041,341        |
| Vehicle Purchase                | -                           | -                        | -                  |
| Others (Project Administration) | \$100,000                   | -                        | \$100,000          |
| <b>Total Budget Cost</b>        | <b>\$1,656,164</b>          | <b>\$585,177</b>         | <b>\$2,241,341</b> |

*\*Estimate of \$1.7M Prop 1 State funding pending approval*

**ESTIMATED PROJECT COSTS:**

| Project Name                      | Total              |
|-----------------------------------|--------------------|
| Malibu Hills Road                 | \$752,945          |
| Las Virgenes Road                 | \$993,028          |
| Old Town Calabasas (East Section) | \$147,500          |
| Calabasas Rd (West Section)       | \$347,808          |
| <b>Grand Total</b>                | <b>\$2,241,341</b> |

*\* Estimated new project cost \$3,941,341*

**PROJECT DETAILED SCHEDULE:**

| <b>Project Name</b>               | <b>Milestones</b>                    | <b>Begin</b>  | <b>End</b>    | <b>Duration (months)</b> |
|-----------------------------------|--------------------------------------|---------------|---------------|--------------------------|
| Malibu Hills Road                 | Environmental Documentation          | March 2019    | April 2019    | 1 month                  |
|                                   | Design Engineering                   | May 2018      | July 2019     | 15 months                |
|                                   | Plans, Specifications, and Estimates | May 2019      | August 2019   | 3 months                 |
|                                   | Construction & Project Completion    | November 2019 | May 2020      | 7 months                 |
| Las Virgenes Road                 | Environmental Documentation          | March 2019    | April 2019    | 1 month                  |
|                                   | Design Engineering                   | February 2018 | March 2020    | 25 months                |
|                                   | Plans, Specifications, and Estimates | January 2020  | March 2020    | 4 months                 |
|                                   | Construction & Project Completion    | June 2020     | April 2021    | 10 months                |
| Calabasas Road (West Section)     | Environmental Documentation          | March 2019    | April 2019    | 1 month                  |
|                                   | Design Engineering                   | June 2018     | November 2019 | 17 months                |
|                                   | Plans, Specifications, and Estimates | December 2019 | March 2020    | 4 months                 |
|                                   | Construction & Project Completion    | March 2021    | November 2021 | 8 months                 |
| Old Town Calabasas (East Section) | Environmental Documentation          | March 2019    | April 2019    | 1 month                  |
|                                   | Design Engineering                   | December 2019 | April 2021    | 16 months                |
|                                   | Plans, Specifications, and Estimates | March 2021    | August 2021   | 4 month                  |
|                                   | Construction & Project Completion    | January 2022  | June 2022     | 6 months                 |

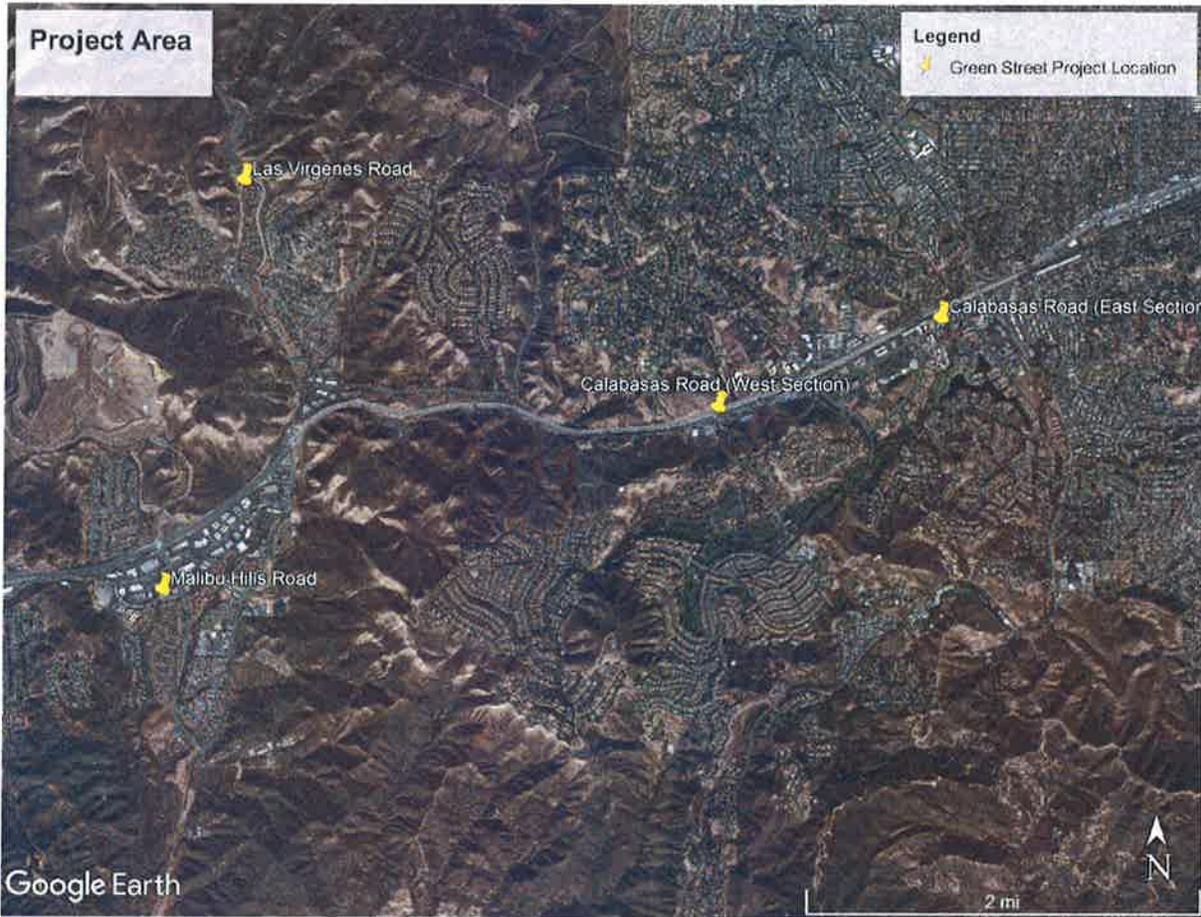
**Project Funding**

|   | Malibu Hills Road | Las Virgenes Road | Old Town Calabasas | Calabasas Rd | SUM         |
|---|-------------------|-------------------|--------------------|--------------|-------------|
| TOTAL LACMTA FUNDS                        | \$167,828         | \$993,028         | \$147,500          | \$347,808    | \$1,656,164 |
| TOTAL NON-LACMTA FUNDS                    | \$585,117         | \$0               | \$0                | \$0          | \$585,177   |
| TOTAL COST<br>(LACMTA + NON-LACMTA FUNDS) | \$752,945         | \$993,028         | \$147,500          | \$347,808    | \$2,241,341 |

**Project Break Down**

|                            | Malibu Hills Road | Las Virgenes Road | Old Town Calabasas | Calabasas Rd |
|----------------------------|-------------------|-------------------|--------------------|--------------|
| Demolition                 | \$111,350         | \$19,985          | \$10,000           | \$41,350     |
| Construction-Concrete Work | \$128,000         | \$208,000         | \$22,500           | \$72,289     |
| Construction-Drainage      | \$146,650         | \$81,853          | \$31,000           |              |
| Construction-Bike Way      |                   | \$84,000          |                    |              |
| Construction-Parking Space |                   | \$18,660          | \$9,500            |              |
| Construction-Other         | \$76,000          | \$29,000          | \$32,500           | \$36,412     |
| Earthwork                  | \$55,000          | \$493,028         | \$9,500            | \$56,507     |
| Irrigation                 | \$65,000          | \$55,000          | \$9,000            | \$44,401     |
| Landscaping                | \$70,945          |                   | \$9,500            | \$44,214     |
| Miscellaneous              | \$100,000         | \$3,502           | \$14,000           | \$52,635     |

**PROJECT MAP:**



# FA ATTACHMENT D

## PROJECT REPORTING & EXPENDITURE GUIDELINES

### REPORTING PROCEDURES

- Monthly Progress Report (**Attachment D-1**) and Quarterly Expenditure Report (**Attachment D2**) are required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit the Quarterly Expenditure Report to the LACMTA, after receiving LACMTA Project Manager’s acceptance of the draft report, at [ACCOUNTSPAYABLE@METRO.NET](mailto:ACCOUNTSPAYABLE@METRO.NET) or by mail to **Los Angeles Metropolitan Transportation Authority, Accounts Payable, P. O. Box 512296, Los Angeles, California 90051-0296**. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Monthly Progress and Quarterly Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provides complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- GRANTEE is required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.
- The draft Quarterly Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

| <i>Quarter</i>     | <i>Report Due Date</i> |
|--------------------|------------------------|
| July –September    | November 30            |
| October - December | February 28            |
| January - March    | May 31                 |
| April - June       | August 31              |

LACMTA Project Manager shall review and respond in writing to the draft Monthly Progress Report within five (5) business days from receipt and Quarterly Expenditure Report within thirty (30) calendar days from receipt.

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

## EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope of Work (FA Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.
- Any expense charged to the grant must be clearly and directly related to the project.
- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope of Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

## DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.
- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.
- Ineligible Expenditures: Any activity or expense charged above and beyond the approved Scope of Work is considered ineligible.

**LACMTA  
ATTACHMENT D-1 MONTHLY PROGRESS REPORT  
PROJECT TITLE:**

| Grantee To Complete |   |
|---------------------|---|
| Invoice #           | (Complete only if expenditures over \$500,000 in a month) |
| Invoice Date        |   |
| FA#                 | 9200000000M440102   |
| Monthly Report #    |   |

**GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO LACMTA PROJECT MANAGER**

after the close of each month. Please note that letters or other forms of documentation may not be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment D) for further information.

**SECTION 1: GENERAL INFORMATION**

**PROJECT TITLE:** \_\_\_\_\_

**FA #:** \_\_\_\_\_

**MONTHLY REPORT SUBMITTED FOR:**      **Month:** \_\_\_\_\_      **Year:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

|  |                  |   |
|--|------------------|---|
| <b>LACMTA Project Manager</b>            | Name:            | Annie Chou                                |
|  | Phone Number:    | 213.418.3453                              |
|  | e-mail:          | choua@metro.net                           |
| <b>GRANTEE Contact / Project Manager</b> | Contact Name:    | Benjamin Chan                             |
|  | Job Title:       | Deputy Director of Public Works           |
|  | Department:      | Department of Public Works                |
|  | City / Agency:   | City of Calabasas                         |
|  | Mailing Address: | 100 Civic Center Way, Calabasas, CA 91302 |
|  | Phone Number:    | 818-224-1600                              |
|  | e-mail:          | bchan@cityofcalabasas.com                 |

**LACMTA  
ATTACHMENT D-1 MONTHLY PROGRESS REPORT  
PROJECT TITLE:**

**SECTION 3 : MONTHLY PROGRESS REPORT**

**1. DELIVERABLES & MILESTONES**

List all deliverables and milestones as stated in the FA, with start and end dates. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA. Additionally, please provide a CPM if the project is in construction.

| FA Milestones                      | Original FA Start Date<br>in Scope of Work<br>(Month/Year) | Original FA End Date<br>in Scope of Work<br>(Month/Year) | Actual Start<br>Date<br>(Month/Year) | Actual End<br>Date<br>(Month/Year) | Percent<br>Completed By<br>Time | Current<br>Completion<br>Forecast<br>(Month/Year) | Schedule<br>Variance<br>(Months) |
|------------------------------------|--|--|--------------------------------------|------------------------------------|---------------------------------|---|----------------------------------|
| <b>SOLICITATION (BID/PROPOSAL)</b> |  |  |                                      |                                    |                                 |   |                                  |
| Develop Solicitation Package       |  |  |                                      |                                    |                                 |   |                                  |
| Fully Executed Contract            |  |  |                                      |                                    |                                 |   |                                  |
| <b>Environmental</b>               |  |  |                                      |                                    |                                 |   |                                  |
| <b>OTHER: (Please specify)</b>     |  |  |                                      |                                    |                                 |   |                                  |
| <b>SOLICITATION (BID/PROPOSAL)</b> |  |  |                                      |                                    |                                 |   |                                  |
| Develop Solicitation Package       |  |  |                                      |                                    |                                 |   |                                  |
| Fully Executed Contract            |  |  |                                      |                                    |                                 |   |                                  |
| <b>PS&amp;E</b>                    |  |  |                                      |                                    |                                 |   |                                  |
| 35% PS&E                           |  |  |                                      |                                    |                                 |   |                                  |
| 65% PS&E                           |  |  |                                      |                                    |                                 |   |                                  |
| 95% PS&E                           |  |  |                                      |                                    |                                 |   |                                  |
| <b>OTHER: (Please specify)</b>     |  |  |                                      |                                    |                                 |   |                                  |
| <b>ROW</b>                         |  |  |                                      |                                    |                                 |   |                                  |
| <b>OTHER: (Please specify)</b>     |  |  |                                      |                                    |                                 |   |                                  |
| <b>SOLICITATION (BID/PROPOSAL)</b> |  |  |                                      |                                    |                                 |   |                                  |
| Develop Solicitation Package       |  |  |                                      |                                    |                                 |   |                                  |
| Fully Executed Contract            |  |  |                                      |                                    |                                 |   |                                  |
| <b>CONSTRUCTION</b>                |  |  |                                      |                                    |                                 |   |                                  |
| <b>OTHER: (Please specify)</b>     |  |  |                                      |                                    |                                 |   |                                  |

**2. PROJECT COMPLETION**

Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- Ahead of original FA schedule
  Less than 12 months behind original schedule  
 On schedule per original FA schedule
  More than 24 months behind original schedule  
 Between 12-24 months behind original schedule

**3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this month.

LACMTA  
 ATTACHMENT D-1 MONTHLY PROGRESS REPORT  
 PROJECT TITLE:

**4. PROJECT DELAY/ACTION ITEM TO RESOLVE DELAY**

If the project is delayed, include description of the delay and action items that have been, or will be, undertaken to resolve the delay.

| Delay Issue(s) | Targeted Resolution/Response Date |
|----------------|-----------------------------------|
|                |                                   |

**5. COST SUMMARY**

| FA Milestones    | Project Budget | LACMTA Approved Changes | Current Approved Budget | Expenditures to Date | Cost Variance | Percent Completed By Dollar Amount |
|------------------|----------------|-------------------------|-------------------------|----------------------|---------------|------------------------------------|
| ENVIRONMENTAL    |                |                         |                         |                      |               |                                    |
| DESIGN AND PS&E  |                |                         |                         |                      |               |                                    |
| ROW ACQUISITION  |                |                         |                         |                      |               |                                    |
| CONSTRUCTION     |                |                         |                         |                      |               |                                    |
| VEHICLE PURCHASE |                |                         |                         |                      |               |                                    |
| OTHERS           |                |                         |                         |                      |               |                                    |
|                  |                |                         |                         |                      |               |                                    |

**6. RISK MANAGEMENT PLAN / PROJECT RISK REGISTER**

This Risk Register shall include a listing of potential project risks. Identify project risks and provide a description of individual risk events or unplanned events that may occur and the estimated outcome or impact to project scope, cost and schedule; provide a qualitative assessment of risk potential; identify risk mitigation strategies; and provide recommendations or actions for responding to project risk. This section requires periodic updates as the project progresses and as risk events occur.

| Risk Category | Risk Event | Risk Potential (Low/Medium/High) | Risk Mitigation Strategies |
|---------------|------------|----------------------------------|----------------------------|
| Environmental |            |                                  |                            |
| Design        |            |                                  |                            |
| ROW           |            |                                  |                            |
| Construction  |            |                                  |                            |
| Bid/Award     |            |                                  |                            |
| Third Party   |            |                                  |                            |
|               |            |                                  |                            |

I certify that I am the responsible Project Manager or fiscal officer and representative of \_\_\_\_\_ and that to the best of my knowledge and belief the information stated in this report is true and correct.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

**LACMTA FA MEASURE M ATTACHMENT D-2  
QUARTERLY EXPENDITURE REPORT**

| Grantee To Complete |                   |
|---------------------|-------------------|
| Invoice #           |                   |
| Invoice Date        |                   |
| FA#                 | 9200000000M440102 |
| Quarterly Report #  |                   |

**GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO  
ACCOUNTSPAYABLE@METRO.NET**

or submit by mail to:  
Los Angeles County Metropolitan Transportation Authority  
Accounts Payable  
P. O. Box 512296  
Los Angeles, California 90051-0296

Please note that letters or other forms of documentation may **not** be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment D) for further information.

**SECTION 1: QUARTERLY EXPENSE REPORT**

Please itemize grant-related charges for this Quarter on Page 5 of this report and include totals in this Section.

| LACMTA Measure M MSP Grant \$                        |  |
|--|--|
| <b>Project Quarter Expenditure</b>                   |  |
| <b>This Quarter Expenditure</b>                      |  |
| <b>Retention Amount</b>                              |  |
| <b>Net Invoice Amount (Less Retention)</b>           |  |
| <b>Project-to-Date Expenditure</b>                   |  |
| <b>Funds Expended to Date (Include this Quarter)</b> |  |
| <b>Total Project Budget</b>                          |  |
| <b>% of Project Budget Expended to Date</b>          |  |
| <b>Balance Remaining</b>                             |  |

**SECTION 2: GENERAL INFORMATION**

**PROJECT TITLE:**

City-wide Green Streets – Malibu Hills Road, Calabasas Road, Old Town Calabasas, Las Virgenes Road and Parkway Calabasas Project

**FA #:**

9200000000M440102

**QUARTERLY REPORT SUBMITTED FOR:**

**Fiscal Year :**

2018-19

2019-20

2020-21

2021-22

2022-23

2023-24

**Quarter :**

Q1: Jul - Sep

Q2: Oct - Dec

Q3: Jan - Mar

Q4: Apr - Jun

**DATE SUBMITTED:**

\_\_\_\_\_

**Measure M Multi-Year SubregionaI Program Type:**

\_\_\_\_\_

|                               |               |  |
|-------------------------------|---------------|--|
| <b>LACMTA Project Manager</b> | Name:         | Annie Chou   |
|                               | Phone Number: | 213.418.3453   |
|                               | E-mail:       | <a href="mailto:choua@metro.net">choua@metro.net</a> |

|  |                  |  |
|--|------------------|--|
| <b>Grantee Contact / Project Manager</b> | Contact Name:    | Benjamin Chan  |
|  | Job Title:       | Deputy Director of Public Works  |
|  | Department:      | Department of Public Works   |
|  | City / Agency:   | City of Calabasas  |
|  | Mailing Address: | 100 Civic Center Way, Calabasas, CA 91302                                |
|  | Phone Number:    | 818-224-1600   |
|  | E-mail:          | <a href="mailto:bchan@cityofcalabasas.com">bchan@cityofcalabasas.com</a> |

**SECTION 3 : QUARTERLY PROGRESS REPORT**

**1. DELIVERABLES & MILESTONES**

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2<sup>ND</sup> AND 3<sup>RD</sup> COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

| FA Milestones                          | Original FA Schedule in Scope of Work |          | Actual Schedule |          |
|--|---------------------------------------|----------|-----------------|----------|
|  | Start Date                            | End Date | Start Date      | End Date |
| Environmental                          |                                       |          |                 |          |
| Design                                 |                                       |          |                 |          |
| Right-of-Way Acquisition               |                                       |          |                 |          |
| Construction                           |                                       |          |                 |          |
| Vehicle Purchase                       |                                       |          |                 |          |
| Others                                 |                                       |          |                 |          |
| Ground Breaking Event                  |                                       |          |                 |          |
| Ribbon Cutting Event                   |                                       |          |                 |          |
| <b>Total Project Duration (Months)</b> |                                       |          |                 |          |

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- On schedule per original FA schedule
  Less than 12 months behind original schedule  
 Between 12-24 months behind original schedule
  More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- Yes
  No
  Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
  No
  Not Applicable

### **3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.

### **4. PROJECT DELAY**

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

### **5. ACTION ITEMS TO RESOLVE DELAY**

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

**SECTION 4. ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER**

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

| ITEM         | INVOICE # | TOTAL EXPENSES CHARGED TO LACMTA MEASURE M GRANT |
|--------------|-----------|--|
| 1            |           |  |
| 2            |           |  |
| 3            |           |  |
| 4            |           |  |
| 5            |           |  |
| 6            |           |  |
| 7            |           |  |
| 8            |           |  |
| 9            |           |  |
| 10           |           |  |
| 11           |           |  |
| 12           |           |  |
| 13           |           |  |
| <b>TOTAL</b> |           |  |

**Note:**  
All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

**Invoice Payment Information:**  
 LACMTA will make all disbursements electronically unless an exception is requested in writing.  
 ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.  
 ACH Request Forms can be found at [www.metro.net/callforprojects](http://www.metro.net/callforprojects).  
 Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of \_\_\_\_\_ and that to the best of my knowledge and belief the information stated in this report is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Los Angeles Metropolitan Transportation Authority  
2019 Federal Transportation Improvement Program (\$000)**

TIP ID **LA0G1701**

Implementing Agency **Calabasas, City of**

Project Description: The Citywide Green Street project uses storm water treatments to reduce pollutants. The project provides environmental benefits and use LID strategies that reduce the adverse impacts of stormwater runoff, alleviate pollutant loadings from impervious surfaces, and minimize erosion and hydrologic impacts on natural drainage system. Street medians would be incorporated with bio-filtration systems, and unpaved street shoulders would be improved with vegetation swales and tree-well filter systems.

SCAG RTP Project #: 10M0702  
Study: N/A Is Model: Model #:

LS: N LS GROUP#:   
Conformity Category: EXEMPT - 93.126

System :Local Hwy Route : Postmile: Distance: Phase: Engineering/Plans, Specifications and Estimates (PS&E) Completion Date 06/30/2022

Lane # Extd: Lane # Prop: Imprv Desc: Air Basin: SCAB Envir Doc: CATEGORICALLY EXEMPT - 04/03/2019

Toll Rate: Toll Colc Loc: Toll Method: Hov acs eg loc: Uza: Los Angeles-Long Beach-Santa Ana Sub-Area: Other Sub-Region: CTIPS ID: EA #: PPNO:

Program Code: NCR49 - STORM MAINTENANCE/REPAIR/CLEARING Stop Loc:

|   | PHASE                  | PRIOR | 18/19          | 19/20                | 20/21 | 21/22 | 22/23 | 23/24 | BEYOND                    | PROG TOTAL     |
|---|------------------------|-------|----------------|----------------------|-------|-------|-------|-------|---------------------------|----------------|
|   | PE                     |       |                |                      |       |       |       |       |                           |                |
|   | RW                     |       |                |                      |       |       |       |       |                           |                |
|   | CON                    |       |                |                      |       |       |       |       |                           |                |
|   | SUBTOTAL               |       |                |                      |       |       |       |       |                           |                |
| MEASURE M MYSP (Multi Year Subregional Program) | PE                     |       | \$101          |                      |       |       |       |       |                           | \$101          |
|   | RW                     |       | \$0            |                      |       |       |       |       |                           | \$0            |
|   | CON                    |       | \$1,555        |                      |       |       |       |       |                           | \$1,555        |
|   | SUBTOTAL               |       | \$1,656        |                      |       |       |       |       |                           | \$1,656        |
| ST-CASH - State                                 | PE                     |       |                | \$0                  |       |       |       |       |                           | \$0            |
|   | RW                     |       |                | \$0                  |       |       |       |       |                           | \$0            |
|   | CON                    |       |                | \$585                |       |       |       |       |                           | \$585          |
|   | SUBTOTAL               |       |                | \$585                |       |       |       |       |                           | \$585          |
|   | <b>TOTAL</b>           |       | <b>\$1,656</b> | <b>\$585</b>         |       |       |       |       |                           | <b>\$2,241</b> |
|   | <b>TOTAL PE: \$101</b> |       |                |                      |       |       |       |       |                           |                |
|   |                        |       |                | <b>TOTAL RW: \$0</b> |       |       |       |       |                           |                |
|   |                        |       |                |                      |       |       |       |       | <b>TOTAL CON: \$2,140</b> |                |

- General Comment:
- Modeling Comment: None
- TCM Comment: None
- Narrative: PROJECT CHANGES (FROM PREVIOUS VERSION): ST-CASH - State
  - ▶ Add funds in FY 19/20 in CON for \$585
- MEASURE M MYSP (Multi Year Subregional Program)
  - ▶ Add funds in FY 18/19 in PE for \$101 CON for \$1,555
- Total project cost \$2,241

**Last Revised Amendment 19-80 - Accepted**

Change reason: New Project

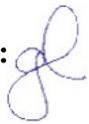
Total Cost **\$2,241**

## ATTACHMENT F BOND REQUIREMENTS

The provisions of this Attachment F apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA's approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment F and notify LACMTA of such designations.



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

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**DATE: DECEMBER 17, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER**  
**BY: BENJAMIN CHAN, P.E., T.E., DEPUTY PUBLIC WORKS DIRECTOR**

**SUBJECT: RECOMMENDATION TO APPROVE AMENDMENT NO. 2 TO THE FUNDING AGREEMENT BETWEEN THE CITY OF CALABASAS AND LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) INCREASING THE FUNDING AMOUNT FOR THE MULHOLLAND HIGHWAY GAP CLOSURE PROJECT TO TWO MILLION SIX HUNDRED THIRTY FIVE THOUSAND SEVEN HUNDRED TEN (\$2,635,710) DOLLARS**

**MEETING**

**DATE: JANUARY 8, 2020**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that City Council approve Amendment No. 2 to the Funding Agreement between the City of Calabasas and Los Angeles County Metropolitan Transportation Authority (Metro) increasing the funding amount for the Mulholland Highway Gap Closure Project to Two Million Six Hundred Thirty Five Thousand Seven Hundred Ten Dollars (\$2,635,710).

**DISCUSSION/ANALYSIS:**

At the February 26, 2016 meeting, the City Council approved the original Funding Agreement between the City of Calabasas and Los Angeles County Metropolitan Transportation Authority (Metro) for funding of the Mulholland Highway Gap Closure project in the amount of \$435,710. Including the City's matching funds of \$108,927. The total amount allocated for this project was \$544,637. However, the amount was significantly short of what will be needed to complete the project.

During design of the project, additional items such as retaining walls, guardrail replacement and other safety measures were incorporated into the project which escalates its overall cost. In addition, the original project cost were estimated back in 2012 as part of the City's application for the 2013 "Call For Projects".

At the time, design, construction and other incidental costs were generally much lower than what it currently is today. Upon identifying the shortfalls, staff submitted an application to Metro requesting an additional \$2.2 million dollars of Measure M funding to close the shortfall gaps. Therefore, the total amount programmed by Metro for this project will now be \$2,635,710 which include \$2,200,000 of Measure M funding and the original allocation of \$435,710 (2013 "Call For Projects"), in addition to the City's matching funds of \$108,927, with the total amount allocated for this project to now be \$2,744,637.

The Mulholland Highway Gap Closure Project is located on Mulholland Highway and Old Topanga Canyon Road from 770 feet east of the intersection along Mulholland Highway and ending at 1000 feet north along Old Topanga Canyon Road.

The Project will focus on constructing a new sidewalk connecting the gap between the driveway entrance to the Calabasas High School on Mulholland Highway to the parking lot exit on Old Topanga Canyon Road. It will also extend the bike lane to the intersection on Mulholland Highway at Old Topanga Canyon Road. Through this project, the soft shoulder will be graded, new ramps will be installed, retaining walls will be erected where needed, and the current dirt pathway will also be reconstructed.

Completion of this project will improve pedestrian access and promote bicycling as a safe and attractive transportation choice in the City.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The project account should be adjusted and modified to reflect the additional \$2,200,000 of Measure M funds through Amendment No. 2 of the Funding Agreement for the Mulholland Highway Gap Closure Project. The total programmed funds by Metro will now be \$2,635,710.

**REQUESTED ACTION:**

Staff recommends that City Council approve Amendment No. 2 to the Funding Agreement between the City of Calabasas and Los Angeles County Metropolitan Transportation Authority (Metro) increasing the funding amount for the Mulholland Highway Gap Closure Project to Two Million Six Hundred Thirty Five Thousand Seven Hundred Ten Dollars (\$2,635,710).

**ATTACHMENTS:**

Exhibit A – Amendment No. 2 to the Funding Agreement

AMENDMENT No. 2 TO FUNDING AGREEMENT  
BETWEEN CITY OF CALABASAS AND  
THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

This Amendment No. 2 to Funding Agreement (this "Amendment"), is dated as of August 1, 2019, by and between City of Calabasas ("GRANTEE"), and the Los Angeles County Metropolitan Transportation Authority ("LACMTA").

RECITALS:

A. GRANTEE and LACMTA entered into that certain Funding Agreement No. 920000000F7516, dated January 5, 2016, which was amended on November 1, 2018 (as amended, the "Existing FA"), which Existing FA provides for the Mulholland Highway Gap Closure (the "Project"); and

B. WHEREAS, LACMTA adopted Ordinance #16-01, the Los Angeles County Traffic Improvement Plan, on June 23, 2016 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 8, 2016 as "Measure M" and became effective on July 1, 2017; and

C. WHEREAS, the Measure M funding set forth herein is intended to fund Design, Plans, Specifications and Estimates (PS&E), and Construction of the Project; and

D. WHEREAS, the LACMTA Board, at its January 24, 2019 meeting, programmed \$2,200,000 in Measure M funds to GRANTEE for the Project, subject to the terms and conditions contained in this FA; and

E. WHEREAS, the Call for Projects Funds for the Project are currently programmed as follows:

\$63,950 in Local Transportation Funds (LTF) in FY 2015-16 and \$371,760 in FY 2017-18.

\$450,200 in Measure M funds in FY 2018-19 and \$1,749,800 in FY2019-20.

The total designated funds for the Project is \$2,635,710.

F. GRANTEE and LACMTA desire to amend the Existing FA as provided herein.

## AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. Part II, Paragraph 8.1(v) is hereby added to the Existing FA with the following: "expending the Measure M Funds granted under this Agreement for allowable costs within 36 months from July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in the Agreement. Measure M funds programmed for FY 2018-19 are subject to lapse by June 30, 2021. Measure M funds programmed for FY 2019-20 are subject to lapse by June 30, 2022."

2. Attachment A – Project Funding, attached to the Existing FA is hereby amended by deleting it in its entirety and replacing it with Attachment A-1.

3. Attachment B – Scope of Work, attached to the Existing FA is hereby amended by deleting it in its entirety and replacing it with Attachment B-1.

4. Attachment C-1 – Quarterly Progress/Expense Report, attached to the Existing FA is hereby amended by deleting it in its entirety and replacing it with Attachment C-1A.

5. Attachment D – Federal Transportation Improvement Program (FTIP) Sheet, attached to the Existing FA is hereby amended by deleting it in its entirety and replacing it with Attachment D-1.

6. Part I of the Existing FA is hereby amended by adding Paragraph 10, which reads as follows: "LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, as specified in the Bond Requirements attached as Attachment F to this Agreement. GRANTEE agrees to provide LACMTA with progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such Bonds' tax status."

7. The Existing FA is hereby amended by adding Attachment F, attached hereto.

8. Except as expressly amended hereby, the Existing FA remains in full force and effect as originally executed. All rights and obligations of the parties under the Existing FA that are not expressly amended by this Amendment shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 2 to be duly executed and delivered as of the above date.

LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

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

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_  
Deputy

Date: 12/10/19

CITY OF CALABASAS

By: \_\_\_\_\_  
David J. Shapiro  
Mayor

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Scott H. Howard  
City Attorney

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

IN WITNESS WHEREOF, the parties have caused this Amendment No. 2 to be duly executed and delivered as of the above date.

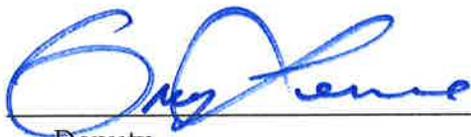
LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

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

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_  
Deputy

Date: 12/10/19

CITY OF CALABASAS

By: \_\_\_\_\_  
David J. Shapiro  
Mayor

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Scott H. Howard  
City Attorney

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

IN WITNESS WHEREOF, the parties have caused this Amendment No. 2 to be duly executed and delivered as of the above date.

LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

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

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_  
Deputy

Date: 12/10/19

CITY OF CALABASAS

By: \_\_\_\_\_  
David J. Shapiro  
Mayor

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Scott H. Howard  
City Attorney

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



**ATTACHMENT B-1**

**SCOPE OF WORK**

**PROJECT NAME: Mulholland Hwy Gap Closure**

**PROJECT LOCATION/LIMITS/AREA:**

The Mulholland Highway Gap Closure Project is located in the City of Calabasas, on Mulholland Highway and Old Topanga Canyon Road from 1070 feet east of the intersection along Mulholland Hwy and ending at 1000 feet north along Old Topanga Canyon Road as shown on the attached vicinity map. This is a north-south and east-west corridor of travel. The right-of-way is owned by City of Calabasas.

**PROJECT DESCRIPTION:**

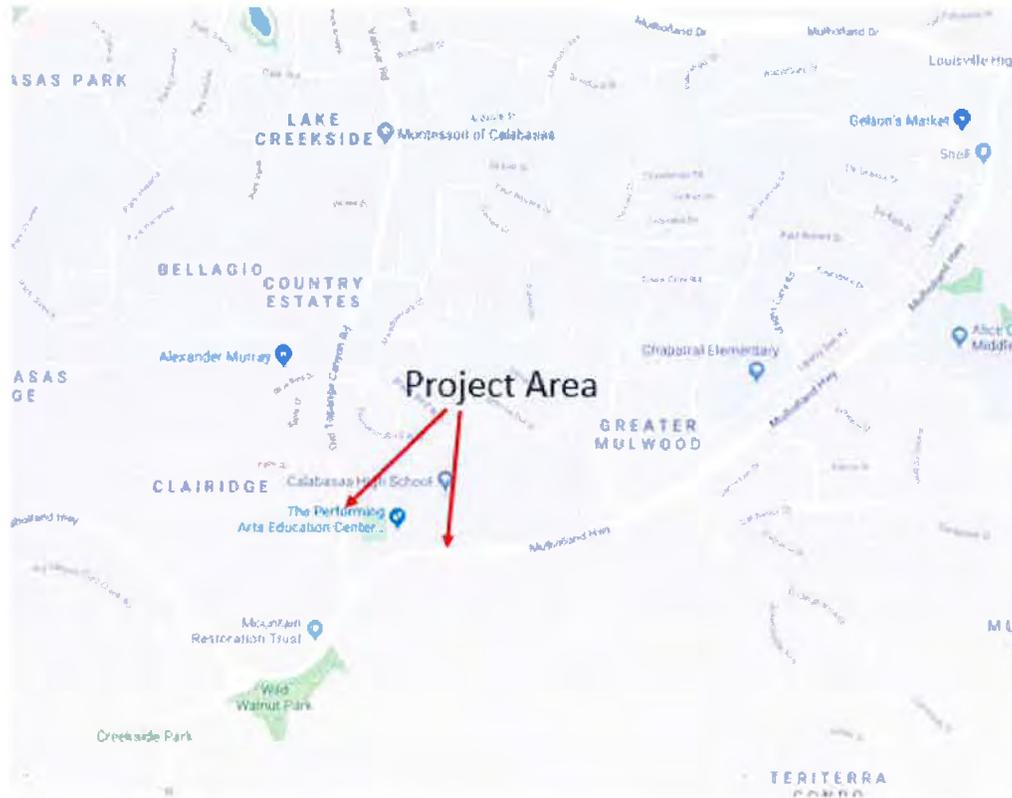
The Project will include bicycle and pedestrian improvements on Mulholland Highway and on Old Topanga Canyon Road. The Project will eliminate gaps within the bicycle and pedestrian network along Mulholland Highway and Old Topanga Canyon Road. The Project will widen sections of Mulholland Highway; install new irrigation and landscape; relocate utility pole; grade the side slope; and install 0.1 mile of a 5 feet wide Class II bicycle facility that will connect with Old Topanga Canyon Road. Additionally, a 5 feet wide sidewalk, ramps, and retaining walls, including handrails, will be installed to provide access to Old Topanga Canyon Road. The improvements on Old Topanga Canyon Road will include widening the east side of the roadway to provide for a 0.25 mile of a 5 feet wide Class II bicycle facility as well as a 5 feet wide sidewalk, ramps, new landscaping and retaining walls.

The Design, Preparation of Plans, Specifications and Estimates (PS&E) will be completed in accordance with Federal, State and Metro standards. The design of the bikeways will be in conformance with: MUTCD, California MUTCD, State of California Department of Transportation Highway Design Manual on Bikeway Facilities (Chapter JOOO); the Federal Americans with Disabilities Act (ADA); and MTA Rights-of-Way Preservation Guidelines.

**PROJECT FUNDING:**

| <b>Category</b>    | <b>Call for Projects</b> | <b>Measure M</b>    | <b>TOTAL</b>        |
|--------------------|--------------------------|---------------------|---------------------|
| Env. Documentation | \$ 5000                  | \$ 0                | \$ 5,000            |
| Public Outreach    | \$ 2000                  | \$ 0                | \$ 2,000            |
| Design             | \$ 100,000               | \$ 20,000           | \$ 120,000          |
| Construction       | \$ 437,637               | \$ 2,180,000        | \$ 2,167,637        |
| <b>TOTAL</b>       | <b>\$ 544,637</b>        | <b>\$ 2,200,000</b> | <b>\$ 2,744,637</b> |

**PROJECT MAP:**



**PROJECT MILESTONES:**

| <b>Milestones</b>  | <b>Begin</b> | <b>End</b> | <b>Duration (months)</b> |
|--|--------------|------------|--------------------------|
| Project Kick-Off (Execute LOA, Metro Field Review, Metro Authorization to proceed) | Jul 2019     | Sep 2019   | 3 mos                    |
| Preliminary Design Engineering   | Jun 2017     | Nov 2019   | 27 mos                   |
| Acquisition  | N/A          | N/A        |                          |
| Bid Package (final design, specifications, cost estimate)                          | Oct 2019     | Feb 2020   | 6 mos                    |
| Advertise and Award Construction Contract  | Mar 2020     | May 2020   | 3 mos                    |
| Construction   | Jun 2020     | Apr 2021   | 10 mos                   |
| Project Completion   | May 2021     | Jun 2021   | 2 mos                    |

**PROJECT SCHEDULE:**

|                           | <b>Task</b>   | <b>Begin</b>      | <b>End</b>        | <b>Duration</b> |
|---------------------------|---|-------------------|-------------------|-----------------|
|                           | <b>Schedule Sequentially</b>  | <b>Month/Year</b> | <b>Month/Year</b> | <b>(months)</b> |
| <b>Design</b>             | Develop Funding Agreement with Metro  | Jul 2019          | Sep 2019          |                 |
|                           | Design  | Jun 2017          | Nov 2019          | 27              |
|                           | Federal and State Environmental Clearance   | Mar 2019          | Nov 2019          | 8               |
|                           | Acquisition Needs Authorization to Proceed  | N/A               | N/A               |                 |
| <b>Construction Phase</b> | License Agreement with Metro<br>Right of Way Certification<br>Permit applications | Jun 2017          | Nov 2019          | 27              |
|                           | Complete all pieces of PS&E/Bid Package   | Sep 2019          | Feb 2020          | 6               |
|                           | Advertise Bid & Award Construction  | Mar 2020          | May 2020          | 3               |
|                           | Construction  | Jun 2020          | Apr 2021          | 10              |
|                           | Report of Completion  | May 2021          | Jun 2021          | 2               |
|                           |   |                   |                   |                 |

**ESTIMATED PROJECT COSTS:**

| <b>Item Description</b>                            | <b>Quantity</b> | <b>Unit</b> | <b>Unit Cost</b> | <b>Total</b>       |
|--|-----------------|-------------|------------------|--------------------|
| 1 Environmental Documentation                      | 1               | LS          | \$5,000          | \$5,000            |
| 2 Public Outreach                                  | 1               | LS          | \$2,000          | \$2,000            |
| 3 Preliminary Design                               | 1               | LS          | 100,000          | \$100,000          |
| 4 Detailed Design, Bid Package                     | 1               | LS          | \$20,000         | \$20,000           |
| 5 Construction                                     |                 |             |                  |                    |
| 5.1 General (Mobilization, Traffic Control, SWWPS) | 1               | LS          | \$200,000        | \$200,000          |
| 5.2 Removal Work (trees, curb, excavation)         | 1               | LS          | \$600,000        | \$600,000          |
| 5.3 Curb, Gutter Sidewalk, Drain, etc.             | 1               | LS          | \$273,000        | \$273,000          |
| 5.4 Asphalt, Street Work                           | 1               | LS          | \$400,000        | \$400,000          |
| 5.5 Traffic Signal, Detector Loop                  | 1               | LS          | \$50,000         | \$50,000           |
| 5.6 Retaining Wall, Cable Railing, etc.            | 1               | LS          | \$800,000        | \$800,000          |
| 5.7 Landscape & Irrigation                         | 1               | LS          | \$60,000         | \$60,000           |
| 5.8 Signage and Striping                           | 1               | LS          | \$39,710         | \$39,710           |
| 5.9 Construction Management & Inspection           | 1               | LS          | \$110,000        | \$110,000          |
| 6.0 Project Administration & Material Testing      | 1               | LS          | \$84,927         | \$84,927           |
| <b>Grand Total</b>                                 |                 |             |                  | <b>\$2,744,637</b> |

**LACMTA FA ATTACHMENT C-1A**  
**QUARTERLY PROGRESS / EXPENSE REPORT**

| Grantee To Complete |                |
|---------------------|----------------|
| Invoice #           |                |
| Invoice Date        |                |
| FA#                 | 920000000F7516 |
| Quarterly Report #  |                |

**GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO**

**ACCOUNTSPAYABLE@METRO.NET**

or by mail to Los Angeles County Metropolitan Transportation Authority  
 Accounts Payable, P. O. Box 512296, Los Angeles, CA 90051-0296  
 after the close of each quarter, but no later than November 30, February 28,  
May 31 and August 31. Please note that letters or other forms  
 of documentation may not be substituted for this form. Refer to the  
 Reporting and Expenditure Guidelines (Attachment C) for further information.

**SECTION 1: QUARTERLY EXPENSE REPORT**

Please itemize grant-related charges for this Quarter on Page 5 of this report and include totals in this Section.

|  | LACMTA<br>Call for Projects<br>LTF \$ | Local Match<br>Call for Projects<br>\$ | LACMTA<br>MSP<br>Measure M \$ | TOTAL<br>\$  |
|--|---------------------------------------|--|-------------------------------|--------------|
| <b>Project Quarter Expenditure</b>                   |                                       |  |                               |              |
| <b>This Quarter Expenditure</b>                      |                                       |  |                               |              |
| <b>Retention Amount</b>                              |                                       |  |                               |              |
| <b>Net Invoice Amount (Less Retention)</b>           |                                       |  |                               |              |
| <b>Project-to-Date Expenditure</b>                   |                                       |  |                               |              |
| <b>Funds Expended to Date (Include this Quarter)</b> |                                       |  |                               |              |
| <b>Total Project Budget</b>                          | 435,710.00                            | 108,927.00                             | 2,200,000.00                  | 2,744,637.00 |
| <b>% of Project Budget Expended to Date</b>          |                                       |  |                               |              |
| <b>Balance Remaining</b>                             |                                       |  |                               |              |

**SECTION 2: GENERAL INFORMATION**

**PROJECT TITLE:** \_\_\_\_\_

**FA #:** \_\_\_\_\_

**QUARTERLY REPORT SUBMITTED FOR:**

**Fiscal Year :**     2018-2019     2019-2020     2020-2021  
                           2021-2022     2022-2023     2023-2024

**Quarter :**         Q1: Jul - Sep     Q2: Oct - Dec  
                           Q3: Jan - Mar     Q4: Apr - Jun

**DATE SUBMITTED:** \_\_\_\_\_

**LACMTA MODAL CATEGORY:**

RSTI                     Pedestrian     Signal Synchronization  
 TDM                     Bicycle         Goods Movement  
 Transit

|                               |               |  |
|-------------------------------|---------------|--|
| <b>LACMTA Project Manager</b> | Name:         |  |
|                               | Phone Number: |  |
|                               | E-mail:       |  |

|  |                  |  |
|--|------------------|--|
| <b>Project Sponsor Contact / Project Manager</b> | Contact Name:    |  |
|  | Job Title:       |  |
|  | Department:      |  |
|  | City / Agency:   |  |
|  | Mailing Address: |  |
|  | Phone Number:    |  |
|  | E-mail:          |  |

**SECTION 3 : QUARTERLY PROGRESS REPORT**

**1. DELIVERABLES & MILESTONES**

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2<sup>ND</sup> AND 3<sup>RD</sup> COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. **PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.**

| FA Milestones                          | Original FA Schedule in Scope of Work |          | Actual Schedule |          |
|--|---------------------------------------|----------|-----------------|----------|
|  | Start Date                            | End Date | Start Date      | End Date |
| Environmental Clearance                |                                       |          |                 |          |
| Design Bid & Award                     |                                       |          |                 |          |
| Design                                 |                                       |          |                 |          |
| Right-of-Way Acquisition               |                                       |          |                 |          |
| Construction Bid & Award               |                                       |          |                 |          |
| Ground Breaking Event                  |                                       |          |                 |          |
| Construction                           |                                       |          |                 |          |
| Ribbon Cutting Event                   |                                       |          |                 |          |
| <b>Total Project Duration (Months)</b> |                                       |          |                 |          |

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- On schedule per original FA schedule
  Less than 12 months behind original schedule  
 Between 12-24 months behind original schedule
  More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- Yes
  No
  Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
  No
  Not Applicable

### **3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.

### **4. PROJECT DELAY**

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

### **5. ACTION ITEMS TO RESOLVE DELAY**

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

**SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER**

All expenses and charges, including grant and local match, must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

| ITEM         | INVOICE # | TOTAL EXPENSES / CHARGES | \$ CHARGED TO LACMTA GRANT | \$ CHARGED TO LOCAL MATCH |
|--------------|-----------|--------------------------|----------------------------|---------------------------|
| 1            |           |                          |                            |                           |
| 2            |           |                          |                            |                           |
| 3            |           |                          |                            |                           |
| 4            |           |                          |                            |                           |
| 5            |           |                          |                            |                           |
| 6            |           |                          |                            |                           |
| 7            |           |                          |                            |                           |
| 8            |           |                          |                            |                           |
| 9            |           |                          |                            |                           |
| 10           |           |                          |                            |                           |
| 11           |           |                          |                            |                           |
| 12           |           |                          |                            |                           |
| 13           |           |                          |                            |                           |
| <b>TOTAL</b> |           |                          |                            |                           |

**Notes:**

1. Local match spent in each quarter, must be in the appropriate proportion to LACMTA grant.
2. All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

**Invoice Payment Information:**

LACMTA will make all disbursements electronically unless an exception is requested in writing. ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107. ACH Request Forms can be found at [www.metro.net/callforprojects](http://www.metro.net/callforprojects). Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of \_\_\_\_\_ and that to the best of my knowledge and belief the information stated in this report is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Los Angeles Metropolitan Transportation Authority  
 2019 Federal Transportation Improvement Program (\$000)**

TIP ID **LAF7516** Implementing Agency **Calabasas, City of**

Project Description: MULHOLLAND HIGHWAY GAP CLOSURE: (1) Bike/ped improvements on Mulholland Hwy and on Old Topanga Canyon Rd. (2) Installation of 0.5 mile-Class 2 bike lanes on Mulholland Hwy, new sidewalks (1,450 ft), ramps and retaining walls.

SCAG RTP Project #: 101007  
 Study: N/A Is Model: NO Model #:

LS: N LS GROUP#:   
 Conformity Category:   
 NON-BENEFITABLE TDM

System :Local Hwy Route : Postmile: Distance: Phase: Engineering/Plans, Specifications and Estimates (PS&E) Completion Date 06/30/2020  
 Lane # Extd: Lane # Prop: Imprv Desc: Air Basin: SCAB Envir Doc: DRAFT NEGATIVE DECLARATION - 07/13/2016  
 Toll Rate: Toll Colc Loc: Toll Method: Hov acs eg loc: Uza: Los Angeles-Long Beach-Santa Ana Sub-Area: Sub-Region:  
 n nn CTIPS ID: EA #: PPNO:

Program Code: NCR25 - BICYCLE & PEDESTRAIN FACILITIES-UPGRADE Stop Loc:

|   | PHASE             | PRIOR          | 18/19        | 19/20          | 20/21 | 21/22 | 22/23 | 23/24 | BEYOND | PROG TOTAL     |
|---|-------------------|----------------|--------------|----------------|-------|-------|-------|-------|--------|----------------|
|   | PE                |                |              |                |       |       |       |       |        |                |
|   | RW                |                |              |                |       |       |       |       |        |                |
|   | CON               |                |              |                |       |       |       |       |        |                |
|   | SUBTOTAL          |                |              |                |       |       |       |       |        |                |
| 13CFP - LTF - Local Transportation              | PE                | \$43           |              |                |       |       |       |       |        | \$43           |
|   | RW                | \$20           |              |                |       |       |       |       |        | \$20           |
|   | CON               | \$373          |              |                |       |       |       |       |        | \$373          |
|   | SUBTOTAL          | \$436          |              |                |       |       |       |       |        | \$436          |
| CITY - City Funds                               | PE                | \$0            |              |                |       |       |       |       |        | \$0            |
|   | RW                | \$0            |              |                |       |       |       |       |        | \$0            |
|   | CON               | \$109          |              |                |       |       |       |       |        | \$109          |
|   | SUBTOTAL          | \$109          |              |                |       |       |       |       |        | \$109          |
| MEASURE M MYSP (Multi Year Subregional Program) | PE                | \$0            | \$0          |                |       |       |       |       |        | \$0            |
|   | RW                | \$0            | \$0          |                |       |       |       |       |        | \$0            |
|   | CON               | \$450          | \$1,750      |                |       |       |       |       |        | \$2,200        |
|   | SUBTOTAL          | \$450          | \$1,750      |                |       |       |       |       |        | \$2,200        |
|   | <b>TOTAL</b>      | <b>\$545</b>   | <b>\$450</b> | <b>\$1,750</b> |       |       |       |       |        | <b>\$2,745</b> |
|   | <b>TOTAL PE:</b>  | <b>\$43</b>    |              |                |       |       |       |       |        |                |
|   | <b>TOTAL RW:</b>  | <b>\$20</b>    |              |                |       |       |       |       |        |                |
|   | <b>TOTAL CON:</b> | <b>\$2,682</b> |              |                |       |       |       |       |        |                |

- General Comment:  
 - Modeling Comment:  
 - TCM Comment:  
 - Narrative: PROJECT CHANGES (FROM PREVIOUS VERSION):  
 Changed TCM:  
 - from "NO" to ""  
 MEASURE M MYSP (Multi Year Subregional Program)  
 ► Add funds in FY 18/19 in CON for \$450  
 ► Add funds in FY 19/20 in CON for \$1,750  
 Total project cost increased from \$545 to \$2,745 (403.7%)

**Last Revised Amendment 19-11 - Submitted** Change reason:FUND SOURCE CHANGE, Added Total Cost **\$2,745**

## ATTACHMENT F BOND REQUIREMENTS

The provisions of this Attachment F apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA's approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment F and notify LACMTA of such designations.



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

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**DATE:** DECEMBER 18, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MICHAEL RUSSO, COMMUNICATIONS DIRECTOR

**SUBJECT:** RECOMMENDATION TO APPROVE PURCHASE OF NEW VIDEO EDITING SYSTEMS FROM APPLE, INC. FOR AN AMOUNT NOT TO EXCEED \$65,000

**MEETING**  
**DATE:** JANUARY 8, 2020

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**SUMMARY RECOMMENDATION:**

Staff recommends the City Council approve the purchase of new video editing systems.

**BACKGROUND AND DISCUSSION:**

The City of Calabasas Communications Department is committed to informing and educating residents about their city government in a transparent way. Video plays an important role in this endeavor. The Communications Department has one full-time videographer/editor and two part-time videographers/editors. These three employees are responsible for videotaping and editing all of the video content on the city's website, television channel and social media platforms (Twitter, Facebook, Instagram and Nextdoor). This content includes televised city government meetings (including city commissions) as well as public service announcements, news stories, training videos, special events and, most recently, events streamed live on Facebook. These employees also are responsible for videotaping meetings of the Las Virgenes Unified School District Board of Trustees. The LVUSD meetings are edited and replayed on the city's TV channel. There are

also general-interest videos we receive from other jurisdictions (such as LA County) that we must edit and prepare to run on the TV channel. There are literally hundreds of video projects produced and/or edited by the department each year.

**DISCUSSION/ANALYSIS:**

Each of the three videographers/editors is equipped with an Apple MacPro desktop computer and uses Apple Final Cut Pro X for video editing. The MacPro is a fine product, but all three machines are old and have outlived their useful life. Two of the machines are from 2009 and the third is from 2010. In the video world, that is very old technology. The machines are not under warranty and Apple no longer supports any of them. The videographers/editors have stitched together ways to make the machines last longer, but the machines will often crash in the middle of projects and need to be restarted. The result of which are gross inefficiencies and a waste of resources. Swapping out video editing systems every four to five years is the norm.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The Communications Department recommends replacing the three old machines with three new Apple MacPro machines. These will also run Final Cut Pro X editing software. The cost of the three machines properly outfitted to edit video, graphics and animations will be approximately \$60,500.

Almost every local jurisdiction in California collects money from cable customers for the capital infrastructure of a government video channel. It is known as the EG Access Fee (10-000-449600). EG stands for Education, and Government. This money is only for video infrastructure and is not for operations (i.e. personnel). The Finance Department shall adjust the budget accordingly to make these funds available for the equipment purchase.

**REQUESTED ACTION:**

Staff recommends the City Council approve this request to fund three new video editing systems, and the Finance Department shall adjust the budget accordingly.

**ATTACHMENTS:**

PDF of proposed tech specs for the MacPro desktop computers, plus warranty and accessories.

## Your Cart

Update

Checkout

Send Cart

## Add Part



| Item Picture  | Description   | Quantity                       | Total Quantity | Unit Price    | Total Price          |                        |
|---|---|--------------------------------|----------------|---------------|----------------------|------------------------|
|    | <b>Mac Pro - Tower</b> [ <a href="#">Configure</a> ]<br>Z0W3<br><a href="#">Specifications</a> ▾<br>Processor: (065-C8M9) - 3.2GHz<br>16-core Intel Xeon W processor, Turbo<br>Boost up to 4.4GHz<br>Memory: (065-C7FY) - 192GB (6x32GB)<br>of DDR4 ECC memory<br>Storage: (065-C8MJ) - 4TB SSD storage<br>Graphics: (065-C7P4) - Radeon Pro Vega<br>II Duo with 2x32GB of HBM2 memory<br>Afterburner: (065-C7G8) - Apple<br>Afterburner card<br>Movability: (065-C85N) - Stainless steel<br>frame with feet<br>Magic Mouse or Trackpad: (065-C7KP) -<br>Magic Mouse 2 + Magic Trackpad 2<br>Keyboard Language: (065-C7GH) -<br>Magic Keyboard with Numeric Keypad -<br>US English<br>Accessory Kit: (065-C7GJ) - Accessory<br>Kit<br>Estimated Shipping: 1-2 weeks | <input type="text" value="3"/> | 3              | 17,988.00 USD | <b>53,964.00 USD</b> | <a href="#">Remove</a> |
|  | <b>AirPods Pro</b><br>MWP22AM/A<br>Estimated Shipping: 4 weeks<br><a href="#">Engraving</a>   <a href="#">Add</a>   | <input type="text" value="3"/> | 3              | 249.00 USD    | <b>747.00 USD</b>    | <a href="#">Remove</a> |
|  | <b>AppleCare+ for Mac Pro</b><br>S6123LL/A<br>Estimated Shipping: Automatically<br>registered   | <input type="text" value="3"/> | 3              | 219.00 USD    | <b>657.00 USD</b>    | <a href="#">Remove</a> |

\* All orders placed on the Apple store for STATE &amp; LOCAL GOVERNMENT will be reviewed for tax-exempt status

State

Zip Code

|               |                      |
|---------------|----------------------|
| Subtotal      | <b>55,368.00 USD</b> |
| Estimated Tax | <b>5,197.55 USD</b>  |
| <b>Total</b>  | <b>60,565.55 USD</b> |



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

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**DATE: DECEMBER 20, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: TOM BARTLETT, A.I.C.P., CITY PLANNER**

**SUBJECT: CONSIDERATION OF ORDINANCE NO. 2020-382, AMENDING TITLE 17 OF THE CALABASAS MUNICIPAL CODE BY UPDATING SECTIONS 17.11.010 AND 17.12.170, WHICH PROVIDE ZONING REGULATIONS AND STANDARDS PERTAINING TO ACCESSORY DWELLING UNITS, TO IMPROVE CONSISTENCY WITH APPLICABLE STATE LAW AND TO IMPROVE CLARITY AND UNDERSTANDING OF THE REGULATIONS AND STANDARDS.**

**MEETING DATE: JANUARY 8, 2020**

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**SUMMARY RECOMMENDATION:**

That the City Council waive further reading and introduce Ordinance No. 2020-382, amending Title 17 of the Calabasas Municipal Code by updating Sections 17.11.010 and 17.12.170, which provide zoning regulations and standards pertaining to accessory dwelling units, to improve consistency with applicable state law and to improve clarity and understanding of the regulations and standards.

**BACKGROUND:**

Throughout the City's history every reasonable effort has been made to maintain land use policies and zoning regulations consistent with the governing statutes in California law. Accordingly, the City's zoning ordinances have allowed for certain forms of accessory housing units in residential zones, including (in chronological order) "Granny Flats", "Secondary Housing Units", and most recently "Accessory Dwelling Units". The current term, Accessory Dwelling Unit (or ADU), came into

use 2017, after a number of new housing bills were passed by the State Legislature and signed by the Governor in 2016.

Additional State laws pertaining to ADUs were passed and enacted in 2017 and 2018, causing the City to further amend the Land Use and Development Code to align the City's zoning regulations with the evolving California statutes. At the present time CMC Sections 17.11.010 and 17.12.170 reflect those most recent amendments. However, the State Legislature has again modified the ADU statutes (California Government Code section 65852.2) via passage of SB 13, AB 68, and AB 881, all of which were signed by the Governor and will take effect on January 1, 2020. (A compilation of the State ADU statutes, as now amended, is found at Attachment D.) Accordingly, the City must again amend CMC Sections 17.11.010 and 17.12.170 to conform to the new statutes.

On December 5, 2019, staff presented a draft ordinance to the Planning Commission for consideration at a noticed public hearing. During their discussion, the Commission recommended several modifications to the draft ordinance. Following the hearing, the Commission adopted Planning Commission Resolution No. 2019-694 (see Attachment C) recommending to the City Council approval and adoption of Ordinance No. 2020-382, as amended.

## **DISCUSSION/ANALYSIS:**

Proposed Ordinance No. 2020-382 is found at Attachment A (clean version) and Attachment B (red-line version). The Ordinance will modify applicable ADU standards and ADU application review procedures to align with State law by amending CMC Section 17.11.010 (specifically Table 2-2, which indicates the various land uses permitted within various zoning districts), and Section 17.12.170, which provides the development standards for Accessory Dwelling Units.

Following are summaries of the key changes to the Development Code to be accomplished via Ordinance No. 2020-382.

**1. Junior Accessory Dwelling Units (JADUs).** Previously under California law, local jurisdictions had the option of accommodating smaller ("junior") accessory dwelling units as part of their ADU zoning provisions. The new State laws now mandate accommodation of JADUs in addition to standard ADUs. Cities are not required to allow for both a JADU and a standard ADU on the same property, however, and may adopt an ordinance accordingly.

As such, cities must ministerially permit any proposed JADU where the JADU will be created within the space of the primary single-family dwelling (existing or

proposed), and where up to 150 square feet of additional new space would be added to accommodate ingress and egress for either the primary dwelling or the JADU. Also, where a JADU is proposed, an owner-occupancy requirement applies to the primary dwelling unit. Furthermore, a deed restriction -- running with the land -- must be recorded for any JADU and a copy must be filed with the permitting agency. The deed restriction must: (1) prohibit the sale of the JADU separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers, and (2) restrict the size and attributes of the JADU to conform with state law. (ref. Cal. Gov. Code Section 65852.22)

*Draft Ordinance No. 2020-382 includes a definition of “Junior Accessory Dwelling Unit”; the ordinance identifies JADUs as being a permitted accessory use in all zones where a single-family residence is permitted; and the Ordinance sets out applicable development standards and permit application and review procedures (see Sub-section 17.12.170.D within Section 4 of the draft ordinance (beginning on page 9 of Attachment 1 to Exhibit A).*

**2. Shorter Application Timeframe.** Local jurisdictions must act on a completed permit application to create an ADU (or Junior ADU) within 60 days of receipt (previously, 120 days) if there is an existing single-family or multi-family dwelling on the lot. If the 60 days pass, the application must be deemed approved. If the ADU application is submitted together with a permit application to create a new single-family dwelling on the lot, the city may delay acting on the application for the ADU (or JADU) until the city acts on the application to create the new single-family dwelling.

*The amended permit application and review process is found within sub-section 17.12.170.F of Ordinance No. 2020-382.*

**3. Prohibition on Owner-Occupant Requirement.** Cities are now prohibited from imposing an owner-occupant requirement between January 1, 2020 to January 1, 2025. This does not affect past permits and existing owner-occupation restrictions; it applies only to ADUs permitted during this time window. As stated above, JADUs are an exception to this prohibition, and accordingly the Ordinance includes a provision requiring owner occupancy of either the primary dwelling unit or the JADU.

*The amended owner occupancy provisions are found within sub-section 17.12.170.D.5.d of Ordinance No. 2020-382.*

**4. Restrictions on Parking Requirements.** A local ADU ordinance may not impose upon ADUs certain parking requirements, on top of existing parking requirement restrictions. When a garage, carport, or covered parking structure is to

be demolished to accommodate construction of an ADU or conversion to an ADU, a city now must not require that any of those demolished off-street parking spaces for the primary dwelling be replaced. The City can still require one off-street space for the ADU itself, but cannot require replacement of the original two garage spaces for the primary unit. Additionally, a city must not impose parking standards for an ADU located within one-half mile walking distance of public transit — which is defined as a bus, light rail, subway, street car, or heavy rail stop, or car share drop off or pickup. The practical effect of these restrictions on parking requirements will be an increase in on-street parking density in areas of the city with ADUs. Also, cities cannot require off-street parking for a Junior ADU.

*Amended off-street parking requirements for ADUs are found within sub-section 17.12.170.C.5 of Ordinance No. 2020-382, particularly within Table 2-4.*

**5. Prohibitions on Certain Size Limitations.** Cities are now prohibited from requiring a minimum lot size for the development of an ADU. The new State law also now prohibits certain minimum and maximum size limits for the ADU: a minimum square footage requirement must not prohibit at least one efficiency unit; and, a maximum square footage requirement must allow an ADU of up to 850 square feet or up to 1,000 square feet if the ADU provides more than one bedroom. Any other minimum or maximum size limit, percentage size limit tied to the size of the primary dwelling unit, lot coverage standard, floor area ratio standard, open space minimum, and lot size rule imposed by a city must allow for an ADU of at least 800 square feet and 16 feet in height with four-foot side and rear yard setbacks. (Front yard setbacks may continue to be required as otherwise apply in the particular zoning district.)

*Ordinance No. 2020-382 stipulates that the minimum size (floor area of habitable space) for either an ADU or a JADU is 220 square feet – the same minimum established under the International Building Code. The maximum size limit for a JADU is set at 500 square feet, while the maximum size for a standard ADU remains at 1,200 square feet, or when the ADU is attached to the primary dwelling unit the lesser of 1,200 s.f. or 50% of the living area of the primary dwelling unit.*

**6. Limits on Setbacks.** Cities are now prohibited from requiring a setback for an existing structure (previously, just a garage) that is converted to an ADU or to a portion of an ADU. Cities are also prohibited from requiring a setback for a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU, even if the existing structure is demolished. This latter provision protects existing building footprints as ADU conversion sites. Cities may require a setback of no more than four feet from the side and rear lot lines for an ADU that is not converted from an existing structure (previously, five feet for an ADU constructed above a garage). Currently there are no restrictions in the State ADU law on front yard setback limits; and notwithstanding the 4-foot minimum side and rear yard setbacks

required under the State statutes, cities may impose other reasonable minimum setback distances (such as between structures) or lot placement requirements for detached ADUs located in a rear yard.

*Amended setback provisions for ADUs are found within sub-section 17.12.170.C.5 of Ordinance No. 2020-382, particularly within Table 2-4.*

**7. ADUs in Existing Multi-family Dwelling Structures.** For any property located within a multi-family residential or mixed-use zone, the city must now ministerially approve any application for a building permit which seeks to create:

- a. One or multiple accessory dwelling units within the portions of existing multi-family dwelling structures that are not already used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, provided that each unit complies with state building standards for dwellings; or,
- b. Not more than two accessory dwelling units on any lot that has one or more existing multifamily dwelling structures, but where the ADUs would be detached from the existing structure(s), and are subject to certain height and rear-yard and side-yard setback requirements.

*Per Ordinance No. 2020-382, particularly within CMC Section 17.11.010, ADUs will now be shown as being permitted in all single-family residential zoning districts and in the city's multi-family zoning districts (RM and PD). However, due to the extreme unlikelihood that any multi-family residential structure located within Calabasas could physically accommodate an ADU either within previously uninhabited spaces of existing buildings (e.g., stairwells, storage rooms, boiler rooms, passageways, attics, basements, or garages), or that an ADU could be accommodated as a separate accessory structure on a multi-family zoned lot, the specific provisions for how to accommodate one or several ADUs on a multi-family zoned property have not been incorporated into the draft ordinance. Nonetheless, should an ADU proposal be made by an owner of a multi-family structure or property in Calabasas, the statutory provisions would apply by default and staff would process the permit application accordingly.*

**8. Impact Fee and Utility Fee Limitations.** The new State law restricts certain fees related to utility connection and development. It revises the definition of "impact fees" to exclude a connection fee or capacity charge. It introduces a tiered schedule of impact fees for developing an ADU: a zero impact fee for an ADU smaller than 750 square feet and an impact fee proportional to the square footage of the primary dwelling for an ADU of 750 square feet or more.

As before, State law requires that fees charged for the construction of ADUs be determined in accordance with the **Mitigation Fee Act**. A city must not consider an ADU to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service. For an ADU or JADU within the existing space of a single-family dwelling or accessory structure, with exterior access, with side and rear setbacks sufficient for fire and safety, and where, in the case of a JADU, it is compliant with the state law on JADUs; a local agency, special district, or water corporation must not require the applicant to install a new or separate utility connection directly between the ADU and the utility, and cannot impose a related connection fee or capacity charge. However, this limitation now does not apply when the ADU is constructed with a new single-family dwelling. For an ADU that does not meet the criteria stated in the previous rule, a local agency, special district, or water corporation has the option to require a new or separate utility connection directly between the ADU and the utility.

**ENVIRONMENTAL IMPACT REVIEW:**

Ordinance No. 2020-382 is exempt from the provisions of the California Environmental Quality Act (CEQA), per Sections 15061(b)(3), 15303(a) and 15282(h) of the CEQA Guidelines; thus, no environmental review is required.

**FISCAL IMPACT/SOURCE OF FUNDING:**

No directly related fiscal impacts are anticipated regarding adoption of Ordinance No. 2020-382. However, over the long-term Staff anticipates municipal service demand to increase commensurate with the increase in accessory dwelling units, but the municipal service demand increase may not be off-set by sufficient new property tax revenue from the accessory dwelling units.

**REQUESTED ACTION:**

That the City Council waive further reading and introduce Ordinance No. 2020-382, amending Title 17 of the Calabasas Municipal Code by updating Sections 17.11.010 and 17.12.170, which provide zoning regulations and standards pertaining to accessory dwelling units, to improve consistency with applicable state law and to improve clarity and understanding of the regulations and standards.

**ATTACHMENTS:**

- A: Ordinance No. 2020-382 (clean copy)
- B: Ordinance No. 2020-382 (red-line copy)
- C: Planning Commission Resolution No. 2019-694
- D: Compilation of California ADU laws

**Item 8 Attachment A  
ORDINANCE NO. 2020-382**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA AMENDING SECTIONS 17.11.010 (PERMITTED, CONDITIONAL AND ANCILLARY LAND USES–ALL ZONING DISTRICTS) OF CHAPTER 17.11 (ALLOWABLE LAND USES) AND 17.12.170 (ACCESSORY DWELLING UNITS) OF CHAPTER 17.12 (STANDARDS FOR SPECIFIC LAND USES) RELATED TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS**

**WHEREAS**, the State Legislature has determined that accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are an important source of affordable housing to combat California’s affordable housing crisis; and

**WHEREAS**, the State Legislature adopted Government Code section 65852.2 governing ADUs and section 65852.22 governing JADUs; and

**WHEREAS**, in January 2010, the City Council adopted Calabasas Municipal Code section 17.12.170, titled “Accessory dwelling unit,” to comply with Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was later amended in February 2017 to conform to Assembly Bill No. 2299, which modified Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was again amended in January 2019 to conform to Assembly Bill No. 494 and Senate Bill No. 229, which again modified Government Code section 65852.2; and

**WHEREAS**, on October 9, 2019, Governor Newsom signed into law Senate Bill No. 13, Assembly Bill No. 68, and Assembly Bill No. 881; and

**WHEREAS**, the most recent bills generally reduce cities’ discretion to regulate ADUs and mandate ministerial approval of JADUs; and

**WHEREAS**, the City Council desires to amend Calabasas Municipal Code Sections 17.11.010 and 17.12.170 to avoid the nullification of provisions inconsistent with State law; and

**WHEREAS**, the proposed ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA)

regulations because it adopts “an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section s21080.17 of the Public Resources Code; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Based upon the foregoing the City Council finds:

1. Notice of the January 8, 2020 City Council public hearing was posted at Juan de Anza Bautista Park, the Calabasas Tennis and Swim Center, Agoura Hills/Calabasas Community Center, Gelson’s Market and at Calabasas City Hall.
2. Notice of the January 8, 2020 City Council public hearing was posted in the *Acorn* ten (10) days prior to the hearings.
3. Notice of the January 8, 2020 City Council public hearing included the information set forth in Government Code Section 65009, subdivision (b)(2).
4. Following a public hearing held on December 5, 2019, the Planning Commission adopted Resolution No. 2020-382 recommending to the City Council approval of Ordinance No. 2020-382.

**SECTION 2.** In view of all of the evidence and based on the foregoing findings, the City Council concludes as follows:

**FINDINGS**

Section 17.76.040 of the Calabasas Municipal Code allows the City Council to approve the proposed text amendment below, provided the following findings are made:

1. The proposed amendment is consistent with the goals, policies, and actions of the General Plan.

The proposed amendment is consistent with General Plan Objective V.E to assist in the provision of a variety of housing types to address the needs of all economic segments of the Calabasas community. Specifically, it is consistent with Policy V-15 to encourage affordable housing units to be dispersed throughout a project, and not grouped together in a single area.

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

The proposed development code amendment promotes affordable and multi-generational housing within the City, provides an alternative source of income for homeowners, and helps the City satisfy its Regional Housing Needs Allocation.

3. The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).

The City Council has considered all the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that this Ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA) regulations because it adopts “an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section s21080.17 of the Public Resources Code.

4. The proposed amendment is internally consistent with other applicable provisions of the Development Code.

The proposed code amendment is consistent with the provisions of Calabasas Municipal Code sections 17.11.010 and 17.12.175.

**SECTION 3.** Code Amendment. The Accessory dwelling unit row of Table 2-2 of Section 17.11.010 of the Calabasas Municipal Code, is hereby amended to read as follows. Additions are denoted by underlined text and deletions are denoted by ~~struck-through text~~.

TABLE 2-2 - LAND USE TABLE

KEY: P=Permitted Use (See Chapter 17.62 for required permit), C=Conditionally Permitted (CUP required), A=Allowed as an Accessory Use, TUP=Temporary Use (TUP required)

|                         |    |          |     |    |    |          |    |    |       |
|-------------------------|----|----------|-----|----|----|----------|----|----|-------|
| Land Use                | RS | RM       | RMH | RR | RC | PD       | HM | OS | OS-DR |
| Accessory Dwelling Unit | P  | <u>P</u> |     | P  | P  | <u>P</u> | P  | P  |       |

|          |    |     |    |    |    |     |    |    |                          |
|----------|----|-----|----|----|----|-----|----|----|--------------------------|
| Land Use | PF | REC | CL | CR | CO | CMU | CB | CT | See standards in section |
|----------|----|-----|----|----|----|-----|----|----|--------------------------|

|                         |  |  |  |  |  |  |  |  |                  |
|-------------------------|--|--|--|--|--|--|--|--|------------------|
| Accessory Dwelling Unit |  |  |  |  |  |  |  |  | <u>17.12.170</u> |
|-------------------------|--|--|--|--|--|--|--|--|------------------|

**SECTION 4.** Code Amendment. Section 17.12.170 of the Calabasas Municipal Code, is hereby amended to read as follows. Additions are denoted by underlined text and deletions are denoted by ~~struck through text~~.

**17.12.170 – Accessory Dwelling Units.**

This section establishes standards for accessory dwelling units, also known as secondary housing units, where such housing units are allowed by Section 17.11.010.

- A. Legislative Findings. In compliance with Government Code Section 65852.2, the city finds that accessory dwelling units are consistent with the allowable density and with the General Plan and zoning designations for residential single-family areas of the city.
- B. Definitions.
  - 1. “Accessory dwelling unit” means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons, depending on square footage. It shall include permanent facilities for living, sleeping, eating, cooking, sanitation, and shall be located on the same parcel as the single-family or multi-family dwelling is situated.
  - 2. “Converted or Conversion” means the repurposing of all or apportion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all requirement residential building and construction standards set forth in the applicable California Building Codes.
  - 3. “Efficiency kitchen” means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
  - 4. “Junior accessory dwelling unit” means a unit that is contained entirely within the walls of a proposed or existing single-family residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.
- BC. Development Standards. A single accessory dwelling unit, or junior accessory dwelling unit as specified in subsection (D), may be allowed on a legal lot located in the RS, RM, RR, HM, RC, PD or OS zoning districts in addition to a primary single-family residential dwelling, subject to a zoning clearance, as follows:

1. Primary Dwelling and Sanitary Sewer Service Required. The lot shall be developed with one (1) legally established detached single-family dwelling and shall be served by sanitary sewer or septic system.
2. Primary and Accessory Dwellings Not Separable. The accessory dwelling unit shall not be sold separately from the primary dwelling and may be rented.
3. Accessory Dwelling Unit Appearance. The design of the unit shall conform in general to the design of the primary dwelling.
4. Short-term Rentals Prohibited. Consistent with Section 17.12.175, the accessory dwelling unit shall not be used for any short-term rental or transient rental or occupancy for any purpose, including but not limited to a vacation, for less than thirty (30) days if that rental or occupancy occurs in exchange for any form of compensation or consideration.
5. Site Layout and Design Standards. The location and design of an accessory dwelling unit shall comply with the development standards applicable to the property zoning and any applicable overlay zone, as well as the following requirements (Table 2-4, below). Where any listed standard in Table 2-4 conflicts with a standard for the residential zone or an applicable overlay zone, the standard in Table 2-4 prevails).

| Table 2-4<br>Accessory Dwelling Unit Requirements                       |  |
|---|--|
| Development Feature   | Requirement  |
| <u>Maximum gross floor area for an attached accessory dwelling unit</u> | <del>Maximum 1,200 sq. ft. of habitable floor area not including garage.</del> The maximum size of the floor area of an accessory dwelling unit shall not exceed <u>the lesser of 1,200 sq. ft. or 50%</u> of the living area of the primary unit, inclusive of any habitable basement or attic space. |
| <u>Maximum gross floor area for an accessory dwelling unit</u>          | <u>Maximum 1,200 sq. ft. of habitable floor area.</u>  |
| <u>Maximum gross floor area for a</u>                                   | <u>Maximum 500 sq. ft. of habitable floor area.</u>  |

|  |   |
|--|---|
| <u>junior accessory dwelling unit</u>  |   |
| <u>Minimum gross floor area</u>  | <u>Minimum 220 sq. ft. of habitable floor area pursuant to the International Building Code of the International Code Council standards.</u>   |
| Site coverage, freestanding or primary residence addition units served by septic systems | Accessory dwelling unit additions or freestanding <del>properties</del> <u>structures</u> located in the overlay zones of Old Topanga and the Calabasas Highlands must comply with zoning code standards.                   |
| Site coverage, detached rear-yard units  | Maximum of 30% of the rear yard area may be covered by structures, including the areas covered by the accessory dwelling unit and any other accessory structures, and projections of the primary dwelling.                  |
| <u>Front Setbacks</u>  | <u>As required for the applicable zoning district.</u>  |
| Side Setbacks  | <del>45</del> ft. minimum. Side setbacks for units constructed above a garage: <del>45</del> ft. No side setback requirements shall apply to units constructed entirely within an existing and legally established garage.  |
| Rear Setback   | <del>410</del> ft. minimum. Rear setbacks for units constructed above a garage: <del>45</del> ft. No rear setback requirements shall apply to units constructed entirely within an existing and legally established garage. |
| Interior Setbacks  | 10 ft., minimum, from primary dwelling or other structure, if the accessory dwelling unit is detached.  |
| Height limit   | Detached units: One story, <del>165</del> ft. maximum (see Section 17.20.140 for height measurement). If accessory dwelling unit is located above a garage; the applicable zoning district's height standards apply.        |
| <u>Utilities</u>   | <u>An accessory dwelling unit shall not require new or separate utility connections directly between the accessory dwelling</u>   |

|                   |  |
|-------------------|--|
|                   | <u>unit and the utility, except for accessory dwelling units constructed at the same time as a new single-family dwelling.</u>   |
| <u>Facilities</u> | <u>An accessory dwelling unit shall contain separate kitchen and bathroom facilities.</u>  |
| Parking           | <p>One additional space above the number of off-street parking spaces required for the primary dwelling, which may include tandem parking or the use of a mechanical automobile parking lift. <u>Parking is limited to lawfully paved areas and prohibited in the front yard landscaped areas of the parcel.</u> When a garage, carport, or other covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, <u>the required off-street parking for the primary unit need not be replaced.</u> <del>and that garage, carport, or other covered parking structure provided required off-street parking for the primary dwelling unit, then the property owner shall replace the required off-street parking spaces with new covered parking spaces of the same type and with a sufficient number of spaces to maintain conformance with Code requirements for the primary residential dwelling or use.</del> No additional parking space is required for the accessory dwelling unit if any of the following is true:</p> <ul style="list-style-type: none"> <li>A. The unit is located within one-half mile of a regularly scheduled public transit stop;</li> <li>B. The unit is located within a city council designated historic district;</li> <li>C. The unit is part of the existing legal primary residence or an existing legal accessory structure;</li> <li>D. On-street preferential permits are required by the city but not offered to the occupant of the unit; or</li> <li>E. A publicly accessible and presently operating car share vehicle parking facility is located within one block of the unit.</li> </ul> |

65. Notwithstanding the requirements in Table 2-4, one (1) accessory dwelling unit may be located on any lot that is zoned to allow for single-family residential use, provided that the accessory dwelling unit is contained entirely within the building envelope of an existing legally established primary residential dwelling, or is contained entirely within the building envelope of a legally established accessory structure to the primary dwelling, or within an up to 150' sq. ft. addition to the existing legally established primary residential

dwelling or residential structure if necessary for ingress or egress, and where the accessory dwelling unit has exterior access that is independent from the existing legal primary residence and the side and rear setbacks are sufficient for fire safety as determined by the community development director.

7. Notwithstanding the standards in Table 2-4 above pertaining to allowable gross floor area, allowable site coverage, minimum side and rear yard setback distances, and maximum height, one accessory dwelling unit shall be allowed when that unit occupies 800 square feet or less in gross floor area, the unit does not exceed 16 feet in height, and the unit would be located on a lot such that the rear and side yard setback distances are not less than 4 feet.
8. A permit for an accessory dwelling unit shall not issue before the issuance of a certificate of occupancy or other final approval for the primary dwelling.
9. Recordation of deed restriction required. The owner must record a deed restriction and file a certified copy with the City Clerk before issuance of a certificate of occupancy or final building permit approval. The deed restriction must include:
  - a. A prohibition on the sale of the accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.
  - b. A restriction on the size and attributes of the accessory dwelling unit that conforms with this chapter.
  - c. A prohibition on the use of the accessory dwelling unit for rentals less than 30 days.
  - d. A requirement that the owner of the subject property (parcel of land) must occupy either the primary dwelling unit or accessory dwelling unit, and that the primary dwelling unit and the accessory dwelling unit may not both be rented, except this restriction does not apply for an accessory dwelling unit issued a zoning clearance or building permit from January 1, 2020 to January 1, 2025.

DG. Junior accessory dwelling units.

1. All the requirements under this section 17.12.170 apply equally for accessory dwelling units and junior accessory dwelling units unless stated otherwise in this subsection for junior accessory dwelling units.
2. The owner must reside in the single-family residence but may choose to reside within the remaining portion of the structure or the newly created junior accessory dwelling unit
3. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation

facilities or may share sanitation facilities with the existing structure. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed or existing single-family residence.

4. The maximum floor area for a junior accessory dwelling unit shall not exceed five hundred (500) square feet.
5. Recordation of deed restriction required. The owner must record a deed restriction and file a certified copy with the City Clerk before issuance of a certificate of occupancy or final building permit approval. The deed restriction must include:
  - a. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.
  - b. A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this chapter.
  - c. A prohibition on the use of the junior accessory dwelling unit for rentals less than 30 days.
  - d. A requirement that the owner of the subject property (parcel of land) must occupy either the primary dwelling unit or junior accessory dwelling unit, and that the primary dwelling unit and the junior accessory dwelling unit may not both be rented.

E. Conversion of Existing Structures into Accessory Dwelling Units

1. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for which there is no record of a building permit being issued, satisfactory completion of a safety inspection by the City's Building Official and Fire Department is required. An applicant must commit to upgrade the accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling unit permit, including without limitations the following items:
  - a. Independent entrance to accessory dwelling unit.
  - b. Direct access to exterior of building from bedroom (door or window).
  - c. Adequate light and ventilation in each habitable room.
  - d. Minimum 7-foot high ceiling in all rooms, kitchens, halls, and baths.
  - e. Property installed electrical wiring including separate access to electrical shut off.
  - f. Proof of structural integrity, including that the foundation is not cracked, damaged, or shifting and the framing is not sagging or deteriorating.



2. The City may impose a fee on the applicant in connection with approval of an accessory dwelling unit or junior accessory dwelling unit for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code sections 65852.2(f)(1) and 66000(b).
3. The City will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the dwelling unit was constructed with a new single-family or multi-family dwelling.
4. The City shall not impose any development impact fees upon the development of an accessory dwelling unit less than 750 sq. ft. Any development impact fees charged for an accessory dwelling unit of 750 sq. ft. or more shall be charged proportionately in relation to the square footage of the accessory dwelling unit.
5. The City may charge a fee to inspect an accessory dwelling unit to determine compliance with applicable building standards pursuant to Section 17.48.020.

**SECTION 5.** Severability Clause:

Should any section, clause, or provision of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

**SECTION 6.** Effective Date:

This Ordinance shall take effect thirty days from passage and adoption under California Government Code Section 36937.

**SECTION 7.** Certification:

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

**SECTION 8.** Recording:

The City Clerk shall submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days of its adoption pursuant to Government Code section 65852.2, subdivision (h).

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_, 2020.

\_\_\_\_\_  
Alicia Weintraub, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, MMC, CPMC  
City Clerk

APPROVED AS TO FORM:

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

## Item 8 Attachment B

### ORDINANCE NO. 2020-382

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA AMENDING SECTIONS 17.11.010 (PERMITTED, CONDITIONAL AND ANCILLARY LAND USES–ALL ZONING DISTRICTS) OF CHAPTER 17.11 (ALLOWABLE LAND USES) AND 17.12.170 (ACCESSORY DWELLING UNITS) OF CHAPTER 17.12 (STANDARDS FOR SPECIFIC LAND USES) RELATED TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS**

**WHEREAS**, the State Legislature has determined that accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are an important source of affordable housing to combat California’s affordable housing crisis; and

**WHEREAS**, the State Legislature adopted Government Code section 65852.2 governing ADUs and section 65852.22 governing JADUs; and

**WHEREAS**, in January 2010, the City Council adopted Calabasas Municipal Code section 17.12.170, titled “Accessory dwelling unit,” to comply with Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was later amended in February 2017 to conform to Assembly Bill No. 2299, which modified Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was again amended in January 2019 to conform to Assembly Bill No. 494 and Senate Bill No. 229, which again modified Government Code section 65852.2; and

**WHEREAS**, on October 9, 2019, Governor Newsom signed into law Senate Bill No. 13, Assembly Bill No. 68, and Assembly Bill No. 881; and

**WHEREAS**, the most recent bills generally reduce cities’ discretion to regulate ADUs and mandate ministerial approval of JADUs; and

**WHEREAS**, the City Council desires to amend Calabasas Municipal Code Sections 17.11.010 and 17.12.170 to avoid the nullification of provisions inconsistent with State law; and

**WHEREAS**, the proposed ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA)

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regulations because it adopts “an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section s21080.17 of the Public Resources Code; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Based upon the foregoing the City Council finds:

1. Notice of the January 8, 2020 City Council public hearing was posted at Juan de Anza Bautista Park, the Calabasas Tennis and Swim Center, Agoura Hills/Calabasas Community Center, Gelson’s Market and at Calabasas City Hall.
2. Notice of the January 8, 2020 City Council public hearing was posted in the *Acorn* ten (10) days prior to the hearings.
3. Notice of the January 8, 2020 City Council public hearing included the information set forth in Government Code Section 65009, subdivision (b)(2).
4. Following a public hearing held on December 5, 2019, the Planning Commission adopted Resolution No. 2020-382 recommending to the City Council approval of Ordinance No. 2020-382.

**SECTION 2.** In view of all of the evidence and based on the foregoing findings, the City Council concludes as follows:

**FINDINGS**

Section 17.76.040 of the Calabasas Municipal Code allows the City Council to approve the proposed text amendment below, provided the following findings are made:

1. The proposed amendment is consistent with the goals, policies, and actions of the General Plan.

The proposed amendment is consistent with General Plan Objective V.E to assist in the provision of a variety of housing types to address the needs of all economic segments of the Calabasas community. Specifically, it is consistent with Policy V-15 to encourage affordable housing units to be dispersed throughout a project, and not grouped together in a single area.

- The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

The proposed development code amendment promotes affordable and multi-generational housing within the City, provides an alternative source of income for homeowners, and helps the City satisfy its Regional Housing Needs Allocation.

- The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).

The City Council has considered all the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that this Ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA) regulations because it adopts “an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section s21080.17 of the Public Resources Code.

- The proposed amendment is internally consistent with other applicable provisions of the Development Code.

The proposed code amendment is consistent with the provisions of Calabasas Municipal Code sections 17.11.010 and 17.12.175.

**SECTION 3.** Code Amendment. The Accessory dwelling unit row of Table 2-2 of Section 17.11.010 of the Calabasas Municipal Code, is hereby amended to read as follows. Additions are denoted by underlined text and deletions are denoted by ~~struck through text~~.

TABLE 2-2 - LAND USE TABLE

KEY: P = Permitted Use (See Chapter 17.62 for required permit), C = Conditionally Permitted (CUP required), A = Allowed as an Accessory Use, TUP = Temporary Use (TUP required)

| <u>Land Use</u>                | <u>RS</u> | <u>RM</u> | <u>RMH</u> | <u>RR</u> | <u>RC</u> | <u>PD</u> | <u>HM</u> | <u>OS</u> | <u>OS-DR</u> |
|--------------------------------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|--------------|
| <u>Accessory Dwelling Unit</u> | <u>P</u>  | <u>P</u>  |            | <u>P</u>  | <u>P</u>  | <u>P</u>  | <u>P</u>  | <u>P</u>  |              |

| <u>Land Use</u>                | <u>PF</u> | <u>REC</u> | <u>CL</u> | <u>CR</u> | <u>CO</u> | <u>CMU</u> | <u>CB</u> | <u>CT</u> | <u>See standards in section</u> |
|--------------------------------|-----------|------------|-----------|-----------|-----------|------------|-----------|-----------|---------------------------------|
| <u>Accessory Dwelling Unit</u> |           |            |           |           |           |            |           |           | <u>17.12.170</u>                |

**SECTION 4.** Code Amendment. Section 17.12.170 of the Calabasas Municipal Code, is hereby amended to read as follows. Additions are denoted by underlined text and deletions are denoted by ~~struck through text~~.

**17.12.170 – Accessory Dwelling Units.**

This section establishes standards for accessory dwelling units, also known as secondary housing units, where such housing units are allowed by Section 17.11.010.

A. Legislative Findings. In compliance with Government Code Section 65852.2, the city finds that accessory dwelling units are consistent with the allowable density and with the General Plan and zoning designations for residential single-family areas of the city.

B. Definitions.

1. “Accessory dwelling unit” means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons, depending on square footage. It shall include permanent facilities for living, sleeping, eating, cooking, sanitation, and shall be located on the same parcel as the single-family or multi-family dwelling is situated.
2. “Converted or Conversion” means the repurposing of all or apportion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all requirement residential building and construction standards set forth in the applicable California Building Codes.
3. “Efficiency kitchen” means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
4. “Junior accessory dwelling unit” means a unit that is contained entirely within the walls of a proposed or existing single-family

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residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

**BC.** Development Standards. A single accessory dwelling unit, or junior accessory dwelling unit as specified in subsection (D), may be allowed on a legal lot located in the RS, RM, RR, HM, RC, PD or OS zoning districts in addition to a primary single-family residential dwelling, subject to a zoning clearance, as follows:

1. Primary Dwelling and Sanitary Sewer Service Required. The lot shall be developed with one (1) legally established detached single-family dwelling and shall be served by sanitary sewer or septic system.
2. Primary and Accessory Dwellings Not Separable. The accessory dwelling unit shall not be sold separately from the primary dwelling and may be rented.
3. Accessory Dwelling Unit Appearance. The design of the unit shall conform in general to the design of the primary dwelling.
4. Short-term Rentals Prohibited. Consistent with Section 17.12.175, the accessory dwelling unit shall not be used for any short-term rental or transient rental or occupancy for any purpose, including but not limited to a vacation, for less than thirty (30) days if that rental or occupancy occurs in exchange for any form of compensation or consideration.
5. Site Layout and Design Standards. The location and design of an accessory dwelling unit shall comply with the development standards applicable to the property zoning and any applicable overlay zone, as well as the following requirements (Table 2-4, below). Where any listed standard in Table 2-4 conflicts with a standard for the residential zone or an applicable overlay zone, the standard in Table 2-4 prevails).

Table 2-4  
Accessory Dwelling Unit Requirements

| Development Feature   | Requirement   |
|---|---|
| <p><u>Maximum gross floor area for an attached accessory dwelling unit</u></p>                  | <p><del>Maximum 1,200 sq. ft. of habitable floor area not including garage.</del> The maximum size of the floor area of an accessory dwelling unit shall not exceed <u>the lesser of 1,200 sq. ft. or 50%</u> of the living area of the primary unit, inclusive of any habitable basement or attic space.</p> |
| <p><u>Maximum gross floor area for an accessory dwelling unit</u></p>                           | <p><u>Maximum 1,200 sq. ft. of habitable floor area.</u></p>  |
| <p><u>Maximum gross floor area for a junior accessory dwelling unit</u></p>                     | <p><u>Maximum 500 sq. ft. of habitable floor area.</u></p>  |
| <p><u>Minimum gross floor area</u></p>  | <p><u>Minimum 220 sq. ft. of habitable floor area pursuant to the International Building Code of the International Code Council standards.</u></p>  |
| <p><del>Location on a lot</del></p>   | <p><del>Detached unit: Rear yard of the lot, behind the primary dwelling.</del></p>   |
| <p>Site coverage, freestanding or primary residence addition units served by septic systems</p> | <p>Accessory dwelling unit additions or freestanding <del>properties</del> <u>structures</u> located in the overlay zones of Old Topanga and the Calabasas Highlands must comply with zoning code standards.</p>  |

|   |   |
|---|---|
| Site coverage, detached rear-yard units | Maximum of 30% of the rear yard area may be covered by structures, including the areas covered by the accessory dwelling unit and any other accessory structures, and projections of the primary dwelling.  |
| <u>Front Setbacks</u>                   | <u>As required for the applicable zoning district.</u>  |
| Side Setbacks                           | <del>4</del> 5 ft. minimum. Side setbacks for units constructed above a garage: <del>4</del> 5 ft. No side setback requirements shall apply to units constructed entirely within an existing and legally established garage.                            |
| Rear Setback                            | <del>4</del> 10 ft. minimum. Rear setbacks for units constructed above a garage: <del>4</del> 5 ft. No rear setback requirements shall apply to units constructed entirely within an existing and legally established garage.                           |
| Interior Setbacks                       | 10 ft., minimum, from primary dwelling or other structure, if the accessory dwelling unit is detached.  |
| Height limit                            | Detached units: One story, <del>1</del> 65 ft. maximum (see Section 17.20.140 for height measurement). If accessory dwelling unit is located above a garage; the applicable zoning district's height standards apply.                                   |
| <u>Utilities</u>                        | <u>An accessory dwelling unit shall not require new or separate utility connections directly between the accessory dwelling unit and the utility, except for accessory dwelling units constructed at the same time as a new single-family dwelling.</u> |
| <u>Facilities</u>                       | <u>An accessory dwelling unit shall contain separate kitchen and bathroom facilities.</u>   |

|                |  |
|----------------|--|
| <p>Parking</p> | <p>One additional space above the number of off-street parking spaces required for the primary dwelling, which may include tandem parking or the use of a mechanical automobile parking lift. <u>Parking is limited to lawfully paved areas and prohibited in the front yard landscaped areas of the parcel.</u> When a garage, carport, or other covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, <u>the required off-street parking for the primary unit need not be replaced.</u> <del>and that garage, carport, or other covered parking structure provided required off street parking for the primary dwelling unit, then the property owner shall replace the required off-street parking spaces with new covered parking spaces of the same type and with a sufficient number of spaces to maintain conformance with Code requirements for the primary residential dwelling or use.</del> No additional parking space is required for the accessory dwelling unit if any of the following is true:</p> <ul style="list-style-type: none"> <li>A. The unit is located within one-half mile of a regularly scheduled public transit stop;</li> <li>B. The unit is located within a city council designated historic district;</li> <li>C. The unit is part of the existing legal primary residence or an existing legal accessory structure;</li> <li>D. On-street preferential permits are required by the city but not offered to the occupant of the unit; or</li> <li>E. A publicly accessible and presently operating car share vehicle parking facility is located within one block of the unit.</li> </ul> |
|----------------|--|

65. Notwithstanding the requirements in Table 2-4, one (1) accessory dwelling unit may be located on any lot that is zoned to allow for single-family residential use, provided that the accessory dwelling unit is contained entirely within the building envelope of an existing legally established primary residential dwelling, or is contained entirely within the building envelope of a legally established accessory structure to the primary dwelling, or within an up to 150' sq. ft. addition to the existing legally established primary residential dwelling or residential structure if necessary for ingress or egress, and where the accessory dwelling unit has exterior access that is independent from the existing legal primary residence and the side

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and rear setbacks are sufficient for fire safety as determined by the community development director.

7. Notwithstanding the standards in Table 2-4 above pertaining to allowable gross floor area, allowable site coverage, minimum side and rear yard setback distances, and maximum height, one accessory dwelling unit shall be allowed when that unit occupies 800 square feet or less in gross floor area, the unit does not exceed 16 feet in height, and the unit would be located on a lot such that the rear and side yard setback distances are not less than 4 feet.
8. A permit for an accessory dwelling unit shall not issue before the issuance of a certificate of occupancy or other final approval for the primary dwelling.
9. Recordation of deed restriction required. The owner must record a deed restriction and file a certified copy with the City Clerk before issuance of a certificate of occupancy or final building permit approval. The deed restriction must include:
  - a. A prohibition on the sale of the accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.
  - b. A restriction on the size and attributes of the accessory dwelling unit that conforms with this chapter.
  - c. A prohibition on the use of the accessory dwelling unit for rentals less than 30 days.
  - d. A requirement that the owner of the subject property (parcel of land) must occupy either the primary dwelling unit or accessory dwelling unit, and that the primary dwelling unit and the accessory dwelling unit may not both be rented, except this restriction does not apply for an accessory dwelling unit issued a zoning clearance or building permit from January 1, 2020 to January 1, 2025.

DC. Junior accessory dwelling units.

1. All the requirements under this section 17.12.170 apply equally for accessory dwelling units and junior accessory dwelling units unless stated otherwise in this subsection for junior accessory dwelling units.

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2. The owner must reside in the single-family residence but may choose to reside within the remaining portion of the structure or the newly created junior accessory dwelling unit
  3. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed or existing single-family residence.
  4. The maximum floor area for a junior accessory dwelling unit shall not exceed five hundred (500) square feet.
  53. Recordation of deed restriction required. The owner must record a deed restriction and file a certified copy with the City Clerk before issuance of a certificate of occupancy or final building permit approval. The deed restriction must include:
    - a. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.
    - b. A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this chapter.
    - c. A prohibition on the use of the junior accessory dwelling unit for rentals less than 30 days.
    - d. A requirement that the owner of the subject property (parcel of land) must occupy either the primary dwelling unit or junior accessory dwelling unit, and that the primary dwelling unit and the junior accessory dwelling unit may not both be rented.

#### E. Conversion of Existing Structures into Accessory Dwelling Units

1. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for which there is no record of a building permit being issued, satisfactory completion of a safety inspection by the City's Building Official and Fire Department is required. An applicant must commit to upgrade the accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling unit permit, including without limitations the following items:
  - a. Independent entrance to accessory dwelling unit.

- 
- b. Direct access to exterior of building from bedroom (door or window).
  - c. Adequate light and ventilation in each habitable room.
  - d. Minimum 7-foot high ceiling in all rooms, kitchens, halls, and baths.
  - e. Property installed electrical wiring including separate access to electrical shut off.
  - f. Proof of structural integrity, including that the foundation is not cracked, damaged, or shifting and the framing is not sagging or deteriorating.
  - g. Proof of comfort heating, including heating as required per the Building Code and separate access to gas shut-off, if applicable.
  - h. Proof of working plumbing, including kitchen and bathroom facilities with hot water, water heater strapped and properly vented, and connection to approved sewage system.
  - i. Proof of fire safety, including hallways serving sleeping rooms must have smoke and carbon monoxide detectors and each sleeping room must have a smoke detector.
2. Once an inspection by the City's Building Official and Fire Department occurs, the applicant is required to correct those items that are identified as violating current health and safety codes for the structure's current use even in the event the applicant decides to withdraw the accessory dwelling unit permit application.

F. Permit process.

1. All proposed accessory dwelling units are subject to review for compliance with the terms of this chapter by the community development director, via a zoning clearance. The director shall complete the review of the application for an accessory dwelling unit permit within 60 days of receipt of a complete submission. Review of, and the denial of or granting of, an application for an accessory dwelling unit permit by the city is a ministerial action. The director shall not approve an application for an accessory dwelling unit permit or issue an accessory dwelling unit permit unless the proposed accessory dwelling unit complies with the requirements of this chapter. The decision of the director shall be final and conclusive.

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- G. Permit termination. An accessory dwelling unit permit validly issued pursuant to this chapter section shall terminate when any one or more of the following occur:
1. The construction of the accessory dwelling unit allowed by the permit is not ~~used~~ begun within one year from the date of permit issuance;
  2. The construction of the accessory dwelling unit allowed by the permit has been abandoned or discontinued for one hundred eighty consecutive days;
  3. the accessory dwelling unit owner files a declaration with the community development director that the permit has been abandoned or discontinued and the accessory dwelling unit has been removed from the property; and
  4. The permit has expired by its own terms.
- H. Fees.

1. An accessory dwelling unit application must be submitted to the city along with the appropriate fee as established by the city council by resolution in accordance with applicable law.
2. The City may impose a fee on the applicant in connection with approval of an accessory dwelling unit or junior accessory dwelling unit for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code sections 65852.2(f)(1) and 66000(b).
3. The City will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the dwelling unit was constructed with a new single-family or multi-family dwelling.
4. The City shall not impose any development impact fees upon the development of an accessory dwelling unit less than 750 sq. ft. Any development impact fees charged for an accessory dwelling unit of 750 sq. ft. or more shall be charged proportionately in relation to the square footage of the accessory dwelling unit.
5. The City may charge a fee to inspect an accessory dwelling unit to determine compliance with applicable building standards pursuant to Section 17.48.020.

**SECTION 5. Severability Clause:**

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Should any section, clause, or provision of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

**SECTION 6.** Effective Date:

This Ordinance shall take effect thirty days from passage and adoption under California Government Code Section 36937.

**SECTION 7.** Certification:

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

**SECTION 8.** Recording:

The City Clerk shall submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days of its adoption pursuant to Government Code section 65852.2, subdivision (h).

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_, 2020.

\_\_\_\_\_  
~~David J. Shapiro~~ Alicia Weintraub, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, MMC, CPMC  
City Clerk

APPROVED AS TO FORM:

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

**P.C. RESOLUTION NO. 2019-694**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CALABASAS, CALIFORNIA RECOMMENDING TO THE CITY COUNCIL AMENDMENT OF SECTIONS 17.11.010 (PERMITTED, CONDITIONAL AND ANCILLARY LAND USES-ALL ZONING DISTRICTS) OF CHAPTER 17.11 (ALLOWABLE LAND USES) AND 17.12.170 (ACCESSORY DWELLING UNITS) OF CHAPTER 17.12 (STANDARDS FOR SPECIFIC LAND USES) RELATED TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS**

**WHEREAS**, the State Legislature has determined that accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are an important source of affordable housing to combat California's affordable housing crisis; and

**WHEREAS**, the State Legislature adopted Government Code section 65852.2 governing ADUs and section 65852.22 governing JADUs; and

**WHEREAS**, in January 2010, the City Council adopted Calabasas Municipal Code section 17.12.170, titled "Accessory dwelling unit," to comply with Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was later amended in February 2017 to conform to Assembly Bill No. 2299, which modified Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was again amended in January 2019 to conform to Assembly Bill No. 494 and Senate Bill No. 229, which again modified Government Code section 65852.2; and

**WHEREAS**, on October 9, 2019, Governor Newsom signed into law Senate Bill No. 13, Assembly Bill No. 68, and Assembly Bill No. 881; and

**WHEREAS**, the most recent bills generally reduce cities' discretion to regulate ADUs and mandate ministerial approval of JADUs; and

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF CALABASAS RESOLVES AS FOLLOWS:**

**SECTION 1.** The Planning Commission has considered all of the evidence submitted into the administrative record which includes, but is not limited to:

1. Agenda reports prepared by the Community Development Department, including the draft of Ordinance No. 2020-382.
2. Staff presentation at the public hearing held on December 5, 2019, before the Planning Commission.
3. The City of Calabasas Land Use and Development Code, General Plan, and all other applicable regulations and codes.
4. Public comments, both written and oral, received and/or submitted at or prior to the public hearing, supporting and/or opposing the request.
5. Testimony and/or comments from interested parties or organizations submitted to the City in both written and oral form at or prior to the public hearing.
6. All related documents received and/or submitted at or prior to the public hearing.

**SECTION 2.** Based upon the foregoing the Planning Commission finds:

1. Notice of the December 5, 2019 Planning Commission public hearing was posted at Juan de Anza Bautista Park, the Calabasas Tennis and Swim Center, Agoura Hills/Calabasas Community Center, Gelson's Market and at Calabasas City Hall.
2. Notice of the December 5, 2019 Planning Commission public hearing was posted in the *Acorn* ten (10) days prior to the hearings.
3. Notice of the December 5, 2019 Planning Commission public hearing included the information set forth in Government Code Section 65009, subdivision (b)(2).

**SECTION 3.** In view of all of the evidence and based on the foregoing findings, the City Council concludes as follows:

**FINDINGS**

Section 17.76.030 of the Calabasas Municipal Code allows the Planning Commission to recommend the City Council's approval of the proposed text amendment below, provided the following findings are made:

1. *The proposed amendment is consistent with the goals, policies, and actions of the General Plan.*

The proposed amendment is consistent with General Plan Objective V.E to assist in the provision of a variety of housing types to address the needs of all economic segments of the Calabasas community. Specifically, it is consistent with Policy V-15 to encourage affordable housing units to be dispersed throughout a project, and not grouped together in a single area.

2. *The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.*

The proposed development code amendment promotes affordable and multi-generational housing within the City, provides an alternative source of income for homeowners, and helps the City satisfy its Regional Housing Needs Allocation.

3. *The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).*

The Planning Commission has considered all the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the commission, and hereby determines that the proposed ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA) regulations because it adopts "an ordinance regarding accessory dwelling units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code."

4. *The proposed amendment is internally consistent with other applicable provisions of the Development Code.*

The proposed amendments to Land Use and Development Code sections 17.11.010 and 17.12.170 are consistent with other provisions of the Land Use and Development Code, including sections 17.11.010, 17.12.165, 17.12.170 and 17.12.175.

**SECTION 4.** In view of all the evidence and based on the foregoing findings and conclusions, the Planning Commission hereby adopts this Resolution recommending to the City Council approval of Ordinance No. 2020-382 (Attachment A to this resolution), amending the City of Calabasas Land Use and Development Code.

**PASSED, APPROVED AND ADOPTED** this 5th day of December, 2020.

  
Dennis Washburn, Chair

ATTEST:

  
(for) Maureen Tamuri, AIA, AICP  
Community Development Director

APPROVED AS TO FORM:

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

Planning Commission Resolution No. 2019-694, was adopted by the Planning Commission at a regular meeting held December 5, 2019, and that it was adopted by the following vote:

**AYES:** Chair Washburn, Commissioners Fassberg, Kraut, Sikand and Harrison

**NOES:** None

**ABSENT:** Commissioner Mueller

**ABSTAINED** None

“The Secretary of the Planning Commission shall certify the adoption of this Resolution, and enter a copy of this Resolution in the book of Resolutions of the Planning Commission. Section 1094.6 of the California Civil Code of Procedure governs the time in which judicial review of this decision may be sought.”

*DRAFT ORDINANCE NO. 2020-382 DRAFT*

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA AMENDING SECTIONS 17.11.010 (PERMITTED, CONDITIONAL AND ANCILLARY LAND USES—ALL ZONING DISTRICTS) OF CHAPTER 17.11 (ALLOWABLE LAND USES) AND 17.12.170 (ACCESSORY DWELLING UNITS) OF CHAPTER 17.12 (STANDARDS FOR SPECIFIC LAND USES) RELATED TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS**

**WHEREAS**, the State Legislature has determined that accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are an important source of affordable housing to combat California's affordable housing crisis; and

**WHEREAS**, the State Legislature adopted Government Code section 65852.2 governing ADUs and section 65852.22 governing JADUs; and

**WHEREAS**, in January 2010, the City Council adopted Calabasas Municipal Code section 17.12.170, titled "Accessory dwelling unit," to comply with Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was later amended in February 2017 to conform to Assembly Bill No. 2299, which modified Government Code section 65852.2; and

**WHEREAS**, Section 17.12.170 was again amended in January 2019 to conform to Assembly Bill No. 494 and Senate Bill No. 229, which again modified Government Code section 65852.2; and

**WHEREAS**, on October 9, 2019, Governor Newsom signed into law Senate Bill No. 13, Assembly Bill No. 68, and Assembly Bill No. 881; and

**WHEREAS**, the most recent bills generally reduce cities' discretion to regulate ADUs and mandate ministerial approval of JADUs; and

**WHEREAS**, the City Council desires to amend Calabasas Municipal Code Sections 17.11.010 and 17.12.170 to avoid the nullification of provisions inconsistent with State law; and

**WHEREAS**, the proposed ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA)

regulations because it adopts "an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section s21080.17 of the Public Resources Code; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Based upon the foregoing the City Council finds:

1. Notice of the DATE City Council public hearing was posted at Juan de Anza Bautista Park, the Calabasas Tennis and Swim Center, Agoura Hills/Calabasas Community Center, Gelson's Market and at Calabasas City Hall.
2. Notice of the DATE City Council public hearing was posted in the *Acorn* ten (10) days prior to the hearings.
3. Notice of the DATE City Council public hearing included the information set forth in Government Code Section 65009, subdivision (b)(2).
4. Following a public hearing held on December 5, 2019, the Planning Commission adopted Resolution No. 2019-694 recommending to the City Council approval of Ordinance No. 2020-382.

**SECTION 2.** In view of all of the evidence and based on the foregoing findings, the City Council concludes as follows:

**FINDINGS**

Section 17.76.040 of the Calabasas Municipal Code allows the City Council to approve the proposed text amendment below, provided the following findings are made:

1. The proposed amendment is consistent with the goals, policies, and actions of the General Plan.

The proposed amendment is consistent with General Plan Objective V.E to assist in the provision of a variety of housing types to address the needs of all economic segments of the Calabasas community. Specifically, it is consistent with Policy V-15 to encourage affordable housing units to be dispersed throughout a project, and not grouped together in a single area.

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

The proposed development code amendment promotes affordable and multi-generational housing within the City, provides an alternative source of income for homeowners, and helps the City satisfy its Regional Housing Needs Allocation.

3. The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).

The City Council has considered all the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that this Ordinance is statutorily exempt under Section 15282, Subdivision (h), of the California Environmental Quality Act (CEQA) regulations because it adopts "an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code."

4. The proposed amendment is internally consistent with other applicable provisions of the Development Code.

The proposed code amendment is consistent with the provisions of Calabasas Municipal Code sections 17.11.010 and 17.12.175.

**SECTION 3. Code Amendment.** The Accessory dwelling unit row of Table 2-2 of Section 17.11.010 of the Calabasas Municipal Code, is hereby amended to read as follows. Additions are denoted by underlined text and deletions are denoted by ~~struck-through text~~.

TABLE 2-2 - LAND USE TABLE

KEY: P= Permitted Use (See Chapter 17.62 for required permit), C= Conditionally Permitted (CUP required), A= Allowed as an Accessory Use, TUP= Temporary Use (TUP required)

| Land Use                | RS | RM       | RMH | RR | RC | PD       | HM | OS | OS-DR |
|-------------------------|----|----------|-----|----|----|----------|----|----|-------|
| Accessory Dwelling Unit | P  | <u>P</u> |     | P  | P  | <u>P</u> | P  | P  |       |

| Land Use                | PF | REC | CL | CR | CO | CMU | CB | CT | See standards in section |
|-------------------------|----|-----|----|----|----|-----|----|----|--------------------------|
| Accessory Dwelling Unit |    |     |    |    |    |     |    |    |                          |

**SECTION 4.** Code Amendment. Section 17.12.170 of the Calabasas Municipal Code, is hereby amended to read as follows. Additions are denoted by underlined text and deletions are denoted by ~~struck through text~~.

**17.12.170 – Accessory Dwelling Units.**

This section establishes standards for accessory dwelling units, also known as secondary housing units, where such housing units are allowed by Section 17.11.010.

- A. Legislative Findings. In compliance with Government Code Section 65852.2, the city finds that accessory dwelling units are consistent with the allowable density and with the General Plan and zoning designations for residential single-family areas of the city.
- B. Definitions.
1. “Accessory dwelling unit” means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons, depending on square footage. It shall include permanent facilities for living, sleeping, eating, cooking, sanitation, and shall be located on the same parcel as the single-family or multi-family dwelling is situated.
  2. “Converted or Conversion” means the repurposing of all or apportion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all requirement residential building and construction standards set forth in the applicable California Building Codes.
  3. “Efficiency kitchen” means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
  4. “Junior accessory dwelling unit” means a unit that is contained entirely within the walls of a proposed or existing single-family

residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

**BC.** Development Standards. A single accessory dwelling unit or junior accessory dwelling unit, as specified in subsection D of this section, may be allowed on a legal lot located in the RS, RM, RR, HM, RC, PD or OS zoning districts in addition to a primary single-family residential dwelling, subject to a zoning clearance, as follows:

1. Primary Dwelling and Sanitary Sewer Service Required. The lot shall be developed with one (1) legally established detached single-family dwelling and shall be served by sanitary sewer or septic system.
2. Primary and Accessory Dwellings Not Separable. The accessory dwelling unit shall not be sold separately from the primary dwelling and may be rented.
3. Accessory Dwelling Unit Appearance. The design of the unit shall conform in general to the design of the primary dwelling.
4. Short-term Rentals Prohibited. Consistent with Section 17.12.175, the accessory dwelling unit shall not be used for any short-term rental or transient rental or occupancy for any purpose, including but not limited to a vacation, for less than thirty (30) days if that rental or occupancy occurs in exchange for any form of compensation or consideration.
5. Site Layout and Design Standards. The location and design of an accessory dwelling unit shall comply with the development standards applicable to the property zoning and any applicable overlay zone, as well as the following requirements (Table 2-4, below). Where any listed standard in Table 2-4 conflicts with a standard for the residential zone or an applicable overlay zone, the standard in Table 2-4 prevails).

**Table 2-4  
Accessory Dwelling Unit Requirements**

| <b>Development Feature</b>  | <b>Requirement</b>  |
|---|---|
| <u>Maximum gross floor area for an attached accessory dwelling unit</u> | <u>Maximum 1,200 sq. ft. of habitable floor area not including garage. The maximum size of the floor area of an accessory dwelling unit shall not exceed the lesser of 1,200 sq. ft. or 50% of the living area of the primary unit, inclusive of any habitable basement or attic space.</u> |
| <u>Maximum gross floor area for an accessory dwelling unit</u>          | <u>Maximum 1,200 sq. ft. of habitable floor area.</u>   |
| <u>Maximum gross floor area for a junior accessory dwelling unit</u>    | <u>Maximum 500 sq. ft. of habitable floor area.</u>   |
| <u>Minimum gross floor area</u>   | <u>Minimum 220 sq. ft. of habitable floor area pursuant to the International Building Code of the International Code Council standards.</u>   |
| Front yard setback  | For any detached unit located in a front yard: 20 feet  |
| Site coverage, freestanding or primary residence                        | <u>Accessory dwelling unit additions or freestanding properties structures located in the overlay zones of Old Topanga and</u>  |

|   |   |
|---|---|
| addition units served by septic systems | the Calabasas Highlands must comply with zoning code standards.   |
| Site coverage, detached rear-yard units | Maximum of 30% of the rear yard area may be covered by structures, including the areas covered by the accessory dwelling unit and any other accessory structures, and projections of the primary dwelling.  |
| Side Setbacks                           | <del>45</del> ft. minimum. Side setbacks for units constructed above a garage: <del>45</del> ft. No side setback requirements shall apply to units constructed entirely within an existing and legally established garage.                              |
| Rear Setback                            | <del>440</del> ft. minimum. Rear setbacks for units constructed above a garage: <del>45</del> ft. No rear setback requirements shall apply to units constructed entirely within an existing and legally established garage.                             |
| Interior Setbacks                       | 10 ft., minimum, from primary dwelling or other structure, if the accessory dwelling unit is detached.  |
| Height limit                            | Detached units: One story, <del>165</del> ft. maximum (see Section 17.20.140 for height measurement). If accessory dwelling unit is located above a garage; the applicable zoning district's height standards apply.                                    |
| <u>Utilities</u>                        | <u>An accessory dwelling unit shall not require new or separate utility connections directly between the accessory dwelling unit and the utility, except for accessory dwelling units constructed at the same time as a new single-family dwelling.</u> |

|                          |  |
|--------------------------|--|
| <p><u>Facilities</u></p> | <p><u>An accessory dwelling unit shall contain separate kitchen and bathroom facilities.</u></p>   |
| <p>Parking</p>           | <p>One additional space above the number of off-street parking spaces required for the primary dwelling, which may include tandem parking or the use of a mechanical automobile parking lift. <u>Parking is limited to lawfully paved areas and prohibited in the front yard landscaped areas of the parcel.</u> When a garage, carport, or other covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, <u>the required off-street parking for the primary unit need not be replaced.</u> <del>and that garage, carport, or other covered parking structure provided required off-street parking for the primary dwelling unit, then the property owner shall replace the required off-street parking spaces with new covered parking spaces of the same type and with a sufficient number of spaces to maintain conformance with Code requirements for the primary residential dwelling or use.</del> No additional parking space is required for the accessory dwelling unit if any of the following is true:</p> <ul style="list-style-type: none"> <li>A. The unit is located within one-half mile of a regularly scheduled public transit stop;</li> <li>B. The unit is located within a city council designated historic district;</li> <li>C. The unit is part of the existing legal primary residence or an existing legal accessory structure;</li> <li>D. On-street preferential permits are required by the city but not offered to the occupant of the unit; or</li> <li>E. A publicly accessible and presently operating car share vehicle parking facility is located within one block of the unit.</li> </ul> |
|                          |  |

65. Notwithstanding the requirements in Table 2-4, one (1) accessory dwelling unit may be located on any lot that is zoned to allow for single-family residential use, provided that the accessory dwelling unit is contained entirely within the building envelope of an existing

legally established primary residential dwelling, or is contained entirely within the building envelope of a legally established accessory structure to the primary dwelling, and where the accessory dwelling unit has exterior access that is independent from the existing legal primary residence and the side and rear setbacks are sufficient for fire safety as determined by the community development director.

7. Notwithstanding the standards in Table 2-4 above pertaining to allowable gross floor area, allowable site coverage, minimum setback distances, and maximum height, one accessory dwelling unit shall be allowed when that unit occupies 800 square feet or less in gross floor area, the unit does not exceed 16 feet in height, and the unit would be located on a lot such that the rear and side yard setback distances are not less than 4 feet.
8. A permit for an accessory dwelling unit shall not issue before the issuance of a certificate of occupancy or other final approval for the primary dwelling.

DC. Junior accessory dwelling units.

1. All the requirements under this section apply equally to junior accessory dwelling units, unless stated otherwise in this subsection.
2. The owner must reside in the single-family residence but may choose to reside within the remaining portion of the structure or the newly created junior accessory dwelling unit
3. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed or existing single-family residence.
4. The maximum floor area for a junior accessory dwelling unit shall not exceed five hundred (500) square feet.
5. Recordation of deed restriction required. The owner must record a deed restriction and file a copy with the city. The deed restriction must include:
  - a. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

- b. A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this chapter.
- c. A prohibition on the use of the junior accessory dwelling unit for rentals less than 30 days.
- d. A requirement that the owner of the subject property (parcel of land) must occupy either the primary dwelling on the property or the junior accessory dwelling unit, and that the primary dwelling and the junior accessory dwelling unit may not both be rented.

E. Conversion of Existing Structures into Accessory Dwelling Units.

- 1. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for which there is no record of a building permit being issued, satisfactory completion of a safety inspection by the City's Building Official and Fire Department is required. An applicant must commit to upgrade the accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling unit permit, including without limitations the following items:
  - a. Independent entrance to accessory dwelling unit.
  - b. Direct access to exterior of building from bedroom (door or window).
  - c. Adequate light and ventilation in each habitable room.
  - d. Minimum 7-foot high ceiling in all rooms, kitchens, halls, and baths.
  - e. Property installed electrical wiring including separate access to electrical shut off.
  - f. Proof of structural integrity, including that the foundation is not cracked, damaged, or shifting and the framing is not sagging or deteriorating.
  - g. Proof of comfort heating, including heating as required per the Building Code and separate access to gas shut-off, if applicable.
  - h. Proof of working plumbing, including kitchen and bathroom facilities with hot water, water heater strapped and properly vented, and connection to approved sewage system.

- i. Proof of fire safety, including hallways serving sleeping rooms must have smoke and carbon monoxide detectors and each sleeping room must have a smoke detector.
  2. Once an inspection by the City's Building Official and Fire Department occurs, the applicant is required to correct those items that are identified as violating current health and safety codes for the structure's current use even in the event the applicant decides to withdraw the accessory dwelling unit permit application.
- F. Permit process.
  1. All proposed accessory dwelling units are subject to review for compliance with the terms of this chapter by the community development director, via a zoning clearance. The director shall complete the review of the application for an accessory dwelling unit permit within 60 days of receipt of a complete submission. Review of, and the denial of or granting of, an application for an accessory dwelling unit permit by the city is a ministerial action. The director shall not approve an application for an accessory dwelling unit permit or issue an accessory dwelling unit permit unless the proposed accessory dwelling unit complies with the requirements of this chapter. The decision of the director shall be final and conclusive.
- G. Permit termination. An accessory dwelling unit permit validly issued pursuant to this chapter section shall terminate when any one or more of the following occur:
  1. The permit is not used within one year from the date of permit issuance;
  2. The permit has been abandoned or discontinued for one hundred eighty consecutive days;
  3. the accessory dwelling unit owner files a declaration with the community development director that the permit has been abandoned or discontinued and the accessory dwelling unit has been removed from the property; and
  4. The permit has expired by its own terms.
- H. Fees.
  1. An accessory dwelling unit application must be submitted to the city along with the appropriate fee as established by the city council by resolution in accordance with applicable law.

2. The City may impose a fee on the applicant in connection with approval of an accessory dwelling unit or junior accessory dwelling unit for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code sections 65852.2(f)(1) and 66000(b).
3. The City will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the dwelling unit was constructed with a new single-family or multi-family dwelling.
4. The City shall not impose any development impact fees upon the development of an accessory dwelling unit less than 750 sq. ft. Any development impact fees charged for an accessory dwelling unit of 750 sq. ft. or more shall be charged proportionately in relation to the square footage of the accessory dwelling unit.
5. The City may charge a fee to inspect an accessory dwelling unit to determine compliance with applicable building standards pursuant to Section 17.48.020.

**SECTION 5. Severability Clause:**

Should any section, clause, or provision of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

**SECTION 6. Effective Date:**

This Ordinance shall take effect thirty days from passage and adoption under California Government Code Section 36937.

**SECTION 7. Certification:**

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

**SECTION 8. Recording:**

The City Clerk shall submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days of its adoption pursuant to Government Code section 65852.2, subdivision (h).

**PASSED, APPROVED AND ADOPTED** this DATE, 2020.

\_\_\_\_\_  
David J. Shapiro, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

DRAFT

**STATUTES ADDED OR AMENDED BY 2019 A.D.U. BILLS  
EFFECTIVE JANUARY 1, 2020**

**CALIFORNIA GOVERNMENT CODE § 65852.2**

- (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:
- (A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.
  - (B)
    - (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.
    - (ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.
  - (C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.
  - (D) Require the accessory dwelling units to comply with all of the following:
    - (i) The accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.
    - (ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.
    - (iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from

the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the delay or denial of a building permit or a use permit under this subdivision.

(6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed, including any owner-occupant requirement, except that a local agency may require that the property be used for rentals of terms longer than 30 days.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(5) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(6) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to

construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, "impact fee" has the same meaning as the term "fee" is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

- (h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.
- (2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.
- (B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:
- (i) Amend the ordinance to comply with this section.
- (ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.
- (3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.
- (B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.
- (i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.
- (j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(4) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) "Neighborhood" has the same meaning as set forth in Section 65589.5.

(7) "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

(8) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(11) "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

## **CALIFORNIA GOVERNMENT CODE § 65852.22**

(a) Notwithstanding Section 65852.2, a local agency may, by ordinance, provide for the creation of junior accessory dwelling units in single-family residential zones. The ordinance may require a permit to be obtained for the creation of a junior accessory dwelling unit, and shall do all of the following:

(1) Limit the number of junior accessory dwelling units to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

(2) Require owner-occupancy in the single-family residence in which the junior accessory dwelling unit will be permitted. The owner may reside in either the remaining portion of the structure or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.

(3) Require the recordation of a deed restriction, which shall run with the land, shall be filed with the permitting agency, and shall include both of the following:

(A) A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

(B) A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this section.

(4) Require a permitted junior accessory dwelling unit to be constructed within the walls of the proposed or existing single-family residence.

(5) Require a permitted junior accessory dwelling to include a separate entrance from the main entrance to the proposed or existing single-family residence.

(6) Require the permitted junior accessory dwelling unit to include an efficiency kitchen, which shall include all of the following:

(A) A cooking facility with appliances.

(B) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(b) (1) An ordinance shall not require additional parking as a condition to grant a permit.

(2) This subdivision shall not be interpreted to prohibit the requirement of an inspection, including the imposition of a fee for that inspection, to determine if the junior accessory dwelling unit complies with applicable building standards.

(c) An application for a permit pursuant to this section shall, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits, be considered ministerially, without discretionary review or a hearing. The permitting agency shall act on the application to create a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family dwelling on the lot. If the permit application to create a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse the local agency for costs incurred in connection with the issuance of a permit pursuant to this section.

(d) For purposes of any fire or life protection ordinance or regulation, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit. This section shall not be construed to prohibit a city, county, city and county, or other local public entity from adopting an ordinance or regulation relating to fire and life protection requirements within a single-family residence that contains a junior accessory dwelling unit so long as the ordinance or regulation applies uniformly to all single-family residences within the zone regardless of whether the single-family residence includes a junior accessory dwelling unit or not.

(e) For purposes of providing service for water, sewer, or power, including a connection fee, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.

(f) This section shall not be construed to prohibit a local agency from adopting an ordinance or regulation, related to parking or a service or a connection fee for water, sewer, or power, that applies to a single-family residence that contains a junior accessory dwelling unit, so long as that ordinance or regulation applies uniformly to all single-family residences regardless of whether the single-family residence includes a junior accessory dwelling unit.

(g) If a local agency has not adopted a local ordinance pursuant to this section, the local agency shall ministerially approve a permit to construct a junior accessory dwelling unit that satisfies the requirements set forth in subparagraph (A) of paragraph (1) of subdivision (e) of Section 65852.2 and the requirements of this section.

(h) For purposes of this section, the following terms have the following meanings:

(1) "Junior accessory dwelling unit" means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

(2) "Local agency" means a city, county, or city and county, whether general law or chartered.

## **CALIFORNIA GOVERNMENT CODE § 65852.26**

(a) Notwithstanding clause (i) of subparagraph (D) of paragraph (1) of subdivision (a) of Section 65852.2, a local agency may, by ordinance, allow an accessory dwelling unit to be sold or conveyed separately from the primary residence to a qualified buyer if all of the following apply:

- (1) The property was built or developed by a qualified nonprofit corporation.
- (2) There is an enforceable restriction on the use of the land pursuant to a recorded contract between the qualified buyer and the qualified nonprofit corporation that satisfies all of the requirements specified in paragraph (10) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code.
- (3) The property is held pursuant to a recorded tenancy in common agreement that includes all of the following:
  - (A) The agreement allocates to each qualified buyer an undivided, unequal interest in the property based on the size of the dwelling each qualified buyer occupies.
  - (B) A repurchase option that requires the qualified buyer to first offer the qualified nonprofit corporation to buy the property if the buyer desires to sell or convey the property.
  - (C) A requirement that the qualified buyer occupy the property as the buyer's principal residence.
  - (D) Affordability restrictions on the sale and conveyance of the property that ensure the property will be preserved for low-income housing for 45 years for owner-occupied housing units and will be sold or resold to a qualified buyer.
- (4) A grant deed naming the grantor, grantee, and describing the property interests being transferred shall be recorded in the county in which the property is located. A Preliminary Change of Ownership Report shall be filed concurrently with this grant deed pursuant to Section 480.3 of the Revenue and Taxation Code.
- (5) Notwithstanding subparagraph (A) of paragraph (2) of subdivision (f) of Section 65852.2, if requested by a utility providing service to the primary residence, the accessory dwelling unit has a separate water, sewer, or electrical connection to that utility.

(b) For purposes of this section, the following definitions apply:

- (1) "Qualified buyer" means persons and families of low or moderate income, as that term is defined in Section 50093 of the Health and Safety Code.

(2) "Qualified nonprofit corporation" means a nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program.

## CALIFORNIA GOVERNMENT CODE § 65583

The housing element shall consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources, and scheduled programs for the preservation, improvement, and development of housing. The housing element shall identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, and shall make adequate provision for the existing and projected needs of all economic segments of the community. The element shall contain all of the following:

(a) An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs. The assessment and inventory shall include all of the following:

(1) An analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected housing needs for all income levels, including extremely low income households, as defined in subdivision (b) of Section 50105 and Section 50106 of the Health and Safety Code. These existing and projected needs shall include the locality's share of the regional housing need in accordance with Section 65584. Local agencies shall calculate the subset of very low income households allotted under Section 65584 that qualify as extremely low income households. The local agency may either use available census data to calculate the percentage of very low income households that qualify as extremely low income households or presume that 50 percent of the very low income households qualify as extremely low income households. The number of extremely low income households and very low income households shall equal the jurisdiction's allocation of very low income households pursuant to Section 65584.

(2) An analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition.

(3) An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites.

(4) (A) The identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The identified zone or zones shall include sufficient capacity to accommodate the need for emergency shelter identified in paragraph (7), except that each local government shall identify a zone or zones that can accommodate at least one year-round emergency shelter. If the local government cannot identify a zone or

zones with sufficient capacity, the local government shall include a program to amend its zoning ordinance to meet the requirements of this paragraph within one year of the adoption of the housing element. The local government may identify additional zones where emergency shelters are permitted with a conditional use permit. The local government shall also demonstrate that existing or proposed permit processing, development, and management standards are objective and encourage and facilitate the development of, or conversion to, emergency shelters. Emergency shelters may only be subject to those development and management standards that apply to residential or commercial development within the same zone except that a local government may apply written, objective standards that include all of the following:

- (i) The maximum number of beds or persons permitted to be served nightly by the facility.
- (ii) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
- (iii) The size and location of exterior and interior onsite waiting and client intake areas.
- (iv) The provision of onsite management.
- (v) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
- (vi) The length of stay.
- (vii) Lighting.
- (viii) Security during hours that the emergency shelter is in operation.

(B) The permit processing, development, and management standards applied under this paragraph shall not be deemed to be discretionary acts within the meaning of the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).

(C) A local government that can demonstrate to the satisfaction of the department the existence of one or more emergency shelters either within its jurisdiction or pursuant to a multijurisdictional agreement that can accommodate that jurisdiction's need for emergency shelter identified in paragraph (7) may comply with the zoning requirements of subparagraph (A) by identifying a zone or zones where new emergency shelters are allowed with a conditional use permit.

(D) A local government with an existing ordinance or ordinances that comply with this paragraph shall not be required to take additional action to identify zones for emergency shelters. The housing element must only describe how existing ordinances, policies, and standards are consistent with the requirements of this paragraph.

(5) An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, local processing and permit procedures, and any locally adopted ordinances that directly impact the cost and supply of residential development. The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Section 65584 and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7).

(6) An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, the cost of construction, the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Section 65583.2, and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Section 65584. The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the construction of that housing.

(7) An analysis of any special housing needs, such as those of the elderly; persons with disabilities, including a developmental disability, as defined in Section 4512 of the Welfare and Institutions Code; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. The need for emergency shelter shall be assessed based on the capacity necessary to accommodate the most recent homeless point-in-time count conducted before the start of the planning period, the need for emergency shelter based on number of beds available on a year-round and seasonal basis, the number of shelter beds that go unused on an average monthly basis within a one-year period, and the percentage of those in emergency shelters that move to permanent housing solutions. The need for emergency shelter may be reduced by the number of supportive housing units that are identified in an adopted 10-year plan to end chronic homelessness and that are either vacant or for which funding has been identified to allow construction during the planning period. An

analysis of special housing needs by a city or county may include an analysis of the need for frequent user coordinated care housing services.

(8) An analysis of opportunities for energy conservation with respect to residential development. Cities and counties are encouraged to include weatherization and energy efficiency improvements as part of publicly subsidized housing rehabilitation projects. This may include energy efficiency measures that encompass the building envelope, its heating and cooling systems, and its electrical system.

(9) An analysis of existing assisted housing developments that are eligible to change from low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use. "Assisted housing developments," for the purpose of this section, shall mean multifamily rental housing that receives governmental assistance under federal programs listed in subdivision (a) of Section 65863.10, state and local multifamily revenue bond programs, local redevelopment programs, the federal Community Development Block Grant Program, or local in-lieu fees. "Assisted housing developments" shall also include multifamily rental units that were developed pursuant to a local inclusionary housing program or used to qualify for a density bonus pursuant to Section 65916.

(A) The analysis shall include a listing of each development by project name and address, the type of governmental assistance received, the earliest possible date of change from low-income use, and the total number of elderly and nonelderly units that could be lost from the locality's low-income housing stock in each year during the 10-year period. For purposes of state and federally funded projects, the analysis required by this subparagraph need only contain information available on a statewide basis.

(B) The analysis shall estimate the total cost of producing new rental housing that is comparable in size and rent levels, to replace the units that could change from low-income use, and an estimated cost of preserving the assisted housing developments. This cost analysis for replacement housing may be done aggregately for each five-year period and does not have to contain a project-by-project cost estimate.

(C) The analysis shall identify public and private nonprofit corporations known to the local government that have legal and managerial capacity to acquire and manage these housing developments.

(D) The analysis shall identify and consider the use of all federal, state, and local financing and subsidy programs that can be used to preserve, for lower income households, the assisted housing developments, identified in this paragraph, including, but not limited to, federal Community Development Block Grant Program funds, tax increment funds received by a redevelopment agency of the community, and administrative fees received by a housing authority operating

within the community. In considering the use of these financing and subsidy programs, the analysis shall identify the amounts of funds under each available program that have not been legally obligated for other purposes and that could be available for use in preserving assisted housing developments.

(b) (1) A statement of the community's goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing.

(2) It is recognized that the total housing needs identified pursuant to subdivision (a) may exceed available resources and the community's ability to satisfy this need within the content of the general plan requirements outlined in Article 5 (commencing with Section 65300). Under these circumstances, the quantified objectives need not be identical to the total housing needs. The quantified objectives shall establish the maximum number of housing units by income category, including extremely low income, that can be constructed, rehabilitated, and conserved over a five-year time period.

(c) A program that sets forth a schedule of actions during the planning period, each with a timeline for implementation, that may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element through the administration of land use and development controls, the provision of regulatory concessions and incentives, the utilization of appropriate federal and state financing and subsidy programs when available, and the utilization of moneys in a low- and moderate-income housing fund of an agency if the locality has established a redevelopment project area pursuant to the Community Redevelopment Law (Division 24 (commencing with Section 33000) of the Health and Safety Code). In order to make adequate provision for the housing needs of all economic segments of the community, the program shall do all of the following:

(1) Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing.

(A) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, rezoning of those sites, including adoption of minimum density and development standards, for

jurisdictions with an eight-year housing element planning period pursuant to Section 65588, shall be completed no later than three years after either the date the housing element is adopted pursuant to subdivision (f) of Section 65585 or the date that is 90 days after receipt of comments from the department pursuant to subdivision (b) of Section 65585, whichever is earlier, unless the deadline is extended pursuant to subdivision (f). Notwithstanding the foregoing, for a local government that fails to adopt a housing element within 120 days of the statutory deadline in Section 65588 for adoption of the housing element, rezoning of those sites, including adoption of minimum density and development standards, shall be completed no later than three years and 120 days from the statutory deadline in Section 65588 for adoption of the housing element.

(B) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, the program shall identify sites that can be developed for housing within the planning period pursuant to subdivision (h) of Section 65583.2. The identification of sites shall include all components specified in Section 65583.2.

(C) Where the inventory of sites pursuant to paragraph (3) of subdivision (a) does not identify adequate sites to accommodate the need for farmworker housing, the program shall provide for sufficient sites to meet the need with zoning that permits farmworker housing use by right, including density and development standards that could accommodate and facilitate the feasibility of the development of farmworker housing for low- and very low income households.

(2) Assist in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households.

(3) Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. Transitional housing and supportive housing shall be considered a residential use of property and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone. Supportive housing, as defined in Section 65650, shall be a use by right in all zones where multifamily and mixed uses are permitted, as provided in Article 11 (commencing with Section 65650).

(4) Conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action.

(5) Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.

(6) Preserve for lower income households the assisted housing developments identified pursuant to paragraph (9) of subdivision (a). The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in paragraph (9) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available. The program may include strategies that involve local regulation and technical assistance.

(7) Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent, as defined in Section 50053 of the Health and Safety Code, for very low, low-, or moderate-income households. For purposes of this paragraph, "accessory dwelling units" has the same meaning as "accessory dwelling unit" as defined in paragraph (4) of subdivision (i) of Section 65852.2.

(8) Include an identification of the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals.

(9) Include a diligent effort by the local government to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.

(10) (A) Affirmatively further fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2. The program shall include an assessment of fair housing in the jurisdiction that shall include all of the following components:

(i) A summary of fair housing issues in the jurisdiction and an assessment of the jurisdiction's fair housing enforcement and fair housing outreach capacity.

(ii) An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs within the jurisdiction, including displacement risk.

(iii) An assessment of the contributing factors for the fair housing issues identified under clause (ii).

(iv) An identification of the jurisdiction's fair housing priorities and goals, giving highest priority to those factors identified in clause (iii) that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance, and identifying the metrics and milestones for determining what fair housing results will be achieved.

(v) Strategies and actions to implement those priorities and goals, which may include, but are not limited to, enhancing mobility strategies and encouraging development of new affordable housing in areas of opportunity, as well as place-based strategies to encourage community revitalization, including preservation of existing affordable housing, and protecting existing residents from displacement.

(B) A jurisdiction that completes or revises an assessment of fair housing pursuant to Subpart A (commencing with Section 5.150) of Part 5 of Subtitle A of Title 24 of the Code of Federal Regulations, as published in Volume 80 of the Federal Register, Number 136, page 42272, dated July 16, 2015, or an analysis of impediments to fair housing choice in accordance with the requirements of Section 91.225 of Title 24 of the Code of Federal Regulations in effect before August 17, 2015, may incorporate relevant portions of that assessment or revised assessment of fair housing or analysis or revised analysis of impediments to fair housing into its housing element.

(C) The requirements of this paragraph shall apply to housing elements due to be revised pursuant to Section 65588 on or after January 1, 2021.

(d) (1) A local government may satisfy all or part of its requirement to identify a zone or zones suitable for the development of emergency shelters pursuant to paragraph (4) of subdivision (a) by adopting and implementing a multijurisdictional agreement, with a maximum of two other adjacent communities, that requires the participating jurisdictions to develop at least one year-round emergency shelter within two years of the beginning of the planning period.

(2) The agreement shall allocate a portion of the new shelter capacity to each jurisdiction as credit toward its emergency shelter need, and each jurisdiction shall describe how the capacity was allocated as part of its housing element.

(3) Each member jurisdiction of a multijurisdictional agreement shall describe in its housing element all of the following:

(A) How the joint facility will meet the jurisdiction's emergency shelter need.

(B) The jurisdiction's contribution to the facility for both the development and ongoing operation and management of the facility.

(C) The amount and source of the funding that the jurisdiction contributes to the facility.

(4) The aggregate capacity claimed by the participating jurisdictions in their housing elements shall not exceed the actual capacity of the shelter.

(e) Except as otherwise provided in this article, amendments to this article that alter the required content of a housing element shall apply to both of the following:

(1) A housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when a city, county, or city and county submits a draft to the department for review pursuant to Section 65585 more than 90 days after the effective date of the amendment to this section.

(2) Any housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when the city, county, or city and county fails to submit the first draft to the department before the due date specified in Section 65588 or 65584.02.

(f) The deadline for completing required rezoning pursuant to subparagraph (A) of paragraph (1) of subdivision (c) shall be extended by one year if the local government has completed the rezoning at densities sufficient to accommodate at least 75 percent of the units for low- and very low income households and if the legislative body at the conclusion of a public hearing determines, based upon substantial evidence, that any of the following circumstances exist:

(1) The local government has been unable to complete the rezoning because of the action or inaction beyond the control of the local government of any other state, federal, or local agency.

(2) The local government is unable to complete the rezoning because of infrastructure deficiencies due to fiscal or regulatory constraints.

(3) The local government must undertake a major revision to its general plan in order to accommodate the housing-related policies of a sustainable communities strategy or an alternative planning strategy adopted pursuant to Section 65080.

The resolution and the findings shall be transmitted to the department together with a detailed budget and schedule for preparation and adoption of the required rezonings, including plans for citizen participation and expected interim action. The schedule shall provide for adoption of the required rezoning within one year of the adoption of the resolution.

(g) (1) If a local government fails to complete the rezoning by the deadline provided in subparagraph (A) of paragraph (1) of subdivision (c), as it may be extended pursuant to subdivision (f), except as provided in paragraph (2), a local government may not disapprove a housing development project, nor require a conditional use permit, planned unit development permit, or other locally imposed discretionary permit, or impose a condition that would render the project infeasible, if the housing development project (A) is proposed to be located on a site required to be rezoned pursuant to the program action required by that subparagraph and (B) complies with applicable, objective general plan and zoning standards and criteria, including design review standards, described in the program action required by that subparagraph. Any subdivision of sites shall be subject to the Subdivision Map Act (Division 2 (commencing with Section 66410)). Design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code.

(2) A local government may disapprove a housing development described in paragraph (1) if it makes written findings supported by substantial evidence on the record that both of the following conditions exist:

(A) The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a “specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(B) There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified pursuant to paragraph (1), other than the disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density.

(3) The applicant or any interested person may bring an action to enforce this subdivision. If a court finds that the local agency disapproved a project or conditioned its approval in violation of this subdivision, the court shall issue an order or judgment compelling compliance within 60 days. The court shall retain jurisdiction to ensure that its order or judgment is carried out. If the court determines that its order or judgment has not been carried out within 60 days, the court may issue further orders to ensure that the purposes and policies of this subdivision are fulfilled. In any such action, the city, county, or city and county shall bear the burden of proof.

(4) For purposes of this subdivision, “housing development project” means a project to construct residential units for which the project developer provides sufficient legal commitments to the appropriate local agency to ensure the continued availability and use of at least 49 percent of the housing units for very low, low-, and moderate-income households with an affordable housing cost or affordable rent, as defined in Section

50052.5 or 50053 of the Health and Safety Code, respectively, for the period required by the applicable financing.

(h) An action to enforce the program actions of the housing element shall be brought pursuant to Section 1085 of the Code of Civil Procedure.

## **CALIFORNIA HEALTH AND SAFETY CODE § 17980.12**

- (a) (1) An enforcement agency, until January 1, 2030, that issues to an owner of an accessory dwelling unit described in subparagraph (A) or (B) below, a notice to correct a violation of any provision of any building standard pursuant to this part shall include in that notice a statement that the owner of the unit has a right to request a delay in enforcement pursuant to this subdivision:
- (A) The accessory dwelling unit was built before January 1, 2020.
- (B) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.
- (2) The owner of an accessory dwelling unit that receives a notice to correct violations or abate nuisances as described in paragraph (1) may, in the form and manner prescribed by the enforcement agency, submit an application to the enforcement agency requesting that enforcement of the violation be delayed for five years on the basis that correcting the violation is not necessary to protect health and safety.
- (3) The enforcement agency shall grant an application described in paragraph (2) if the enforcement determines that correcting the violation is not necessary to protect health and safety. In making this determination, the enforcement agency shall consult with the entity responsible for enforcement of building standards and other regulations of the State Fire Marshal pursuant to Section 13146.
- (4) The enforcement agency shall not approve any applications pursuant to this section on or after January 1, 2030. However, any delay that was approved by the enforcement agency before January 1, 2030, shall be valid for the full term of the delay that was approved at the time of the initial approval of the application pursuant to paragraph (3).
- (b) For purposes of this section, “accessory dwelling unit” has the same meaning as defined in Section 65852.2.
- (c) This section shall remain in effect only until January 1, 2035, and as of that date is repealed.

## **HEALTH AND SAFETY CODE § 50504.5**

(a) The department shall develop by December 31, 2020, a list of existing state grants and financial incentives for operating, administrative, and other expenses in connection with the planning, construction, and operation of an accessory dwelling unit with affordable rent, as defined in Section 50053, for very low, low-, and moderate-income households.

(b) The list shall be posted on the department's internet website by December 31, 2020.

(c) For purposes of this section, "accessory dwelling unit" has the same meaning as defined in paragraph (4) of subdivision (i) of Section 65852.2 of the Government Code.

**STATUTE AMENDED BY 2019 A.D.U. BILLS, EFFECTIVE JANUARY 1, 2025:**

**CALIFORNIA GOVERNMENT CODE § 65852.2**

- (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:
- (A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.
- (B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.
- (ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.
- (C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.
- (D) Require the accessory dwelling units to comply with all of the following:
- (i) The accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.
- (ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.
- (iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the delay or denial of a building permit or a use permit under this subdivision.

(6) (A) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed except that, subject to subparagraph (B), a local agency may require an applicant for a permit issued pursuant to this subdivision to be an owner-occupant or that the property be used for rentals of terms longer than 30 days.

(B) Notwithstanding subparagraph (A), a local agency shall not impose an owner-occupant requirement on an accessory dwelling unit permitted between January

1, 2020, to January 1, 2025, during which time the local agency was prohibited from imposing an owner-occupant requirement.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and may shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency may require owner occupancy for either the primary dwelling or the accessory dwelling unit on a single-family lot, subject to the requirements of paragraph (6) of subdivision (a).

(5) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(6) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(7) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, "impact fee" has the same meaning as the term "fee" is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed

accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(4) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) "Neighborhood" has the same meaning as set forth in Section 65589.5.

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(7) "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

(8) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(11) "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall become operative on January 1, 2025.



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** DECEMBER 20, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMEBERS

**FROM:**  ROBERT YALDA, PUBLIC WORKS DIRECTOR

**SUBJECT:** ADOPTION OF RESOLUTION 2020-1661, CERTIFYING THE PROTEST BALLOT RESULTS AND APPROVING RATE INCREASES FOR RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION SERCVICE RATES

**MEETING**

**DATE:** JANUARY 8, 2020

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution 2020-1661 approving the following rate increase requests from Waste Management: 1) establish a commercial recycling rate at 50% of the solid waste collection rate and 2) increase residential service rates by \$1.40 per unit per month to accommodate for increased organics waste processing as a result of Assembly Bill 1594.

**BACKGROUND:**

The City has an exclusive franchise agreement with Waste Management/G.I. Industries (hereafter referred to as Waste Management) for the collection of solid waste and recyclable materials for commercial and residential sectors. On March 28, 2019, Waste Management submitted a request to the City to establish a rate for commercial recyclables collection at 50% of the rate of solid waste collection. Per the current terms of the Solid Waste Franchise Agreement, there is no rate for commercial recyclables collection, customers only pay for solid waste (trash) collection. Currently, recyclables collection is provided by Waste Management to all commercial customers as a "bundled" service with no additional charge to the

customer beyond the solid waste collection rate. After consideration, the City denied the initial request to establish a service rate for commercial recyclables collection.

On June 5, 2019, Waste Management submitted a formal request for an extraordinary rate adjustment pursuant to section 9.3 of the Solid Waste Franchise Agreement. Section 9.3 of the Agreement states, "Contractor may request an adjustment to the rates at other times to provide for the reimbursement of unusual increased costs of providing service under this Agreement, to the extent not included within the annual rate adjustment provided in Section 9.2. Unusual increased costs may include changes in service mandated by the City, changes to the Calabasas Municipal Code affecting Contractor's operations, increases in franchise fees imposed by the City, changes in state or local government solid waste fees and charges, or changes in the law, but shall not include circumstances within the control of Contractor, such as changes in the purchase price of new equipment, or negotiation of wage and benefit increases in connection with a collective bargaining agreement."

Furthermore, on October 31, 2019, Waste Management submitted a request for a rate adjustment pursuant to section 9.3 of the Franchise Agreement to reflect the anticipated increase in green waste processing costs when Assembly Bill 1594 goes into effect on January 1, 2020. Waste Management requested a residential service rate increase of \$1.96 per unit per month effective January 1, 2020. On December 24, 2019, Waste Management sent an updated letter to the City (Attachment D) reducing the rate increase from \$1.96 to \$1.40 per unit per month.

## **DISCUSSION/ANALYSIS:**

### Commercial

As of January 2018, China began restricting imports of certain recyclable materials, including mixed paper and most plastics. Furthermore, China adopted new stringent purity standards, allowing recyclables to have no more than 0.5% contamination. This has caused significant burdens to waste haulers across the country in that the cost of recycling has become more expensive than disposal. As a result, many municipalities have resorted to the following three options:

- 1) Increase the service rates of residential and commercial recycling.
- 2) Suspend or cancel citywide recycling programs by sending recyclables to landfills.
- 3) Send recyclables to waste to energy incineration plants.

In the attached letter (Attachment C), Waste Management states that prior to 2018, they were able to use the value of recyclable material sales to offset a portion of the collection and processing, and were therefore able to offer commercial recycling at

no additional charge. However, this is no longer sustainable as there is now a smaller market for recycling. In order to continue providing recycling collection services to the City, Waste Management is requesting a rate adjustment to establish a service rate for the collection of commercial recycling at 50% of the rate of solid waste collection (see Attachment A for current and proposed commercial rates).

### Residential

In September 2014, Governor Brown signed Assembly Bill (AB) 1594, mandating that as of January 1, 2020, the use of green material as alternative daily cover will no longer constitute diversion through recycling and will instead be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate. As of now, a portion of green waste that is sent to landfills is used as daily cover, which counts as diversion and helps the City keep its disposal rate under the 50 percent per capita disposal target as mandated by SB 1016. However, as of January 1, 2020 any green waste that is sent to landfill and used as daily cover will be counted as disposal in a jurisdiction's annual per capita disposal rate. In order for the City to keep its disposal under the 50% per capita disposal rate, in other words, maintain a diversion rate of 50% or higher, green materials will be transported to the Simi Valley Landfill or Calabasas Landfill and subsequently, be rerouted to Agromin, an organics recycling facility located in Oxnard.

Green waste processing costs are projected to rise to the same level as disposal costs, at \$52.32 per ton, instead of the current green waste processing cost of \$36.98 per ton. As previously noted, in order to accommodate for this rate increase, Waste Management is requesting a residential rate increase of \$1.40 per unit per month effective January 1, 2020 (see Attachment A for current and proposed residential service rates).

### Notification of Public Hearing

On November 22, 2019, in compliance with Proposition 218, the City issued a notice of public hearing (Attachment E) informing property and business owners of the proposed rate increases. A total of 5,968 notices were sent out. As of December 20, 2019 the City Clerk's office has received 7 written protests opposing the rate changes. The City also received a written statement in favor of the rate changes. However, a street address and/or Assessor's Parcel Number was not provided with this statement and is therefore disqualified. Written protests will also be accepted in the Council Chambers on January 8, 2020, prior to the close of the public hearing.

### **FISCAL IMPACT/SOURCE OF FUNDING:**

None

**REQUESTED ACTION:**

Staff recommends that the City Council adopt Resolution 2020-1661 approving the following rate increase requests from Waste Management: 1) establish a commercial recycling rate at 50% of the solid waste collection rate and 2) increase residential service rates by \$1.40 per unit per month to accommodate for increased organics waste processing as a result of Assembly Bill 1594.

**ATTACHMENTS:**

Attachment A: Proposed Commercial and Residential Rates

Attachment B: Resolution 2020-1661

Attachment C: Request for a Commercial Recycling Bin Rate

Attachment D: Request for Residential Service Rate Adjustment

Attachment E: Notice of Public Hearing

**ITEM 9  
EXHIBIT "A"  
CURRENT AND PROPOSED SOLID WASTE SERVICE RATES**

| <b>CURRENT AND PROPOSED RESIDENTIAL RATES</b> |            |               |             |               |                |
|---|------------|---------------|-------------|---------------|----------------|
| <b>RESIDENTIAL</b>                            |            |               |             |               |                |
| Service level                                 | Trash Cart | Recycle Cart  | Yard Cart   | Current Rates | Proposed Rates |
| Super Recycler                                | Blue 32    | Grey 96/64/32 | Green 96/64 | \$19.00       | \$20.40        |
| Basic Service                                 | Blue 64    | Grey 96/64/32 | Green 96/64 | \$27.95       | \$29.35        |
| Basic Plus                                    | Blue 96    | Grey 96/64/32 | Green 96/64 | \$33.94       | \$35.34        |
| <b>CONDOS</b>                                 |            |               |             |               |                |
| Service Level                                 | Trash Cart | Recycle Cart  | Yard Cart   | Current Rates | Proposed Rates |
| Super Recycler/Condo                          | Blue 32    | Grey 96/64/32 | Green 64/32 | \$14.94       | \$16.34        |
| Basic Service/Condo                           | Blue 64    | Grey 96/64/32 | Green 64/32 | \$23.90       | \$25.30        |
| Basic Plus/Condo                              | Blue 96    | Grey 96/64/32 | Green 64/32 | \$29.86       | \$31.26        |
| <b>VALET SERVICE</b>                          |            |               |             |               |                |
| Service level                                 | Trash Cart | Recycle Cart  | Yard Cart   | Current Rates | Proposed Rates |
| Super Recycler                                | Blue 32    | Grey 96/64/32 | Green 64/32 | \$39.55       | \$40.95        |
| Basic Service                                 | Blue 64    | Grey 96/64/32 | Green 64/32 | \$48.53       | \$49.93        |
| Basic Plus                                    | Blue 96    | Grey 96/64/32 | Green 64/32 | \$54.49       | \$55.89        |

| <b>COMMERCIAL TRASH BINS</b>                 |         |          |  |         |          |
|--|---------|----------|--|---------|----------|
| <b><u>1.5yd Trash Bin:</u></b>               | 1x week | \$88.45  |  | 4x week | \$325.48 |
|  | 2x week | \$162.75 |  | 5x week | \$406.87 |
|  | 3x week | \$244.12 |  | 6x week | \$488.25 |
| <b><u>3yd Trash Bin:</u></b>                 | 1x week | \$96.64  |  | 4x week | \$356.03 |
|  | 2x week | \$177.79 |  | 5x week | \$444.48 |
|  | 3x week | \$266.68 |  | 6x week | \$533.41 |
| <b><u>4yd Trash Bin:</u></b>                 | 1x week | \$104.80 |  | 4x week | \$385.67 |
|  | 2x week | \$192.83 |  | 5x week | \$482.08 |
|  | 3x week | \$285.91 |  | 6x week | \$578.50 |
| <b><u>6yd Trash Bin:</u></b>                 | 1x week | \$121.16 |  | 4x week | \$557.26 |
|  | 2x week | \$222.93 |  | 5x week | \$668.67 |
|  | 3x week | \$334.39 |  |         |          |
| <b>PROPOSED COMMERCIAL RECYCLE BIN RATES</b> |         |          |  |         |          |
| <b><u>1.5yd Recycle Bin:</u></b>             | 1x week | \$44.23  |  | 4x week | \$162.74 |
|  | 2x week | \$81.38  |  | 5x week | \$203.44 |
|  | 3x week | \$122.06 |  | 6x week | \$244.13 |
| <b><u>3yd Recycle Bin:</u></b>               | 1x week | \$48.32  |  | 4x week | \$178.02 |
|  | 2x week | \$88.90  |  | 5x week | \$222.24 |
|  | 3x week | \$133.34 |  | 6x week | \$266.71 |
| <b><u>4yd Recycle Bin:</u></b>               | 1x week | \$52.40  |  | 4x week | \$192.84 |
|  | 2x week | \$96.42  |  | 5x week | \$241.04 |
|  | 3x week | \$142.96 |  | 6x week | \$289.25 |

**RESOLUTION NO. 2020-1661**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS  
DECLARING THE RESULTS OF THE PROCEEDINGS FOR  
ADOPTING SOLID WASTE DISPOSAL (TRASH) RATES AND  
CHARGES IN ACCORDANCE WITH ARTICLE XIII D OF THE  
CALIFORNIA CONSTITUTION AND APPROVING RATE INCREASES.**

**WHEREAS**, the City Council approved the Solid Waste Collection Service Franchise Agreement with Waste Management; and

**WHEREAS**, under the Franchise Agreement, Waste Management is entitled to an extraordinary rate adjustment to cover cost increases due to changes in state or local government solid waste fees and charges, or changes in the law; and

**WHEREAS**, as a result of the Chinese National Sword policy, the market for recyclable materials has significantly reduced in the last two years; and

**WHEREAS**, in September 2014, Governor Brown signed Assembly Bill (AB) 1594, mandating that as of January 1, 2020, the use of green material as alternative daily cover will no longer constitute diversion through recycling and will instead be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate; and

**WHEREAS**, on March 28, 2019, Waste Management submitted a request to the City to establish a rate for commercial recyclables collection at 50% of the rate of solid waste collection; and

**WHEREAS**, on October 31, 2019 Waste Management submitted a request for a rate residential rate increase of \$1.40 per unit per month to reflect the anticipated increase in green waste processing costs when Assembly Bill 1594 goes into effect on January 1, 2020; and

**WHEREAS**, the City of Calabasas, in accordance with Article XIII D Section 6 of the California Constitution, mailed a notice of the proposed solid waste rate increases to all affected property owners of record and City solid waste service customers; and

**WHEREAS**, there is no majority written protest against the proposed solid waste service rates as provided for under California Constitution Article XIII D, Section 6.

**NOW THEREFORE, BE IT RESOLVED,**

SECTION 1. That the City Council of the City of Calabasas hereby approves the Solid Waste Service Rates as shown in Exhibit A to this resolution, incorporated by reference and made a part hereof, effective January 1, 2020.

SECTION 2. The City Clerk shall certify as 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 8<sup>th</sup> day of January 2020.

\_\_\_\_\_  
Alicia Weintraub, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

\_\_\_\_\_  
Matthew T. Summers  
Colantuono, Highsmith & Whatley  
Assistant City Attorney

Exhibit A: Proposed Solid Waste Collection Service Rates



GI Industries  
195 W Los Angeles Ave  
Simi Valley, California 93065  
(805) 955-9400 (818) 782-2474  
(805) 581-5407 Fax

June 5, 2019

Mr. Robert Yalda  
Director of Public Works  
100 Civic Center Way  
Calabasas, CA 91302

Subject: Request for Extraordinary Rate Adjustment - Commercial Recycle Bin Rate

Dear Mr. Yalda:

This letter is written as a follow up to prior correspondence dated March 28, 2019, provided as part of our annual rate adjustment request, to establish a rate for commercial recyclables collection at 50% of the rate for solid waste collection for the same container size and service frequency.

Your May 24, 2019 response did not respond to this request. As a result, please accept this letter as a formal request for an extraordinary rate adjustment pursuant to Section 9.3 of the franchise agreement. This request is being made because the cost of providing commercial recycling services has greatly exceeded the annual rate adjustment, and arises from a change in law.

At the effective date of the franchise agreement, commercial recyclables collection was provided as a "bundled" service, with no additional charge to the customer beyond the MSW service rate. But, of course, recycling has never been truly free. However, we were able to use the value of material sales to offset a portion of the cost of collection and processing, and we were able to offer commercial recycling at no additional charge.

This structure was workable and sustainable for the first two years of the franchise, since commodity values, while always variable, stayed within a reasonable range compared to the values as of October 2015. However, all that changed at the beginning of 2018. The economic underpinnings that allowed us to provide this service at no additional charge are gone, and gone forever.

As has been widely reported, the recyclables industry has been subject to unrelenting challenges in the past few years. The events that triggered the ongoing market disruption were the actions of the Chinese government. In January 2018 it announced limits on the acceptance of mixed paper and a complete ban on acceptance of plastics. There was a temporary ban on acceptance of all recyclables in May and June 2018. Since then, exports of recyclables to China have been

significantly reduced. Plastic exports have been essentially eliminated and mixed paper exports have been reduced by one-third. *Yale Environment 360, March 2019.*

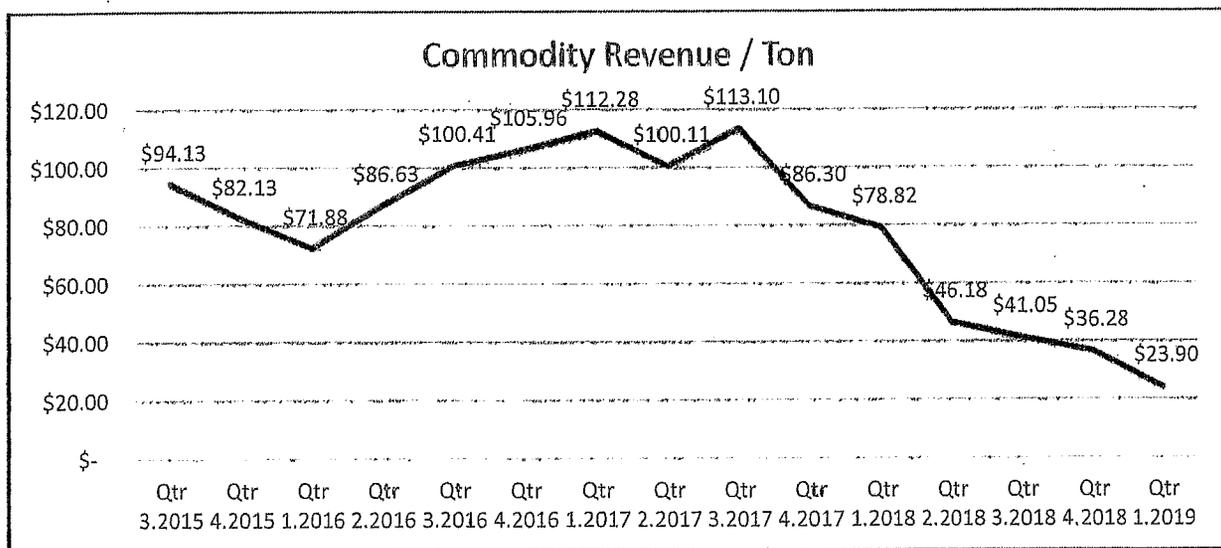
And, to make matters even worse, Chinese government adopted new purity standards in 2018. Whereas in the past, paper and plastic mills accepted material with up to 10% contamination, under this new standard the material must have no more than 0.5% contamination with other material. As a result, even as the value of material has decreased, the cost to process that material to the purity standards now required have skyrocketed.

The search for other markets has proven elusive. The governments of other potential markets have adopted similar purity standards, and no domestic solutions are available.

Basically, the cost of recycling has become more expensive than disposal.

At a macro level, current trends are not encouraging. Mixed paper, what was once a staple of recyclables sales, is now worthless and by March 2019 had a value of negative \$2.50 per ton as a national average. Cardboard prices have settled near historically low levels, including corrugated cardboard, which saw a 40% decline in per ton value as a national average for the year ending in February 2019. The per ton value of sorted residential paper as a national average declined by over 30% during this same period. The value of plastics during this period was pennies per pound. *Resource Recycling News, March 2019*

To demonstrate the overall loss of commodity value specific to this franchise, the following table is presented. This sets forth the non-CRV revenue per ton of all recyclables collected and processed at WM's Azusa Materials Recovery Facility.



Mr. Robert Yalda

June 5, 2019

Page 3

As seen above, overall commodity values for recyclables collected pursuant to this franchise have declined by a staggering \$54.92 per ton between the first quarter of 2018 and the first quarter of 2019, a nearly 70% reduction!

We do not expect the current situation to change. Our company carefully evaluates market opportunities, and has provided guidance that commodity values are not likely to recover in the foreseeable future, as supply will continue to outstrip demand. In short, this is the "new normal". Our commercial recycling program has become unsustainable.

For this reason, we respectfully request that a rate for commercial recyclables collection be established at 50% of the rate for commercial MSW collection, for the same container size and service frequency. This continues to provide businesses with an economic incentive to recycle, while helping all of us to continue work together to pursue maximum diversion and sustainability.

We are very grateful to the City of Calabasas for choosing Waste Management as your service provider. It is difficult for us to make this request, but we are at a crossroads in the recycling world.

If you have any questions, please call me at (805) 955-4301 or Marilyn Gallagher at (805) 955-4342. We would be happy to assist you in preparing your presentation to City Council for its consideration of our request.

Thank you for your consideration.

Sincerely,



Michael E. Smith  
Director of Operations



GI Industries  
195 W Los Angeles Ave  
Simi Valley, California 93065  
(805) 955-9400 (818) 782-2474  
(805) 581-5407 Fax

December 24, 2019

Mr. Robert Yalda P.E., T.E.  
Public Works Director/City Engineer  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302

Re: Request for Special Rate Adjustment – Calabasas Franchise Area

Dear Mr. Yalda;

This letter sets forth the formal request of G.I. Industries for a rate adjustment to reflect the anticipated substantial increase in green waste processing costs when AB 1594 takes effect on January 1, 2020.

Section 9, area 9.3 of the franchise agreement allows for an adjustment arising from changes in law as agreed to between Contractor and Director.

This request is being made to reflect the significant anticipated increase in green waste processing costs upon the January 1, 2020 effective date of AB 1594. This legislation disallows the ability to count green waste used as alternative daily cover as “diversion” for purposes of meeting the City’s the 50% waste diversion requirement.

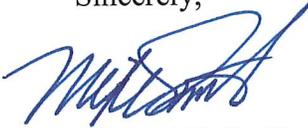
A significant percentage of collected green waste is currently utilized as alternative daily cover and receives diversion credit. When AB 1594 takes effect, that tonnage will need to be rerouted to composting facilities in order to continue to receive diversion credit. Given the current and anticipated constraints on green waste composting capacity, it is inevitable that demand will exceed supply, and prices will rise. Also, it may be necessary to utilize additional composting facilities at greater distances to process all of the collected green waste.

As a result, G.I. Industries expects that green waste processing costs will rise to the same level as disposal costs, at \$52.32 per ton, instead of the current green waste processing cost of \$36.98 per ton.

For this reason, G.I. Industries respectfully requests a residential adjustment of \$1.40 per unit per month to take effect on January 1, 2020. Thirty days' notice would be given prior to initiation of this additional service charge.

Thank you in advance for your consideration of this request. Please feel free to contact me if you have any questions, or wish to discuss.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael E. Smith".

Michael E. Smith  
Director of Operations



**CITY of CALABASAS**

**Notice of Public Hearing**

In compliance with Proposition 218, the City of Calabasas is hereby notifying all affected property owners and customers of record of a proposed rate increase for residential and commercial solid waste collection and disposal service provided by Waste Management (WM). If adopted, the new rates will become effective on January 1, 2020.

**Public Hearing Information**

The purpose of the hearing is to consider all written protests against the proposed rate adjustments for the parcel for which you are shown as owner or customer of record. The Public Hearing for this item will be held on January 8, 2020, at 7:00 pm, in the Council Chambers, 100 Civic Center Way, Calabasas, California 91302.

In order to be counted, all protests must be in writing and received by the City Clerk's office by 5:00 p.m. on January 8, 2020. Written protests will also be accepted in the Council Chambers on January 8, 2020, prior to the close of the public hearing.

All written protests must be signed by the property owner or customer of record and contain a description of the property (street address and/or Assessor's Parcel Number). Only one written protest per parcel will be accepted.

Please mail your written protest to:  
**City of Calabasas, Office of the City Clerk**  
**100 Civic Center Way, Calabasas CA 91302**

*Protests sent by fax or email will not be considered.*

At the public hearing, the City Council will receive final tabulation of all written protests received by the City Clerk. If written protests are not received from a majority of property owners or customers of record, the rate adjustments may be approved by the City Council.

**Reason for Proposed Rate Increases**

*Residential*

As of January 1, 2020, California state law will require the transportation of organic materials (green waste) to the Calabasas Landfill or Simi Valley Landfill, with subsequent rerouting to Agromin, an organics recycling facility in Oxnard. In order to fund the increased processing costs associated with green waste, along with projected increases in landfill disposal rates, WM has requested a rate increase of \$1.96 per month for single family and condominium properties with green cart service.

*Commercial*

In January 2018, China placed restrictions on the import of recyclable materials, which have diminished market demand for these products. WM has informed the City that due to these changes in market conditions, it is no longer able to offset the cost of collecting and processing recycled materials with the proceeds of recyclable sales. Thus, while WM was previously able to offer commercial recycling service at no additional charge, this program is no longer sustainable. WM has therefore requested additional charges for commercial recycling services to be set at 50% of solid waste collection charges. Any HOAs or multi-family complexes that have commercial bin service will be affected by this rate increase.

**City of Calabasas**  
**Notice of Public Hearing**  
Waste Management  
Proposed Rate Increase  
Page 2 of 2

Current and proposed residential and commercial rates are listed below. Your customer classification (based on service level and bin or cart type), can be found on your WM invoices.

| <b>CURRENT AND PROPOSED RESIDENTIAL RATES</b> |            |               |             |               |                |
|---|------------|---------------|-------------|---------------|----------------|
| <b>RESIDENTIAL</b>                            |            |               |             |               |                |
| Service level                                 | Trash Cart | Recycle Cart  | Yard Cart   | Current Rates | Proposed Rates |
| Super Recycler                                | Blue 32    | Grey 96/64/32 | Green 96/64 | \$19.00       | \$20.96        |
| Basic Service                                 | Blue 64    | Grey 96/64/32 | Green 96/64 | \$27.95       | \$29.91        |
| Basic Plus                                    | Blue 96    | Grey 96/64/32 | Green 96/64 | \$33.94       | \$35.90        |
| <b>CONDOS</b>                                 |            |               |             |               |                |
| Service Level                                 | Trash Cart | Recycle Cart  | Yard Cart   | Current Rates | Proposed Rates |
| Super Recycler/Condo                          | Blue 32    | Grey 96/64/32 | Green 64/32 | \$14.94       | \$16.90        |
| Basic Service/Condo                           | Blue 64    | Grey 96/64/32 | Green 64/32 | \$23.90       | \$25.86        |
| Basic Plus/Condo                              | Blue 96    | Grey 96/64/32 | Green 64/32 | \$29.86       | \$31.82        |
| <b>VALET SERVICE</b>                          |            |               |             |               |                |
| Service level                                 | Trash Cart | Recycle Cart  | Yard Cart   | Current Rates | Proposed Rates |
| Super Recycler                                | Blue 32    | Grey 96/64/32 | Green 64/32 | \$39.55       | \$41.51        |
| Basic Service                                 | Blue 64    | Grey 96/64/32 | Green 64/32 | \$48.53       | \$50.49        |
| Basic Plus                                    | Blue 96    | Grey 96/64/32 | Green 64/32 | \$54.49       | \$56.45        |

| <b>COMMERCIAL TRASH BINS</b>                 |         |          |  |         |          |
|--|---------|----------|--|---------|----------|
| <b><u>1.5yd Trash Bin:</u></b>               | 1x week | \$88.45  |  | 4x week | \$325.48 |
|  | 2x week | \$162.75 |  | 5x week | \$406.87 |
|  | 3x week | \$244.12 |  | 6x week | \$488.25 |
| <b><u>3yd Trash Bin:</u></b>                 | 1x week | \$96.64  |  | 4x week | \$356.03 |
|  | 2x week | \$177.79 |  | 5x week | \$444.48 |
|  | 3x week | \$266.68 |  | 6x week | \$533.41 |
| <b><u>4yd Trash Bin:</u></b>                 | 1x week | \$104.80 |  | 4x week | \$385.67 |
|  | 2x week | \$192.83 |  | 5x week | \$482.08 |
|  | 3x week | \$285.91 |  | 6x week | \$578.50 |
| <b><u>6yd Trash Bin:</u></b>                 | 1x week | \$121.16 |  | 4x week | \$557.26 |
|  | 2x week | \$222.93 |  | 5x week | \$668.67 |
|  | 3x week | \$334.39 |  |         |          |
| <b>PROPOSED COMMERCIAL RECYCLE BIN RATES</b> |         |          |  |         |          |
| <b><u>1.5yd Recycle Bin:</u></b>             | 1x week | \$44.23  |  | 4x week | \$162.74 |
|  | 2x week | \$81.38  |  | 5x week | \$203.44 |
|  | 3x week | \$122.06 |  | 6x week | \$244.13 |
| <b><u>3yd Recycle Bin:</u></b>               | 1x week | \$48.32  |  | 4x week | \$178.02 |
|  | 2x week | \$88.90  |  | 5x week | \$222.24 |
|  | 3x week | \$133.34 |  | 6x week | \$266.71 |
| <b><u>4yd Recycle Bin:</u></b>               | 1x week | \$52.40  |  | 4x week | \$192.84 |
|  | 2x week | \$96.42  |  | 5x week | \$241.04 |
|  | 3x week | \$142.96 |  | 6x week | \$289.25 |



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

---

**DATE: JANUARY 4, 2020**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK**

**SUBJECT: CITY COUNCIL CONSIDERATION AND DIRECTION REGARDING REQUEST BY THE CALIFORNIA CONTRACTS CITIES ASSOCIATION TO JOIN A COALITION OF CITIES TO RAISE AWARENESS OF DEFICIENCIES WITH THE NEW LOS ANGELES COUNTY VOTING SOLUTIONS FOR ALL PEOPLE (VSAP) SYSTEM**

**MEETING DATE: JANUARY 8, 2020**

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**SUMMARY RECOMMENDATION:**

At the request of Mayor Weintraub and Mayor pro Tem Bozajian, the California Contracts Cities Association (CCCA) request to join a coalition of cities to raise awareness of deficiencies with the new Los Angeles County Voting Solutions for all People (VSAP) system is being presented for City Council consideration and direction.

**REQUESTED ACTION:**

That the City Council discuss and consider joining CCCA and a coalition of cities to raise awareness of deficiencies with the new Los Angeles County Voting Solutions for all People (VSAP) system.

**ATTACHMENTS:**

California Contract Cities Association Legislative Chair Committee Report and letter from the City of Beverly Hills to LA County Registrar Recorder, Dean Logan



## Legislative Chair Committee Report

### I. LA County Voting Solutions for All People (VSAP) System

#### **Request**

The City of Beverly Hills requests the Association join a coalition of cities to raise awareness of deficiencies within the new VSAP system. Specifically, Beverly Hills believes the current system unintentionally impacts how candidates for office are ordered and does not provide enough visual aids and notifications to a voter that there are more than four candidates on a tablet page running for office. Beverly Hills requests the Association join its coalition that would raise concerns and oppose the current system for its deficiencies and equity to all candidates.

#### **Recommended Action**

Association to join Beverly Hills and other cities to raise concerns and provide a similar letter (attached).

#### **Background**

According to the City of Beverly Hills, the VSAP system currently displays four candidates per tablet page for voters to select a candidate for office. However, VSAP does not provide enough visual aids or notification to inform voters of multiple candidates for office that may not be displayed on subsequent pages. If voters are unaware of more than four candidates for office, voters may unintentionally select candidates that are provided on the first page in the VSAP system.

For example, if two seats are available for an election to a city council race, but the race has eight candidates for office, the current system will only display four candidates per page. To view the additional candidates, a voter must click on the “more” button. However, a “next” button is also displayed, which indicates to a voter that they can move to another elected office race to cast a ballot for. A voter, in theory, could completely bypass the other list of candidates, including their preferred candidate without ever knowing there is another page for other candidates. Moreover, there is a lack of visible instructions to distinguish “next” and “more”, compounding the concerns a voter may have to cast their ballot for their preferred candidate.

If a voter were to find the “more” button and noticed their preferred candidate on a second tablet page, they would need to return to the first tablet page and “deselect” their original selection in order to select their preferred candidate. This creates confusion with regards to the accuracy of a voter’s ability to cast their preferred selections for office.

Cities, including Beverly Hills have already corresponded with the Registrar-Recorder regarding the candidate issue, however, the Registrar-Recorder has been reluctant to make any additional changes to the system as the system has been in designed and testing phase for the past ten years. The system could potentially illegitimize the upcoming election and impact the selection of candidates that voters cast for elected office.

#### **Cities with Concerns**

City of Beverly Hills (member and city that approached the Association with this issue)  
City of Whittier (member)  
City of San Gabriel  
City of Agoura Hills (member)

### **Current Action that has Taken Place**

Several letters from City Clerks have been sent to the Secretary of State Alex Padilla, Asm. Richard Bloom, Sen. Ben Allen, Los Angeles County Board of Supervisors, and Dean Logan, the Registrar-Recorder.

### **Possible Solutions**

- Randomize the candidate order such that each voter sees a different candidate in different random order.
- Allow up to five candidates per tablet page, and prevent a single candidate page to occupy a tablet page.
- Remove the “next” button until all candidate pages are viewed by a voter.

### **Next Steps**

The Secretary of State’s Office will be hosting a public hearing on the VSAP on Friday, January 10, 2020 in Sacramento. Public comment can be sent to the Secretary of State’s Office by January 20, 2020. The City of Beverly Hills requests that the Association provide a comment letter raising similar concerns about VSAP. Additionally, the City also hopes to continue to engage the Registrar-Recorder and the Board of Supervisors to address these concerns as it may impact all seats for elected office.

Additionally, opponents will and plan to engage other cities, organizations such as the Independent Cities Association and the League of California Cities to raise similar concerns, and potentially enter into litigation to prevent the system from being used until technical changes are made to the software.

### **Attachment**

1. City of Beverly Hills letter to Dean Logan, Registrar-Recorder
2. Images of VSAP system



Huma Ahmed, City Clerk

December 31, 2019

Dean C. Logan  
Los Angeles County Registrar-Recorder/County Clerk  
12400 Imperial Highway  
Norwalk, CA 90650

RE: Recommendations for the New Los Angeles Voting Solutions for All People (VSAP) System for the March 3, 2020 General Municipal Election

Dear Mr. Logan:

As the City Clerk of the City of Beverly Hills, I respectfully request your assistance in making further modifications to the new Los Angeles County Voting Solutions for All People (VSAP) System for the March 3, 2020 General Municipal Election. In reviewing the new system, the current design for VSAP does not clearly communicate to voters the need to click on the "MORE" button to view additional candidates.

Presently, the new VSAP is designed to show up to four candidates at a time on a single screen. The voter has three choices when at this screen – (1) a "BACK" button, (2) a "SKIP" button, and (3) a "MORE" button should there be more candidates than four for any election. This would include the more than four Presidential candidates or any other election involving both state and local candidates.

Our City is greatly concerned that any candidate beyond the fourth candidate, including write in candidates, are at a steep disadvantage. The system appears to showcase the "SKIP" and "BACK" button without clearly using an "arrow" to direct voters to the additional candidates as required by Election Code 13211.5 (c).

Beverly Hills has a population of roughly 35,000 and election outcomes have been close in prior years. In 2013, seven votes separated the winning and losing candidate for City Council during that year's election. The margin was only slightly better in 2018 with 18 votes separating the winning and losing candidates for City Council. With such small margins separating a successful candidate from a non-successful candidate, the impact of a voter not truly understanding the "MORE" button could adversely impact anyone who is not listed as one of the first four candidates.

While our City is extremely appreciative of your efforts to make the “MORE” button more clear by adding “yellow” coloring to it, we do not believe it meets the intent of being a “visual indicator” that is as clear as an arrow, which directs the voter to the next voting space.

In our opinion, we believe the VSAP system could be improved to provide a fair platform for all candidates running in the upcoming March 3, 2020 General Election by listing all candidates on the same screen.

If this is not possible, then we would recommend Los Angeles County consider implementing both of the following recommendations:

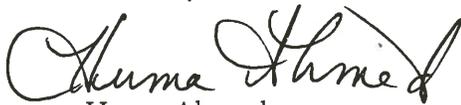
- Enhance the “MORE” button to feature more brightly, and
- Only allow for a voter to press the “NEXT” or “SKIP” button AFTER they have seen all screens for a particular election race.

Our City is aware that the Los Angeles County VSAP system will have a hearing date in Sacramento, California for certification by the Secretary of State in January 2020.

Our City once again, respectfully requests that your office strongly consider revising the the current system by either listing all of the candidates on one screen or implementing our suggested recommendations.

Thank you in advance for your assistance in this very critical manner.

Sincerely,



Huma Ahmed  
City Clerk

cc: Alex Padilla, Secretary of State  
Ben Allen, State Senator  
Richard Bloom, State Assemblymember  
Sheila Kuehl, Los Angeles County Supervisor  
Janice Hahn, Los Angeles County Supervisor  
Hilda Solis, Los Angeles County Supervisor  
Mark Ridley-Thomas, Los Angeles County Supervisor  
Kathryn Barger, Los Angeles County Supervisor  
Beverly Hills City Council  
George Chavez, Beverly Hills City Manager  
Larry Wiener, Beverly Hills City Attorney  
Andrew Antwih, Shaw Yoder Antwih Schmelzer & Lange



Settings

English

Language



Review



Help

CITY/LOCAL

Contest 1 / 17

# MAYOR

Vote For ONE

Selections left: 1



**TENG YU**

Healthcare Administrator

**MICHAEL CRUZ**

Accounting Manager

**DREW P. HANSON**

Deputy Mayor

**Write-In Candidate**

Only write in a candidate if they are not listed above.



Back

Skip



# MAYOR

Vote For ONE

Selections left: 1

**ROBIN BAKER**

Business Owner

**LATOYA WILLIAMSON**

Mayor

**TENG YU**

Healthcare Administrator

**MICHAEL CRUZ**

Accounting Manager



More



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Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 10/31/2019 to 12/18/2019

| Check No.  | Check Date | Vendor Name                    | Check Description              | Amount             | Department              |
|--|------------|--------------------------------|--------------------------------|--------------------|-------------------------|
| <b>Administrative Services</b>                                       |            |                                |                                |                    |                         |
| 107055   | 12/11/2019 | AGOURA HILLS,CALABASAS COM CTR | 2020 HEALTH MEMBERSHIP         | 840.00             | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- AMAZON.COM               | 761.98             | Administrative Services |
| 107179   | 12/18/2019 | WAREHOUSE OFFICE & PAPER PROD. | OFFICE SUPPLIES                | 362.32             | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- LANSEND BUSINESS         | 310.15             | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- IIMC                     | 210.00             | Administrative Services |
| 107026   | 12/4/2019  | CYBERCOPY, INC.                | COPY/PRINTING SERVICE          | 142.83             | Administrative Services |
| 106804   | 11/6/2019  | HERNANDEZ/MARICELA//           | REIMB TRAVEL EXP- CLERK SUMMIT | 68.66              | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- STAPLES/RITE AID         | 56.64              | Administrative Services |
| 106874   | 11/13/2019 | VALLEY NEWS GROUP              | LEGAL ADVERTISING              | 45.00              | Administrative Services |
| 107115   | 12/11/2019 | VALLEY NEWS GROUP              | LEGAL ADVERTISING              | 45.00              | Administrative Services |
| 107073   | 12/11/2019 | CYBERCOPY, INC.                | COPY/PRINTING SERVICE          | 43.13              | Administrative Services |
| 106804   | 11/6/2019  | HERNANDEZ/MARICELA//           | REIMB TRAVEL EXP- CLERK SUMMIT | 37.47              | Administrative Services |
| 107026   | 12/4/2019  | CYBERCOPY, INC.                | COPY/PRINTING SERVICE          | 35.52              | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- COGNITO                  | 32.00              | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- HYATT REGENCY            | 29.00              | Administrative Services |
| 107073   | 12/11/2019 | CYBERCOPY, INC.                | COPY/PRINTING SERVICE          | 24.10              | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- COSTCO/RITE AID/RALPHS   | 14.01              | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- NATURAL HISTORY MUSEUM   | 12.00              | Administrative Services |
| 106881   | 11/14/2019 | US BANK                        | VISA- ITUNES                   | 6.99               | Administrative Services |
| <b>Total Amount for 19 Line Item(s) from Administrative Services</b> |            |                                |                                | <b>\$3,076.80</b>  |                         |
| <b>City Attorney</b>   |            |                                |                                |                    |                         |
| 106979   | 11/22/2019 | COLANTUONO, HIGHSMITH &        | GENERAL SERVICES               | 25,455.86          | City Attorney           |
| 107006   | 11/22/2019 | THOMPSON COE                   | LEGAL SERVICES                 | 9,800.06           | City Attorney           |
| 106818   | 11/6/2019  | THOMPSON COE                   | LEGAL SERVICES                 | 4,372.00           | City Attorney           |
| 106979   | 11/22/2019 | COLANTUONO, HIGHSMITH &        | CRLA & ED FUND                 | 4,183.87           | City Attorney           |
| 107146   | 12/18/2019 | HOPKINS & CARLEY               | LEGAL SERVICES                 | 2,143.00           | City Attorney           |
| 106979   | 11/22/2019 | COLANTUONO, HIGHSMITH &        | BROWN PETITION                 | 1,129.80           | City Attorney           |
| 106979   | 11/22/2019 | COLANTUONO, HIGHSMITH &        | ZEESMAN                        | 725.00             | City Attorney           |
| 106987   | 11/22/2019 | HOPKINS & CARLEY               | LEGAL SERVICES                 | 392.00             | City Attorney           |
| 106979   | 11/22/2019 | COLANTUONO, HIGHSMITH &        | LABOR & EMPLOYMENT             | 336.00             | City Attorney           |
| <b>Total Amount for 9 Line Item(s) from City Attorney</b>            |            |                                |                                | <b>\$48,537.59</b> |                         |
| <b>City Council</b>  |            |                                |                                |                    |                         |
| 107109   | 12/11/2019 | SCOTT ROEB                     | CATERING- REORG                | 4,743.54           | City Council            |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 2 of 30

| Check No. | Check Date | Vendor Name                 | Check Description              | Amount   | Department   |
|-----------|------------|-----------------------------|--------------------------------|----------|--------------|
| 106963    | 11/22/2019 | ALLEN/KERRIE//              | STATE OF THE CITY- CULINARY    | 1,190.74 | City Council |
| 106813    | 11/6/2019  | PIN CENTER/THE//            | CITY LOGO LAPEL PINS           | 978.50   | City Council |
| 106855    | 11/13/2019 | LATTE ON LOCATION           | 2019 SOTC- COFFEE BAR          | 900.00   | City Council |
| 107081    | 12/11/2019 | GROWTH & IMPROVEMENT INC    | CITY COUNCIL REORG RECEPTION   | 662.00   | City Council |
| 107054    | 12/6/2019  | GROWTH & IMPROVEMENT INC    | CITY COUNCIL REORG RECEPTION   | 602.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- LCC                      | 600.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- STILLPOINT FAMILY        | 575.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- KEVIN CORDASCO FOUND     | 350.00   | City Council |
| 107001    | 11/22/2019 | ROTARY CLUB OF CALABASAS    | ANNUAL MEMBERSHIP- M.S. MAURER | 300.00   | City Council |
| 106989    | 11/22/2019 | J THAYER COMPANY, INC.      | OFFICE SUPPLIES                | 263.28   | City Council |
| 106981    | 11/22/2019 | CONEJO AWARDS               | SOTC AWARDS                    | 257.40   | City Council |
| 106969    | 11/22/2019 | CALABASAS HIGH SCHOOL       | DONATION- SOTC 2019            | 250.00   | City Council |
| 106968    | 11/22/2019 | CALABASAS HIGH SCHOOL       | DONATION- SOTC 2019            | 250.00   | City Council |
| 107066    | 12/11/2019 | CALABASAS HIGH SCHOOL       | DONATION- REORG 2019           | 250.00   | City Council |
| 107003    | 11/22/2019 | SECURAL SECURITY CORP       | SECURITY- SOTC                 | 248.32   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- ROSTI TUSCAN KITCHEN     | 245.75   | City Council |
| 106867    | 11/13/2019 | SAFE PASSAGES               | DONATION                       | 200.00   | City Council |
| 106971    | 11/22/2019 | CALABASAS HIGH SCHOOL       | DONATION- SOTC 2019            | 200.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- CALABASAS SELF STORAGE   | 199.00   | City Council |
| 106838    | 11/13/2019 | CHABAD OF CALABASAS         | DONATION                       | 180.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- KEVIN CORDASCO FOUND     | 175.00   | City Council |
| 107044    | 12/4/2019  | SHAPIRO/DAVID//             | REIMB TRAVEL EXP- LCC 2019     | 162.85   | City Council |
| 106970    | 11/22/2019 | CALABASAS HIGH SCHOOL       | DONATION- SOTC 2019            | 150.00   | City Council |
| 107071    | 12/11/2019 | CENTER FOR YOUTH PATRIOTISM | DONATION                       | 150.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- ENCINO CHAMBERS          | 120.00   | City Council |
| 107067    | 12/11/2019 | CALABASAS HIGH SCHOOL       | DONATION- REORG 2019           | 100.00   | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- CORNER BAKERY            | 85.00    | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- ENCINO CHAMBERS          | 60.00    | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- PAPERLESS POST           | 50.00    | City Council |
| 106881    | 11/14/2019 | US BANK                     | VISA- CALABASAS CHAMBERS       | 35.00    | City Council |

**Total Amount for 31 Line Item(s) from City Council**

**\$14,533.38**

**City Management**

|        |            |                          |                          |          |                 |
|--------|------------|--------------------------|--------------------------|----------|-----------------|
| 106988 | 11/22/2019 | ICMA MEMBERSHIP RENEWALS | MEMBERSHIP 2019          | 1,400.00 | City Management |
| 107053 | 12/4/2019  | YALDA/ROBERT//           | REIMB TRAVEL EXP- AIB    | 1,053.65 | City Management |
| 106881 | 11/14/2019 | US BANK                  | VISA- ENTERPRISE         | 753.88   | City Management |
| 106881 | 11/14/2019 | US BANK                  | VISA- PHEASANT RUN HOTEL | 750.40   | City Management |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 3 of 30

| Check No.  | Check Date | Vendor Name    | Check Description           | Amount            | Department      |
|--|------------|----------------|-----------------------------|-------------------|-----------------|
| 106881   | 11/14/2019 | US BANK        | VISA- PHEASANT RUN HOTEL    | 750.40            | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- LCC                   | 500.00            | City Management |
| 107037   | 12/4/2019  | LYSIK/GARY J// | REIMB TRAVEL EXP- LCC 2019  | 217.15            | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- BARNES & NOBLE        | 99.85             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- SOUTHWEST PARKING MTR | 68.00             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- ENCINO CHAMBERS       | 60.00             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- DIAMOND PARKING       | 34.00             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- FEDEX/ OFFICE DEPOT   | 21.85             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- AMERICA IN BLOOM      | 20.00             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- CITGO                 | 14.80             | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- TRILLIUM              | 7.80              | City Management |
| 106881   | 11/14/2019 | US BANK        | VISA- INTERNATION           | -715.00           | City Management |
| <b>Total Amount for 16 Line Item(s) from City Management</b> |            |                |                             | <b>\$5,036.78</b> |                 |

### Civic Center O&M

|        |            |                                |                              |          |                  |
|--------|------------|--------------------------------|------------------------------|----------|------------------|
| 107047 | 12/4/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 5,888.85 | Civic Center O&M |
| 106945 | 11/20/2019 | SECURAL SECURITY CORP          | SECURITY- NIGHTLY CIV CTR    | 5,184.00 | Civic Center O&M |
| 107047 | 12/4/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 4,761.20 | Civic Center O&M |
| 106915 | 11/20/2019 | HAYNES BUILDING SERVICES, LLC  | JANITORIAL SERVICES          | 2,923.07 | Civic Center O&M |
| 107082 | 12/11/2019 | HAYNES BUILDING SERVICES, LLC  | JANITORIAL SERVICES          | 2,923.07 | Civic Center O&M |
| 106915 | 11/20/2019 | HAYNES BUILDING SERVICES, LLC  | JANITORIAL SERVICES          | 1,923.51 | Civic Center O&M |
| 107144 | 12/18/2019 | HAYNES BUILDING SERVICES, LLC  | JANITORIAL SERVICES          | 1,923.51 | Civic Center O&M |
| 106839 | 11/13/2019 | CLIMATEC BUILDING              | HVAC SERVICES                | 1,482.56 | Civic Center O&M |
| 106839 | 11/13/2019 | CLIMATEC BUILDING              | HVAC SERVICES                | 1,482.55 | Civic Center O&M |
| 107049 | 12/4/2019  | WAXIE SANITARY SUPPLY          | JANITORIAL SERVICES          | 950.03   | Civic Center O&M |
| 106918 | 11/20/2019 | INNER-I ...SECURITY IN FOCUS   | ALARM SYSTEM INSTALLATION    | 950.00   | Civic Center O&M |
| 107141 | 12/18/2019 | G & F LIGHTING SUPPLY CO.      | LIGHTING SUPPLIES            | 829.23   | Civic Center O&M |
| 107173 | 12/18/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                  | 787.65   | Civic Center O&M |
| 106927 | 11/20/2019 | LIFTECH ELEVATOR SERVICES INC  | ELEVATOR SERVICES            | 670.00   | Civic Center O&M |
| 107094 | 12/11/2019 | LIFTECH ELEVATOR SERVICES INC  | ELEVATOR SERVICES            | 670.00   | Civic Center O&M |
| 107035 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                | 645.42   | Civic Center O&M |
| 107173 | 12/18/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                  | 636.84   | Civic Center O&M |
| 106947 | 11/20/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                  | 541.02   | Civic Center O&M |
| 107035 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                | 521.83   | Civic Center O&M |
| 106881 | 11/14/2019 | US BANK                        | VISA- DISCOUNT PRINTING      | 503.70   | Civic Center O&M |
| 106800 | 11/6/2019  | EMERALD COAST PLANTSCAPES, INC | PLANT MAINTENANCE- CITY HALL | 500.00   | Civic Center O&M |
| 107075 | 12/11/2019 | EMERALD COAST PLANTSCAPES, INC | PLANT MAINTENANCE- CITY HALL | 500.00   | Civic Center O&M |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 4 of 30

| Check No.   | Check Date | Vendor Name                    | Check Description             | Amount             | Department       |
|---|------------|--------------------------------|-------------------------------|--------------------|------------------|
| 106881  | 11/14/2019 | US BANK                        | VISA- AMERICAN LEAK DETECTION | 450.00             | Civic Center O&M |
| 106947  | 11/20/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                   | 437.42             | Civic Center O&M |
| 106881  | 11/14/2019 | US BANK                        | VISA- US FLAG STORE           | 297.36             | Civic Center O&M |
| 106844  | 11/13/2019 | EMERALD COAST PLANTSCAPES, INC | PLANT MAINTENANCE- LIBRARY    | 250.00             | Civic Center O&M |
| 107075  | 12/11/2019 | EMERALD COAST PLANTSCAPES, INC | PLANT MAINTENANCE- LIBRARY    | 250.00             | Civic Center O&M |
| 107169  | 12/18/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- CIV      | 179.66             | Civic Center O&M |
| 107169  | 12/18/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- CIV      | 179.66             | Civic Center O&M |
| 106945  | 11/20/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- CIV CTR  | 179.23             | Civic Center O&M |
| 106945  | 11/20/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- CIV CTR  | 179.23             | Civic Center O&M |
| 107021  | 12/4/2019  | CHEM PRO LABORATORY, INC.      | HVAC SERVICE                  | 134.50             | Civic Center O&M |
| 107021  | 12/4/2019  | CHEM PRO LABORATORY, INC.      | HVAC SERVICE                  | 134.50             | Civic Center O&M |
| 107021  | 12/4/2019  | CHEM PRO LABORATORY, INC.      | HVAC SERVICE                  | 134.50             | Civic Center O&M |
| 107021  | 12/4/2019  | CHEM PRO LABORATORY, INC.      | HVAC SERVICE                  | 134.50             | Civic Center O&M |
| 106881  | 11/14/2019 | US BANK                        | VISA- RESEDA JANITORIAL       | 49.22              | Civic Center O&M |
| 107034  | 12/4/2019  | L.A. CO. DEPT. OF HLTH SERVICE | BACKFLOW DEVICE FEE           | 18.50              | Civic Center O&M |
| 107034  | 12/4/2019  | L.A. CO. DEPT. OF HLTH SERVICE | BACKFLOW DEVICE FEE           | 18.50              | Civic Center O&M |
| 106881  | 11/14/2019 | US BANK                        | VISA- HARBOR FREIGHTS         | 8.75               | Civic Center O&M |
| 106881  | 11/14/2019 | US BANK                        | VISA- HOME DEPOT/OFFICE DEPOT | -96.02             | Civic Center O&M |
| <b>Total Amount for 40 Line Item(s) from Civic Center O&amp;M</b> |            |                                |                               | <b>\$40,137.55</b> |                  |

**Community Development**

|        |            |                            |                          |           |                       |
|--------|------------|----------------------------|--------------------------|-----------|-----------------------|
| 106931 | 11/20/2019 | M6 CONSULTING, INC.        | PLAN CHECK SERVICES      | 42,983.44 | Community Development |
| 106929 | 11/20/2019 | LOS ANGELES LAFCO          | MUNICIPAL SERVICE REVIEW | 25,000.00 | Community Development |
| 107095 | 12/11/2019 | M6 CONSULTING, INC.        | PLAN CHECK SERVICES      | 21,648.56 | Community Development |
| 107095 | 12/11/2019 | M6 CONSULTING, INC.        | INSPECTION SERVICES      | 20,920.94 | Community Development |
| 106866 | 11/13/2019 | RINCON CONSULTANTS INC     | ENVIRONMENTAL CONSULTING | 15,048.58 | Community Development |
| 106931 | 11/20/2019 | M6 CONSULTING, INC.        | PERMIT SERVICES          | 13,422.50 | Community Development |
| 107095 | 12/11/2019 | M6 CONSULTING, INC.        | PERMIT SERVICES          | 13,130.00 | Community Development |
| 106931 | 11/20/2019 | M6 CONSULTING, INC.        | INSPECTION SERVICES      | 8,871.20  | Community Development |
| 106891 | 11/20/2019 | CALABASAS CREST LTD        | R.A.P.- DEC 2019         | 7,056.00  | Community Development |
| 106996 | 11/22/2019 | M6 CONSULTING, INC.        | PLAN CHECK SERVICES      | 5,315.61  | Community Development |
| 106866 | 11/13/2019 | RINCON CONSULTANTS INC     | ENVIRONMENTAL CONSULTING | 5,306.76  | Community Development |
| 106985 | 11/22/2019 | DAPEER, ROSENBLIT & LITVAK | LEGAL SERVICES           | 5,025.17  | Community Development |
| 107028 | 12/4/2019  | DUDEK & ASSOCIATES INC     | EIR CONSULTING           | 1,022.64  | Community Development |
| 106881 | 11/14/2019 | US BANK                    | VISA- HW GREENBUILD      | 987.00    | Community Development |
| 106799 | 11/6/2019  | DUDEK & ASSOCIATES INC     | EIR CONSULTING           | 947.56    | Community Development |
| 106881 | 11/14/2019 | US BANK                    | VISA- AIA                | 822.00    | Community Development |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 5 of 30

| Check No. | Check Date | Vendor Name                | Check Description            | Amount | Department            |
|-----------|------------|----------------------------|------------------------------|--------|-----------------------|
| 106799    | 11/6/2019  | DUDEK & ASSOCIATES INC     | EIR CONSULTING               | 791.75 | Community Development |
| 107136    | 12/18/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 681.06 | Community Development |
| 106923    | 11/20/2019 | KLEIN/MICHAEL//            | EXAM APPLICATION FEE         | 495.00 | Community Development |
| 106881    | 11/14/2019 | US BANK                    | VISA- SOUTHWEST AIRLINES     | 408.95 | Community Development |
| 107100    | 12/11/2019 | MICHITSCH/GLENN//          | REIMB TRAVEL EXP-GREEN BUILD | 401.00 | Community Development |
| 106866    | 11/13/2019 | RINCON CONSULTANTS INC     | ENVIRONMENTAL CONSULTING     | 347.50 | Community Development |
| 106932    | 11/20/2019 | MCCUNE/SHANNON//           | R.A.P.- DEC 2019             | 240.00 | Community Development |
| 106911    | 11/20/2019 | FLEYSHMAN/ALBERT//         | R.A.P.- DEC 2019             | 240.00 | Community Development |
| 106933    | 11/20/2019 | MEDVETSKY/LINA//           | R.A.P.- DEC 2019             | 240.00 | Community Development |
| 106943    | 11/20/2019 | RASCOE/JOAN//              | R.A.P.- DEC 2019             | 240.00 | Community Development |
| 106926    | 11/20/2019 | LEVY/ESTHER//              | R.A.P.- DEC 2019             | 240.00 | Community Development |
| 106959    | 11/20/2019 | YAZDINIAN/SUSAN//          | R.A.P.- DEC 2019             | 240.00 | Community Development |
| 106842    | 11/13/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 213.03 | Community Development |
| 106908    | 11/20/2019 | DUDEK & ASSOCIATES INC     | EIR CONSULTING               | 180.00 | Community Development |
| 106921    | 11/20/2019 | J THAYER COMPANY, INC.     | OFFICE SUPPLIES              | 176.19 | Community Development |
| 107073    | 12/11/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 146.40 | Community Development |
| 106842    | 11/13/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 125.54 | Community Development |
| 106799    | 11/6/2019  | DUDEK & ASSOCIATES INC     | EIR CONSULTING               | 120.00 | Community Development |
| 106908    | 11/20/2019 | DUDEK & ASSOCIATES INC     | EIR CONSULTING               | 120.00 | Community Development |
| 107149    | 12/18/2019 | J THAYER COMPANY, INC.     | OFFICE SUPPLIES              | 107.11 | Community Development |
| 106984    | 11/22/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 102.00 | Community Development |
| 107136    | 12/18/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 99.37  | Community Development |
| 106902    | 11/20/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 98.71  | Community Development |
| 106984    | 11/22/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 98.39  | Community Development |
| 106881    | 11/14/2019 | US BANK                    | VISA- APPLE STORE            | 96.26  | Community Development |
| 106833    | 11/13/2019 | CALIFORNIA ASSOCIATION OF  | MEMBERSHIP DUES              | 95.00  | Community Development |
| 106833    | 11/13/2019 | CALIFORNIA ASSOCIATION OF  | MEMBERSHIP DUES              | 95.00  | Community Development |
| 106892    | 11/20/2019 | CALIFORNIA ASSOCIATION OF  | MEMBERSHIP DUES              | 95.00  | Community Development |
| 106953    | 11/20/2019 | VALLEY NEWS GROUP          | LEGAL ADVERTISING            | 90.00  | Community Development |
| 107115    | 12/11/2019 | VALLEY NEWS GROUP          | LEGAL ADVERTISING            | 90.00  | Community Development |
| 106984    | 11/22/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 85.90  | Community Development |
| 106881    | 11/14/2019 | US BANK                    | VISA- OFFICE DEPOT           | 60.17  | Community Development |
| 106984    | 11/22/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 52.72  | Community Development |
| 107073    | 12/11/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 45.73  | Community Development |
| 106985    | 11/22/2019 | DAPEER, ROSENBLIT & LITVAK | LEGAL SERVICES               | 45.00  | Community Development |
| 106797    | 11/6/2019  | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 33.29  | Community Development |
| 106881    | 11/14/2019 | US BANK                    | VISA- RITE AID               | 30.64  | Community Development |
| 107136    | 12/18/2019 | CYBERCOPY, INC.            | COPY/PRINTING SERVICE        | 29.84  | Community Development |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 10/31/2019 to 12/18/2019

| Check No.  | Check Date | Vendor Name       | Check Description     | Amount              | Department            |
|--|------------|-------------------|-----------------------|---------------------|-----------------------|
| 106881   | 11/14/2019 | US BANK           | VISA- RALPHS          | 27.26               | Community Development |
| 107087   | 12/11/2019 | L.A. CO. ASSESSOR | MAPS AND POSTAGE      | 18.12               | Community Development |
| 106797   | 11/6/2019  | CYBERCOPY, INC.   | COPY/PRINTING SERVICE | 13.41               | Community Development |
| <b>Total Amount for 57 Line Item(s) from Community Development</b> |            |                   |                       | <b>\$194,663.30</b> |                       |

**Community Services**

|        |            |                                |                              |           |                    |
|--------|------------|--------------------------------|------------------------------|-----------|--------------------|
| 106792 | 11/6/2019  | BARRY KAY ENTERPRISES, INC.    | BASKETBALL UNIFORMS          | 16,954.98 | Community Services |
| 106995 | 11/22/2019 | L.A. CO. SHERIFF'S DEPT.       | SHERIFF SVCS- PUMPKIN FEST   | 11,730.05 | Community Services |
| 107055 | 12/11/2019 | AGOURA HILLS,CALABASAS COM CTR | FACILITY RENTAL- B-BALL      | 4,878.00  | Community Services |
| 106873 | 11/13/2019 | UNITED SITE SERVICES OF CA INC | PORTABLE TOILET RENTAL       | 4,383.75  | Community Services |
| 106940 | 11/20/2019 | PARKER-ANDERSON ENRICHMENT     | RECREATION INSTRUCTOR        | 3,860.50  | Community Services |
| 107174 | 12/18/2019 | SWAN-MCDONALD/DEBORAH//        | RECREATION INSTRUCTOR        | 3,588.90  | Community Services |
| 106900 | 11/20/2019 | CONEJO AWARDS                  | MILITARY SEALS               | 3,543.81  | Community Services |
| 106876 | 11/13/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- SCHL  | 3,158.66  | Community Services |
| 107117 | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- SCHL  | 3,158.66  | Community Services |
| 106881 | 11/14/2019 | US BANK                        | VISA- WEST VALLEY/SOMIS NUTS | 3,134.70  | Community Services |
| 106857 | 11/13/2019 | MCCORMICK AMBULANCE            | AMBULANCE SERVICE            | 3,000.00  | Community Services |
| 107157 | 12/18/2019 | MOMENTUM ACADEMIES             | RECREATION INSTRUCTOR        | 2,618.88  | Community Services |
| 106826 | 11/13/2019 | ALLIANT INSURANCE SERVICES INC | SPECIAL EVENTS INS- PUMPKIN  | 2,450.00  | Community Services |
| 107138 | 12/18/2019 | DIAL M PRODUCTIONS             | ENTERTAINMENT- HOLIDAY PARTY | 2,200.00  | Community Services |
| 106881 | 11/14/2019 | US BANK                        | VISA- IN N OUT/DANS SUBS     | 2,166.38  | Community Services |
| 107047 | 12/4/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 1,879.41  | Community Services |
| 106881 | 11/14/2019 | US BANK                        | VISA- Y2H                    | 1,778.28  | Community Services |
| 106881 | 11/14/2019 | US BANK                        | VISA- GEFFEN/AMC/USS IOWA    | 1,721.50  | Community Services |
| 107003 | 11/22/2019 | SECURAL SECURITY CORP          | SECURITY- AC STELLE          | 1,707.20  | Community Services |
| 106825 | 11/13/2019 | AGOURA HILLS,CALABASAS COM CTR | LEGAL SERVICES               | 1,543.45  | Community Services |
| 106847 | 11/13/2019 | GESAS/HELAIN E W.//            | RECREATION INSTRUCTOR        | 1,396.50  | Community Services |
| 106815 | 11/6/2019  | SECURAL SECURITY CORP          | SECURITY- AC STELLE          | 1,365.76  | Community Services |
| 106915 | 11/20/2019 | HAYNES BUILDING SERVICES, LLC  | JANITORIAL SERVICES          | 1,363.05  | Community Services |
| 107082 | 12/11/2019 | HAYNES BUILDING SERVICES, LLC  | JANITORIAL SERVICES          | 1,363.05  | Community Services |
| 106946 | 11/20/2019 | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 1,302.40  | Community Services |
| 107055 | 12/11/2019 | AGOURA HILLS,CALABASAS COM CTR | FACILITY RENTAL- B-BALL      | 1,260.00  | Community Services |
| 107005 | 11/22/2019 | SO CA MUNI ATHLETIC FEDERATION | CLASS INSURANCE              | 1,160.00  | Community Services |
| 106881 | 11/14/2019 | US BANK                        | VISA- SMART & FINAL/COSTCO   | 1,149.42  | Community Services |
| 106928 | 11/20/2019 | LIPSON/ROBERT//                | RECREATION INSTRUCTOR        | 1,134.00  | Community Services |
| 106875 | 11/13/2019 | VAROL/DIANA//                  | RECREATION INSTRUCTOR        | 1,130.50  | Community Services |
| 106990 | 11/22/2019 | JACKMAN/ANITA//                | RECREATION INSTRUCTOR        | 1,102.50  | Community Services |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 7 of 30

| Check No. | Check Date | Vendor Name                    | Check Description              | Amount   | Department         |
|-----------|------------|--------------------------------|--------------------------------|----------|--------------------|
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE               | 1,093.03 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- METAL PROMO/FLAGS        | 1,088.19 | Community Services |
| 106824    | 11/6/2019  | WAXIE SANITARY SUPPLY          | JANITORIAL SERVICES            | 1,081.08 | Community Services |
| 107122    | 12/11/2019 | WOLF/MEL//                     | RECREATION INSTRUCTOR          | 1,023.40 | Community Services |
| 107086    | 12/11/2019 | KOBLICK/WENDY SUE WEISS//      | RECREATION INSTRUCTOR          | 1,019.20 | Community Services |
| 107065    | 12/11/2019 | BLUM/ELIZABETH//               | RECREATION INSTRUCTOR          | 952.00   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY/HOME DEPOT           | 942.97   | Community Services |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- SCHL    | 916.16   | Community Services |
| 106876    | 11/13/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- SCHL    | 902.06   | Community Services |
| 106865    | 11/13/2019 | RECYCLE DESIGN, INC.           | MAINTENANCE SUPPLIES           | 848.00   | Community Services |
| 107077    | 12/11/2019 | FEDAK II/NICHOLAS//            | RECREATION INSTRUCTOR          | 819.00   | Community Services |
| 107120    | 12/11/2019 | WAXIE SANITARY SUPPLY          | JANITORIAL SERVICES            | 813.20   | Community Services |
| 107052    | 12/4/2019  | WOOD GRAPHICS UNLIMITED INC.   | VETERANS GARDEN                | 811.65   | Community Services |
| 106853    | 11/13/2019 | KOBLICK/WENDY SUE WEISS//      | RECREATION INSTRUCTOR          | 798.00   | Community Services |
| 106948    | 11/20/2019 | STROBER/RENA//                 | RECREATION INSTRUCTOR          | 750.00   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- CALABASAS SELF STORAGE   | 748.00   | Community Services |
| 107085    | 12/11/2019 | KLOSSNER/JENNY//               | RECREATION INSTRUCTOR          | 683.20   | Community Services |
| 107004    | 11/22/2019 | SHOEMAKER/BONNIE//             | RECREATION INSTRUCTOR          | 665.00   | Community Services |
| 107105    | 12/11/2019 | PACIFIC PLATINUM SERVICES, INC | TRANSPORT SERVICES             | 650.00   | Community Services |
| 106938    | 11/20/2019 | PACIFIC PLATINUM SERVICES, INC | TRANSPORT SERVICES             | 585.00   | Community Services |
| 106830    | 11/13/2019 | BARRY KAY ENTERPRISES, INC.    | BASKETBALL T-SHIRTS            | 550.79   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- PARKWAY REST/MICHAELS P  | 505.92   | Community Services |
| 106939    | 11/20/2019 | PARAMESH/KALANIDHI//           | RECREATION INSTRUCTOR          | 465.50   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- SMITH PIPE & SUPPLY      | 436.43   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- JOANN/HOMEGOODS/MICHAELS | 424.10   | Community Services |
| 107112    | 12/11/2019 | TANENBAUM/PATTY LIMATOLA//     | RECREATION INSTRUCTOR          | 420.00   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- ALBERTSONS/VONS/TJ       | 414.73   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- LALALAND IMPORTS         | 414.00   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY/CHEVRON              | 404.73   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- STUMPS/STAPLES           | 404.10   | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- COSTCO                   | 398.09   | Community Services |
| 107063    | 12/11/2019 | BELSLEY/JAMES//                | RECREATION INSTRUCTOR          | 392.00   | Community Services |
| 107091    | 12/11/2019 | LANDSCAPE STRUCTURES INC       | MAINTENANCE SUPPLIES           | 382.40   | Community Services |
| 107002    | 11/22/2019 | SALKIN/TOBY JACOBSON//         | RECREATION INSTRUCTOR          | 380.80   | Community Services |
| 106856    | 11/13/2019 | MAZER/NORM//                   | RECREATION INSTRUCTOR          | 378.00   | Community Services |
| 106907    | 11/20/2019 | DNA ELECTRIC                   | ELECTRICAL REPAIRS             | 340.00   | Community Services |
| 106889    | 11/20/2019 | BICKELMAN/MELANIE//            | RECREATION INSTRUCTOR          | 336.00   | Community Services |
| 107111    | 12/11/2019 | SENDOWSKI/SHULAMIT//           | RECREATION INSTRUCTOR          | 322.00   | Community Services |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 8 of 30

| Check No. | Check Date | Vendor Name                    | Check Description            | Amount | Department         |
|-----------|------------|--------------------------------|------------------------------|--------|--------------------|
| 107125    | 12/18/2019 | AT&T                           | TELEPHONE SERVICE            | 316.07 | Community Services |
| 106884    | 11/20/2019 | AT&T                           | TELEPHONE SERVICE            | 311.40 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- FACILITRON             | 297.36 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- AMAZON.COM             | 293.43 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- ATHANS ICE HOUSE       | 272.82 | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- GATES   | 268.54 | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- GRAPE   | 268.54 | Community Services |
| 106972    | 11/22/2019 | CANON FINANCIAL SERVICES INC   | CANON COPIER LEASES          | 267.98 | Community Services |
| 106945    | 11/20/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- GATES   | 267.24 | Community Services |
| 106945    | 11/20/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- GRAPE   | 267.24 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- HOME DEPOT             | 262.87 | Community Services |
| 107173    | 12/18/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                  | 251.38 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- OTC BRANDS             | 233.98 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- PARTY CITY             | 224.93 | Community Services |
| 107035    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                | 205.99 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- SPOT LIGHTING SUPPLY   | 204.50 | Community Services |
| 106991    | 11/22/2019 | JEWISH WAR VETERANS            | DONATION                     | 200.00 | Community Services |
| 106974    | 11/22/2019 | CENTER FOR YOUTH PATRIOTISM    | DONATION                     | 200.00 | Community Services |
| 107015    | 11/22/2019 | WINGS OVER WENDYS              | DONATION                     | 200.00 | Community Services |
| 107009    | 11/22/2019 | UCLA ARMY ROTC                 | DONATION                     | 200.00 | Community Services |
| 106975    | 11/22/2019 | CHARTRAND/RODGER//             | DONATION                     | 200.00 | Community Services |
| 106976    | 11/22/2019 | CHS MUSIC BOOSTERS             | DONATION                     | 200.00 | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- SR CTR  | 188.04 | Community Services |
| 106945    | 11/20/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- SR CTR  | 186.74 | Community Services |
| 106909    | 11/20/2019 | EMERALD COAST PLANTSCAPES, INC | PLANT MAINTENANCE- SR CTR    | 185.00 | Community Services |
| 106966    | 11/22/2019 | BAKER COMMODITIES INC.         | PARK CLEAN-UP                | 185.00 | Community Services |
| 107075    | 12/11/2019 | EMERALD COAST PLANTSCAPES, INC | PLANT MAINTENANCE- SR CTR    | 185.00 | Community Services |
| 107161    | 12/18/2019 | OSLER BISHOP & ASSOCIATES      | RECREATION INSTRUCTOR        | 182.00 | Community Services |
| 106978    | 11/22/2019 | CLEANSTREET INC                | STREET CLEAN-UP              | 181.05 | Community Services |
| 107169    | 12/18/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- CIV     | 179.67 | Community Services |
| 106945    | 11/20/2019 | SECURAL SECURITY CORP          | PATROL CAR SERVICES- CIV CTR | 179.23 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- DS/FIRST CHOICE COFFEE | 177.34 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- CHEVRON                | 177.19 | Community Services |
| 106922    | 11/20/2019 | KATZ/TRACY//                   | RECREATION INSTRUCTOR        | 175.00 | Community Services |
| 106947    | 11/20/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                  | 172.67 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- AMAZONC.COM            | 171.14 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- TOTAL GRAPHICS         | 170.82 | Community Services |
| 106881    | 11/14/2019 | US BANK                        | VISA- COSTCO                 | 169.42 | Community Services |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 9 of 30

| Check No. | Check Date | Vendor Name                  | Check Description               | Amount | Department         |
|-----------|------------|------------------------------|---------------------------------|--------|--------------------|
| 106881    | 11/14/2019 | US BANK                      | VISA- DOMINO'S                  | 163.54 | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- 7 ELEVEN                  | 159.38 | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- CANOGA ELECTRIC           | 158.78 | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP        | PATROL CAR SERVICES- DE ANZA    | 157.42 | Community Services |
| 106945    | 11/20/2019 | SECURAL SECURITY CORP        | PATROL CAR SERVICES- DE ANZA    | 156.12 | Community Services |
| 107003    | 11/22/2019 | SECURAL SECURITY CORP        | SECURITY- VETERANS DAY          | 155.20 | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- DIRECT TV                 | 151.66 | Community Services |
| 106977    | 11/22/2019 | CLARK PEST CONTROL           | PEST CONTROL SERVICES           | 150.00 | Community Services |
| 107032    | 12/4/2019  | INNER-I ...SECURITY IN FOCUS | OCT-DEC 2019 MONITORING- DEANZ  | 135.00 | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- HOME DEPOT                | 130.94 | Community Services |
| 107137    | 12/18/2019 | DEPARTMENT OF JUSTICE        | STAFF FINGERPRINTING APPS       | 128.00 | Community Services |
| 106843    | 11/13/2019 | DNA ELECTRIC                 | ELECTRICAL REPAIRS              | 127.50 | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- ALBERTSONS                | 125.59 | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- MINUTEMAN PRESS           | 122.17 | Community Services |
| 106898    | 11/20/2019 | CLARK PEST CONTROL           | PEST CONTROL SERVICES           | 111.00 | Community Services |
| 106977    | 11/22/2019 | CLARK PEST CONTROL           | PEST CONTROL SERVICES           | 111.00 | Community Services |
| 106862    | 11/13/2019 | PORT-A-STOR INC.             | STORAGE - A E WRIGHT            | 109.00 | Community Services |
| 107106    | 12/11/2019 | PORT-A-STOR INC.             | STORAGE - A E WRIGHT            | 109.00 | Community Services |
| 106886    | 11/20/2019 | B & B PLUMBING               | PLUMBING REPAIRS                | 106.00 | Community Services |
| 107062    | 12/11/2019 | BARRY KAY ENTERPRISES, INC.  | BASKETBALL UNIFORMS             | 103.20 | Community Services |
| 107000    | 11/22/2019 | RAMMON/DIANNE//              | RECREATION INSTRUCTOR           | 100.00 | Community Services |
| 107125    | 12/18/2019 | AT&T                         | TELEPHONE SERVICE               | 100.00 | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP        | ALARM RESPONSE- SR CTR          | 99.57  | Community Services |
| 106905    | 11/20/2019 | DEPARTMENT OF JUSTICE        | STAFF FINGERPRINTING APPS       | 96.00  | Community Services |
| 107032    | 12/4/2019  | INNER-I ...SECURITY IN FOCUS | OCT-DEC 2019 MONITORING- SRC TR | 90.00  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- AMAZON.COM                | 89.54  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- CONEJO AWARDS             | 80.44  | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP        | 2-WAY RADIO                     | 80.00  | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP        | ALARM RESPONSE- CREEKSIDE       | 76.02  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- JOANN/TARGET              | 69.89  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- JERSEY MIKE'S             | 69.24  | Community Services |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP        | ALARM RESPONSE- DE ANZA         | 62.13  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- AMAZON.COM                | 60.88  | Community Services |
| 107173    | 12/18/2019 | SOUTHERN CALIFORNIA GAS CO   | GAS SERVICE                     | 60.10  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- HOME DEPOT/OFFICE DEPOT   | 55.23  | Community Services |
| 106881    | 11/14/2019 | US BANK                      | VISA- CONSTANT CONTACT          | 45.00  | Community Services |
| 107172    | 12/18/2019 | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE                | 43.26  | Community Services |
| 106957    | 11/20/2019 | WAXIE SANITARY SUPPLY        | JANITORIAL SERVICES             | 36.65  | Community Services |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 10 of 30

| Check No.  | Check Date | Vendor Name                | Check Description             | Amount              | Department         |
|--|------------|----------------------------|-------------------------------|---------------------|--------------------|
| 106880   | 11/13/2019 | ZEE MEDICAL SERVICE CO.    | FIRST AID KIT SUPPLIES        | 31.42               | Community Services |
| 106947   | 11/20/2019 | SOUTHERN CALIFORNIA GAS CO | GAS SERVICE                   | 26.32               | Community Services |
| 106869   | 11/13/2019 | SOLIE/JANET//              | RECREATION INSTRUCTOR         | 25.20               | Community Services |
| 106881   | 11/14/2019 | US BANK                    | VISA- HOME DEPOT/OFFICE DEPOT | 24.92               | Community Services |
| 106961   | 11/22/2019 | A RENTAL CONNECTION        | EQUIPMENT RENTAL -VETERAN     | 23.18               | Community Services |
| 106881   | 11/14/2019 | US BANK                    | VISA- VONS/CVS                | 20.25               | Community Services |
| 106881   | 11/14/2019 | US BANK                    | VISA- SMART & FINAL           | 18.98               | Community Services |
| 106881   | 11/14/2019 | US BANK                    | VISA- GOODWILL                | 17.95               | Community Services |
| 106957   | 11/20/2019 | WAXIE SANITARY SUPPLY      | JANITORIAL SERVICES           | 16.11               | Community Services |
| 106881   | 11/14/2019 | US BANK                    | VISA- MICHAELS/JOANNS         | 13.02               | Community Services |
| 106957   | 11/20/2019 | WAXIE SANITARY SUPPLY      | JANITORIAL SERVICES           | 2.68                | Community Services |
| 107169   | 12/18/2019 | SECURAL SECURITY CORP      | ALARM RESPONSE- SR CTR        | 1.29                | Community Services |
| 106881   | 11/14/2019 | US BANK                    | VISA- ITUNES                  | 0.99                | Community Services |
| <b>Total Amount for 158 Line Item(s) from Community Services</b> |            |                            |                               | <b>\$130,229.36</b> |                    |

**Finance**

|  |            |                                |                            |                    |         |
|--|------------|--------------------------------|----------------------------|--------------------|---------|
| 106903   | 11/20/2019 | DEAN SAFE                      | SAFE                       | 6,689.36           | Finance |
| 107123   | 12/18/2019 | ADP, INC                       | PAYROLL PROCESSING         | 6,296.79           | Finance |
| 107030   | 12/4/2019  | HDL, COREN & CONE INC.         | PROPERTY TAX SERVICES      | 1,512.50           | Finance |
| 106806   | 11/6/2019  | J THAYER COMPANY, INC.         | OFFICE SUPPLIES            | 1,108.42           | Finance |
| 107080   | 12/11/2019 | GOVERNMENT FINANCE OFFICERS    | CAFR AWARD PROGRAM FEE     | 530.00             | Finance |
| 107040   | 12/4/2019  | MUNISERVICES, LLC              | SALES TAX REPORTING SVCS   | 500.00             | Finance |
| 106789   | 11/6/2019  | ACE BUSINESS MACHINES          | ANNUAL MAINTENANCE RENEWAL | 465.00             | Finance |
| 107130   | 12/18/2019 | BRINK'S INCORPORATED           | BANK SERVICE               | 192.60             | Finance |
| 106831   | 11/13/2019 | BRINK'S INCORPORATED           | BANK SERVICE               | 192.17             | Finance |
| 106890   | 11/20/2019 | BRINK'S INCORPORATED           | BANK SERVICE               | 191.32             | Finance |
| 107130   | 12/18/2019 | BRINK'S INCORPORATED           | BANK SERVICE               | 126.56             | Finance |
| 106831   | 11/13/2019 | BRINK'S INCORPORATED           | BANK SERVICE               | 62.18              | Finance |
| 107118   | 12/11/2019 | WAREHOUSE OFFICE & PAPER PROD. | OFFICE SUPPLIES            | 49.22              | Finance |
| 106890   | 11/20/2019 | BRINK'S INCORPORATED           | BANK SERVICE               | 48.22              | Finance |
| 106806   | 11/6/2019  | J THAYER COMPANY, INC.         | OFFICE SUPPLIES            | 23.54              | Finance |
| <b>Total Amount for 15 Line Item(s) from Finance</b> |            |                                |                            | <b>\$17,987.88</b> |         |

**Library**

|        |            |              |                        |          |         |
|--------|------------|--------------|------------------------|----------|---------|
| 106863 | 11/13/2019 | PRENAX INC.  | MAGAZINE SUBSCRIPTION  | 6,069.24 | Library |
| 107069 | 12/11/2019 | CALIFA GROUP | BROADBAND SUBSCRIPTION | 4,335.00 | Library |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 11 of 30

| Check No. | Check Date | Vendor Name                  | Check Description             | Amount   | Department |
|-----------|------------|------------------------------|-------------------------------|----------|------------|
| 107129    | 12/18/2019 | BIBLIOTHECA, LLC             | E-BOOKS                       | 2,693.99 | Library    |
| 106888    | 11/20/2019 | BIBLIOTHECA, LLC             | E-BOOKS                       | 2,274.68 | Library    |
| 106829    | 11/13/2019 | BAKER & TAYLOR, LLC          | BOOKS-LIBRARY                 | 1,518.57 | Library    |
| 107031    | 12/4/2019  | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 917.95   | Library    |
| 107041    | 12/4/2019  | OCLC, INC.                   | MEMBERSHIP DUES- OCT 2019     | 760.48   | Library    |
| 106942    | 11/20/2019 | PREFERRED BENEFIT            | VISION/DENTAL PREMIUM- NOV 19 | 698.36   | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 621.59   | Library    |
| 106887    | 11/20/2019 | BCC                          | LIFE & DISABILITY INS- NOV 19 | 444.10   | Library    |
| 107079    | 12/11/2019 | GALE CENGAGE LEARNING INC    | E-BOOKS                       | 422.12   | Library    |
| 106919    | 11/20/2019 | INNOVATIVE ELECTRIC INC      | SOFTWARE MAINTENANCE          | 400.00   | Library    |
| 107125    | 12/18/2019 | AT&T                         | TELEPHONE SERVICE             | 399.14   | Library    |
| 107147    | 12/18/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 381.38   | Library    |
| 107033    | 12/4/2019  | J THAYER COMPANY, INC.       | OFFICE SUPPLIES               | 338.91   | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 269.47   | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | E- AUDIO BOOKS                | 268.80   | Library    |
| 106795    | 11/6/2019  | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 254.12   | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 239.72   | Library    |
| 107016    | 12/4/2019  | AT&T                         | TELEPHONE SERVICE             | 198.84   | Library    |
| 107017    | 12/4/2019  | BAKER & TAYLOR, LLC          | BOOKS-LIBRARY                 | 187.91   | Library    |
| 107050    | 12/4/2019  | WENGER/DEANNE//              | YOGA INSTRUCTOR- LIBRARY      | 180.00   | Library    |
| 106881    | 11/14/2019 | US BANK                      | VISA- SMART & FINAL           | 163.95   | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | E- AUDIO BOOKS                | 161.82   | Library    |
| 106834    | 11/13/2019 | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 149.88   | Library    |
| 106834    | 11/13/2019 | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 149.88   | Library    |
| 107019    | 12/4/2019  | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 149.88   | Library    |
| 107019    | 12/4/2019  | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 149.88   | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                   | 141.76   | Library    |
| 107043    | 12/4/2019  | RECORDED BOOKS, LLC          | BOOKS ON CD                   | 135.47   | Library    |
| 107108    | 12/11/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                   | 116.03   | Library    |
| 107147    | 12/18/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 107.65   | Library    |
| 106881    | 11/14/2019 | US BANK                      | VISA- JUNIOR LIBRARY GUILD    | 100.98   | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                   | 97.16    | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                 | 92.40    | Library    |
| 107032    | 12/4/2019  | INNER-I ...SECURITY IN FOCUS | OCT-DEC 2019 MONITORING- LIB  | 90.00    | Library    |
| 107039    | 12/4/2019  | MIDWEST TAPE, LLC            | DVD'S-LIBRARY                 | 88.17    | Library    |
| 107043    | 12/4/2019  | RECORDED BOOKS, LLC          | E- AUDIO BOOKS                | 83.72    | Library    |
| 107156    | 12/18/2019 | MIDWEST TAPE, LLC            | DVD'S-LIBRARY                 | 83.51    | Library    |
| 107061    | 12/11/2019 | BAKER & TAYLOR, LLC          | BOOKS-LIBRARY                 | 78.64    | Library    |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 12 of 30

| Check No. | Check Date | Vendor Name                  | Check Description            | Amount | Department |
|-----------|------------|------------------------------|------------------------------|--------|------------|
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 75.47  | Library    |
| 106881    | 11/14/2019 | US BANK                      | VISA- SIGNWORLD              | 74.80  | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                  | 73.74  | Library    |
| 106944    | 11/20/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                  | 73.74  | Library    |
| 107031    | 12/4/2019  | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 67.04  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 63.52  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 61.65  | Library    |
| 106858    | 11/13/2019 | MIDWEST TAPE, LLC            | DVD'S-LIBRARY                | 57.41  | Library    |
| 107043    | 12/4/2019  | RECORDED BOOKS, LLC          | E- AUDIO BOOKS               | 56.90  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 55.80  | Library    |
| 106934    | 11/20/2019 | MIDWEST TAPE, LLC            | DVD'S-LIBRARY                | 53.03  | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | E- AUDIO BOOKS               | 50.83  | Library    |
| 107166    | 12/18/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                  | 48.55  | Library    |
| 107166    | 12/18/2019 | RECORDED BOOKS, LLC          | E- AUDIO BOOKS               | 48.02  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 47.24  | Library    |
| 106796    | 11/6/2019  | CANON SOLUTIONS AMERICA, INC | COPIER SVC PROGRAM- FTG80700 | 39.91  | Library    |
| 107020    | 12/4/2019  | CANON SOLUTIONS AMERICA, INC | COPIER SVC PROGRAM- FTG80700 | 39.91  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 32.15  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 32.13  | Library    |
| 107101    | 12/11/2019 | MIDWEST TAPE, LLC            | DVD'S-LIBRARY                | 29.12  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 28.22  | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | E- AUDIO BOOKS               | 26.62  | Library    |
| 106864    | 11/13/2019 | RECORDED BOOKS, LLC          | E- AUDIO BOOKS               | 24.53  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 24.04  | Library    |
| 107031    | 12/4/2019  | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 23.61  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 22.95  | Library    |
| 107031    | 12/4/2019  | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 22.95  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 20.97  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 19.70  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 19.70  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 19.69  | Library    |
| 107031    | 12/4/2019  | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 19.04  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 18.37  | Library    |
| 106917    | 11/20/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 17.72  | Library    |
| 106944    | 11/20/2019 | RECORDED BOOKS, LLC          | BOOKS ON CD                  | 17.72  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 12.47  | Library    |
| 107043    | 12/4/2019  | RECORDED BOOKS, LLC          | E- AUDIO BOOKS               | 12.01  | Library    |
| 106849    | 11/13/2019 | INGRAM LIBRARY SERVICES      | BOOKS-LIBRARY                | 11.83  | Library    |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 13 of 30

| Check No.  | Check Date | Vendor Name             | Check Description     | Amount             | Department |
|--|------------|-------------------------|-----------------------|--------------------|------------|
| 106849   | 11/13/2019 | INGRAM LIBRARY SERVICES | BOOKS-LIBRARY         | 11.82              | Library    |
| 106864   | 11/13/2019 | RECORDED BOOKS, LLC     | E- AUDIO BOOKS        | 8.97               | Library    |
| 106864   | 11/13/2019 | RECORDED BOOKS, LLC     | E- AUDIO BOOKS        | 8.97               | Library    |
| 106863   | 11/13/2019 | PRENAX INC.             | MAGAZINE SUBSCRIPTION | -25.36             | Library    |
| 106863   | 11/13/2019 | PRENAX INC.             | MAGAZINE SUBSCRIPTION | -32.50             | Library    |
| <b>Total Amount for 83 Line Item(s) from Library</b> |            |                         |                       | <b>\$27,430.15</b> |            |

**LMD #22**

|        |            |                              |                            |           |         |
|--------|------------|------------------------------|----------------------------|-----------|---------|
| 106822 | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 45,711.00 | LMD #22 |
| 106822 | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 28,048.00 | LMD #22 |
| 107036 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 20,367.54 | LMD #22 |
| 107093 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 18,318.01 | LMD #22 |
| 107117 | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 12,648.27 | LMD #22 |
| 107093 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 12,337.40 | LMD #22 |
| 107036 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 12,269.12 | LMD #22 |
| 106822 | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 10,873.00 | LMD #22 |
| 107036 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 9,263.52  | LMD #22 |
| 107093 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 9,033.30  | LMD #22 |
| 106954 | 11/20/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 8,925.55  | LMD #22 |
| 107117 | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 8,925.55  | LMD #22 |
| 107177 | 12/18/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 7,764.00  | LMD #22 |
| 107035 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 7,696.77  | LMD #22 |
| 107036 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 7,620.48  | LMD #22 |
| 107093 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 7,504.64  | LMD #22 |
| 106937 | 11/20/2019 | PACIFIC COAST FALCONRY INC.  | BIRD CONTROL SERVICES      | 6,250.00  | LMD #22 |
| 107093 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 6,063.92  | LMD #22 |
| 107092 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 6,028.85  | LMD #22 |
| 107117 | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 5,954.12  | LMD #22 |
| 107036 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 5,776.28  | LMD #22 |
| 106827 | 11/13/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE      | 5,727.85  | LMD #22 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE      | 5,727.85  | LMD #22 |
| 107128 | 12/18/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE      | 5,727.85  | LMD #22 |
| 106822 | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 5,137.00  | LMD #22 |
| 106861 | 11/13/2019 | PACIFIC COAST FALCONRY INC.  | BIRD CONTROL SERVICES      | 5,000.00  | LMD #22 |
| 106937 | 11/20/2019 | PACIFIC COAST FALCONRY INC.  | BIRD CONTROL SERVICES      | 5,000.00  | LMD #22 |
| 107117 | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 4,960.00  | LMD #22 |
| 107117 | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 4,895.86  | LMD #22 |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 14 of 30

| Check No. | Check Date | Vendor Name                  | Check Description          | Amount   | Department |
|-----------|------------|------------------------------|----------------------------|----------|------------|
| 106958    | 11/20/2019 | WESTRIDGE CALABASAS HOA      | LANDSCAPE MAINTENANCE      | 4,755.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 4,632.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 4,588.00 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 4,418.30 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 4,266.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 4,000.04 | LMD #22    |
| 106937    | 11/20/2019 | PACIFIC COAST FALCONRY INC.  | BIRD CONTROL SERVICES      | 3,950.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 3,843.47 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 3,337.99 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 2,970.84 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 2,632.92 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 2,523.98 | LMD #22    |
| 106794    | 11/6/2019  | CALABASAS PARK ESTATES       | LANDSCAPE SERVICES         | 2,500.00 | LMD #22    |
| 107068    | 12/11/2019 | CALABASAS HILLS HOA          | LANDSCAPE SERVICES         | 2,300.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 2,278.29 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 2,226.00 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 2,136.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 2,070.00 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 2,063.61 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 2,018.04 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 1,981.26 | LMD #22    |
| 107092    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 1,963.83 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,944.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,788.00 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,752.00 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 1,747.97 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,485.21 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 1,448.68 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,375.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,284.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,284.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,208.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,174.00 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,138.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,100.86 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 1,086.00 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE              | 1,026.42 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD | 986.00   | LMD #22    |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 15 of 30

| Check No. | Check Date | Vendor Name                   | Check Description          | Amount | Department |
|-----------|------------|-------------------------------|----------------------------|--------|------------|
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 968.20 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 888.50 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 879.57 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 815.01 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 769.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 716.00 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 681.52 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 651.15 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 638.59 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 632.65 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 603.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 594.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 586.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 550.00 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 550.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 549.00 | LMD #22    |
| 107060    | 12/11/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 511.05 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 495.00 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 469.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 431.69 | LMD #22    |
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 424.16 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 404.53 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 384.00 | LMD #22    |
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 376.88 | LMD #22    |
| 106817    | 11/6/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 348.19 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 326.72 | LMD #22    |
| 106935    | 11/20/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS | 307.50 | LMD #22    |
| 107093    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 284.85 | LMD #22    |
| 107036    | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 270.16 | LMD #22    |
| 106817    | 11/6/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 264.72 | LMD #22    |
| 106817    | 11/6/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 248.82 | LMD #22    |
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 244.50 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 242.53 | LMD #22    |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 237.97 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 215.00 | LMD #22    |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 215.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 203.00 | LMD #22    |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 171.48 | LMD #22    |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 16 of 30

| Check No.   | Check Date | Vendor Name                  | Check Description             | Amount              | Department |
|---|------------|------------------------------|-------------------------------|---------------------|------------|
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 128.00              | LMD #22    |
| 107177  | 12/18/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 128.00              | LMD #22    |
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 117.28              | LMD #22    |
| 106942  | 11/20/2019 | PREFERRED BENEFIT            | VISION/DENTAL PREMIUM- NOV 19 | 115.75              | LMD #22    |
| 106946  | 11/20/2019 | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 110.17              | LMD #22    |
| 107172  | 12/18/2019 | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 108.39              | LMD #22    |
| 107047  | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 107.60              | LMD #22    |
| 106822  | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 93.04               | LMD #22    |
| 106887  | 11/20/2019 | BCC                          | LIFE & DISABILITY INS- NOV 19 | 82.15               | LMD #22    |
| 106822  | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 49.06               | LMD #22    |
| 107047  | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 35.97               | LMD #22    |
| 106817  | 11/6/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 34.02               | LMD #22    |
| 107047  | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 33.12               | LMD #22    |
| 106817  | 11/6/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 31.29               | LMD #22    |
| 107047  | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 22.30               | LMD #22    |
| 106817  | 11/6/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 21.16               | LMD #22    |
| 107036  | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE                 | 11.69               | LMD #22    |
| <b>Total Amount for 122 Line Item(s) from LMD #22</b> |            |                              |                               | <b>\$408,217.37</b> |            |

**LMD #24**

|        |            |                               |                            |          |         |
|--------|------------|-------------------------------|----------------------------|----------|---------|
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 7,304.60 | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 7,304.60 | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 7,304.60 | LMD #24 |
| 107103 | 12/11/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS | 4,756.00 | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 4,650.00 | LMD #24 |
| 107036 | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 2,786.72 | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 2,150.00 | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 1,300.00 | LMD #24 |
| 107060 | 12/11/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 650.00   | LMD #24 |
| 107093 | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 647.39   | LMD #24 |
| 107060 | 12/11/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 400.00   | LMD #24 |
| 107060 | 12/11/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 400.00   | LMD #24 |
| 107103 | 12/11/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS | 350.00   | LMD #24 |
| 107060 | 12/11/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 260.83   | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 250.00   | LMD #24 |
| 106885 | 11/20/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 250.00   | LMD #24 |
| 107060 | 12/11/2019 | AZTECA LANDSCAPE              | LANDSCAPE MAINTENANCE      | 250.00   | LMD #24 |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 17 of 30

| Check No.  | Check Date | Vendor Name                  | Check Description             | Amount             | Department |
|--|------------|------------------------------|-------------------------------|--------------------|------------|
| 107047   | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 200.39             | LMD #24    |
| 106942   | 11/20/2019 | PREFERRED BENEFIT            | VISION/DENTAL PREMIUM- NOV 19 | 8.27               | LMD #24    |
| 106887   | 11/20/2019 | BCC                          | LIFE & DISABILITY INS- NOV 19 | 5.87               | LMD #24    |
| <b>Total Amount for 20 Line Item(s) from LMD #24</b> |            |                              |                               | <b>\$41,229.27</b> |            |
| <b>LMD #27</b>                                       |            |                              |                               |                    |            |
| 107102   | 12/11/2019 | MONT CALABASAS ASSOCIATION   | LANDSCAPE SERVICES            | 14,765.00          | LMD #27    |
| 107102   | 12/11/2019 | MONT CALABASAS ASSOCIATION   | LANDSCAPE SERVICES            | 14,765.00          | LMD #27    |
| 107102   | 12/11/2019 | MONT CALABASAS ASSOCIATION   | LANDSCAPE SERVICES            | 14,765.00          | LMD #27    |
| 107102   | 12/11/2019 | MONT CALABASAS ASSOCIATION   | LANDSCAPE SERVICES            | 14,765.00          | LMD #27    |
| 107158   | 12/18/2019 | MONT CALABASAS ASSOCIATION   | LANDSCAPE SERVICES            | 1,974.00           | LMD #27    |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 1,457.63           | LMD #27    |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 1,457.63           | LMD #27    |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 1,457.63           | LMD #27    |
| 107128   | 12/18/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 1,457.63           | LMD #27    |
| 107060   | 12/11/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 306.35             | LMD #27    |
| 107047   | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 11.03              | LMD #27    |
| 106942   | 11/20/2019 | PREFERRED BENEFIT            | VISION/DENTAL PREMIUM- NOV 19 | 2.07               | LMD #27    |
| 106887   | 11/20/2019 | BCC                          | LIFE & DISABILITY INS- NOV 19 | 1.47               | LMD #27    |
| <b>Total Amount for 13 Line Item(s) from LMD #27</b> |            |                              |                               | <b>\$67,185.44</b> |            |
| <b>LMD #32</b>                                       |            |                              |                               |                    |            |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 3,377.34           | LMD #32    |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 3,377.34           | LMD #32    |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 3,377.34           | LMD #32    |
| 107128   | 12/18/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 3,377.34           | LMD #32    |
| 107036   | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE                 | 2,330.41           | LMD #32    |
| 107093   | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE                 | 1,219.39           | LMD #32    |
| 106885   | 11/20/2019 | AZTECA LANDSCAPE             | LANDSCAPE MAINTENANCE         | 1,125.00           | LMD #32    |
| 107047   | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 21.88              | LMD #32    |
| 106817   | 11/6/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 10.87              | LMD #32    |
| 106942   | 11/20/2019 | PREFERRED BENEFIT            | VISION/DENTAL PREMIUM- NOV 19 | 2.07               | LMD #32    |
| 106887   | 11/20/2019 | BCC                          | LIFE & DISABILITY INS- NOV 19 | 1.47               | LMD #32    |
| <b>Total Amount for 11 Line Item(s) from LMD #32</b> |            |                              |                               | <b>\$18,220.45</b> |            |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 18 of 30

| Check No.                           | Check Date | Vendor Name                   | Check Description          | Amount    | Department                   |
|-------------------------------------|------------|-------------------------------|----------------------------|-----------|------------------------------|
| <b>LMD 22 - Common Benefit Area</b> |            |                               |                            |           |                              |
| 107036                              | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 15,868.24 | LMD 22 - Common Benefit Area |
| 107092                              | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 15,140.19 | LMD 22 - Common Benefit Area |
| 106964                              | 11/22/2019 | ARCH CHEMICALS, INC.          | LAKE MAINTENANCE           | 11,730.00 | LMD 22 - Common Benefit Area |
| 106964                              | 11/22/2019 | ARCH CHEMICALS, INC.          | LAKE MAINTENANCE           | 11,730.00 | LMD 22 - Common Benefit Area |
| 107058                              | 12/11/2019 | ARCH CHEMICALS, INC.          | LAKE MAINTENANCE           | 11,730.00 | LMD 22 - Common Benefit Area |
| 107058                              | 12/11/2019 | ARCH CHEMICALS, INC.          | LAKE MAINTENANCE           | 11,730.00 | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 9,677.34  | LMD 22 - Common Benefit Area |
| 107177                              | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 7,673.00  | LMD 22 - Common Benefit Area |
| 107177                              | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 6,858.00  | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 5,739.65  | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 4,389.61  | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 3,101.83  | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 2,637.95  | LMD 22 - Common Benefit Area |
| 107036                              | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 2,477.75  | LMD 22 - Common Benefit Area |
| 107036                              | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 2,224.09  | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 1,883.51  | LMD 22 - Common Benefit Area |
| 107047                              | 12/4/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 1,608.27  | LMD 22 - Common Benefit Area |
| 106817                              | 11/6/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 1,566.37  | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 1,470.30  | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 1,317.16  | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 1,245.08  | LMD 22 - Common Benefit Area |
| 107177                              | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 1,188.00  | LMD 22 - Common Benefit Area |
| 106935                              | 11/20/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS | 1,070.00  | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 884.00    | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 884.00    | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 700.33    | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 595.00    | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 576.33    | LMD 22 - Common Benefit Area |
| 107177                              | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 476.00    | LMD 22 - Common Benefit Area |
| 107092                              | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 454.06    | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 419.42    | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 419.00    | LMD 22 - Common Benefit Area |
| 106822                              | 11/6/2019  | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 409.72    | LMD 22 - Common Benefit Area |
| 107093                              | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE              | 404.83    | LMD 22 - Common Benefit Area |
| 107117                              | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 396.00    | LMD 22 - Common Benefit Area |
| 107177                              | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- LMD | 396.00    | LMD 22 - Common Benefit Area |
| 107047                              | 12/4/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE           | 372.95    | LMD 22 - Common Benefit Area |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 19 of 30

| Check No.   | Check Date | Vendor Name                  | Check Description             | Amount              | Department                   |
|---|------------|------------------------------|-------------------------------|---------------------|------------------------------|
| 106817  | 11/6/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 360.94              | LMD 22 - Common Benefit Area |
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 349.70              | LMD 22 - Common Benefit Area |
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 333.00              | LMD 22 - Common Benefit Area |
| 106881  | 11/14/2019 | US BANK                      | VISA- HOME DEPOT              | 290.40              | LMD 22 - Common Benefit Area |
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 282.84              | LMD 22 - Common Benefit Area |
| 107047  | 12/4/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 237.86              | LMD 22 - Common Benefit Area |
| 107036  | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER | WATER SERVICE                 | 211.78              | LMD 22 - Common Benefit Area |
| 106817  | 11/6/2019  | SOUTHERN CALIFORNIA EDISON   | ELECTRIC SERVICE              | 211.46              | LMD 22 - Common Benefit Area |
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 160.00              | LMD 22 - Common Benefit Area |
| 106942  | 11/20/2019 | PREFERRED BENEFIT            | VISION/DENTAL PREMIUM- NOV 19 | 131.55              | LMD 22 - Common Benefit Area |
| 106887  | 11/20/2019 | BCC                          | LIFE & DISABILITY INS- NOV 19 | 94.05               | LMD 22 - Common Benefit Area |
| 106822  | 11/6/2019  | VENCO WESTERN, INC.          | LANDSCAPE MAINTENANCE- LMD    | 73.78               | LMD 22 - Common Benefit Area |
| <b>Total Amount for 49 Line Item(s) from LMD 22 - Common Benefit Area</b> |            |                              |                               | <b>\$144,181.34</b> |                              |

### Media Operations

|        |            |                               |                          |           |                  |
|--------|------------|-------------------------------|--------------------------|-----------|------------------|
| 106904 | 11/20/2019 | DELL MARKETING L.P.           | POWER SERVER             | 20,895.82 | Media Operations |
| 106877 | 11/13/2019 | VERIZON WIRELESS              | TELEPHONE SERVICE        | 17,103.17 | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- B&H PHOTO          | 5,270.22  | Media Operations |
| 106868 | 11/13/2019 | SOLID WASTE SOLUTIONS, INC    | FILM PERMITS/SERVICES    | 1,998.75  | Media Operations |
| 107178 | 12/18/2019 | VERIZON WIRELESS              | TELEPHONE SERVICE        | 1,821.99  | Media Operations |
| 106811 | 11/6/2019  | NICKERSON/LAURA//             | CTV HOST SERVICES        | 1,732.50  | Media Operations |
| 106819 | 11/6/2019  | TIME WARNER CABLE             | CABLE MODEM- CITY HALL   | 1,615.00  | Media Operations |
| 107175 | 12/18/2019 | TIME WARNER CABLE             | CABLE MODEM- CITY HALL   | 1,615.00  | Media Operations |
| 107125 | 12/18/2019 | AT&T                          | TELEPHONE SERVICE        | 1,136.38  | Media Operations |
| 106791 | 11/6/2019  | AT&T                          | TELEPHONE SERVICE        | 1,113.44  | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- MARRIOT HOTEL      | 1,032.48  | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- AMAZON.COM         | 886.01    | Media Operations |
| 106882 | 11/20/2019 | 2ND GEAR                      | PHONES                   | 744.60    | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- NATOA              | 645.00    | Media Operations |
| 106807 | 11/6/2019  | KEY INFORMATION SYSTEMS, INC. | T-1 LINE MONTHLY FEE     | 578.77    | Media Operations |
| 106992 | 11/22/2019 | KEY INFORMATION SYSTEMS, INC. | T-1 LINE MONTHLY FEE     | 578.77    | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- DELTA AIR          | 567.60    | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- PORTOLA HOTEL      | 564.27    | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- MODERN POSTCARDS   | 535.57    | Media Operations |
| 106950 | 11/20/2019 | TIME WARNER CABLE             | CABLE MODEM- CITY HALL   | 492.70    | Media Operations |
| 106881 | 11/14/2019 | US BANK                       | VISA- POLAR PRO/BEST BUY | 300.94    | Media Operations |
| 106998 | 11/22/2019 | NATIONAL CAPTIONING INSTITUTE | CLOSED CAPTIONING SVCS   | 294.00    | Media Operations |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 20 of 30

| Check No.   | Check Date | Vendor Name                    | Check Description           | Amount             | Department       |
|---|------------|--------------------------------|-----------------------------|--------------------|------------------|
| 106950  | 11/20/2019 | TIME WARNER CABLE              | CABLE MODEM- CITY HALL      | 289.98             | Media Operations |
| 107167  | 12/18/2019 | RUSSO/MICHAEL//                | REIMB TRAVEL EXP-NATOA CONF | 221.75             | Media Operations |
| 106859  | 11/13/2019 | NEXUS TECHNOLOGIES LLC         | LASER FISCHE PORTAL         | 200.00             | Media Operations |
| 107160  | 12/18/2019 | NEXUS TECHNOLOGIES LLC         | LASER FISCHE PORTAL         | 200.00             | Media Operations |
| 106791  | 11/6/2019  | AT&T                           | TELEPHONE SERVICE           | 164.69             | Media Operations |
| 107125  | 12/18/2019 | AT&T                           | TELEPHONE SERVICE           | 164.69             | Media Operations |
| 107179  | 12/18/2019 | WAREHOUSE OFFICE & PAPER PROD. | OFFICE SUPPLIES             | 120.40             | Media Operations |
| 106912  | 11/20/2019 | GRACENOTE MEDIA SERVICES       | CTV GUIDE LISTING           | 105.86             | Media Operations |
| 107142  | 12/18/2019 | GRACENOTE MEDIA SERVICES       | CTV GUIDE LISTING           | 105.86             | Media Operations |
| 106897  | 11/20/2019 | CHARTER COMMUNICATIONS         | CABLE MODEM- CITY HALL      | 91.68              | Media Operations |
| 106881  | 11/14/2019 | US BANK                        | VISA- BOB HOPE AIRPORT      | 70.00              | Media Operations |
| 107126  | 12/18/2019 | AT&T MOBILITY                  | TELEPHONE SERVICE           | 48.24              | Media Operations |
| 106989  | 11/22/2019 | J THAYER COMPANY, INC.         | OFFICE SUPPLIES             | 47.24              | Media Operations |
| 106881  | 11/14/2019 | US BANK                        | VISA- ACORN/DAILY NEWS      | 36.99              | Media Operations |
| 106881  | 11/14/2019 | US BANK                        | VISA- INMOTION HOSTING      | 3.29               | Media Operations |
| <b>Total Amount for 37 Line Item(s) from Media Operations</b> |            |                                |                             | <b>\$63,393.65</b> |                  |

**Non-Departmental - Finance**

|        |            |                                |                               |           |                            |
|--------|------------|--------------------------------|-------------------------------|-----------|----------------------------|
| 106967 | 11/22/2019 | BLACKBOARD INC                 | ANNUAL SRVC FEE - CONNECT CTY | 29,343.55 | Non-Departmental - Finance |
| 107170 | 12/18/2019 | SO CAL REMODELING PRODUCTS INC | CDBG RES REHAB- WHEAT         | 11,871.00 | Non-Departmental - Finance |
| 107038 | 12/4/2019  | MICHAEL BAKER INTERNATIONAL    | PROFESSIONAL SERVICES         | 6,300.00  | Non-Departmental - Finance |
| 106832 | 11/13/2019 | CALABASAS HIGH SCHOOL          | EVERY 15 MINUTES              | 5,000.00  | Non-Departmental - Finance |
| 106822 | 11/6/2019  | VENCO WESTERN, INC.            | EMERGENCY- WOOLSEY FIRE 11/18 | 4,464.00  | Non-Departmental - Finance |
| 106945 | 11/20/2019 | SECURAL SECURITY CORP          | PARKING ENFORCEMENT           | 3,491.59  | Non-Departmental - Finance |
| 107110 | 12/11/2019 | SECURAL SECURITY CORP          | PARKING ENFORCEMENT           | 3,491.59  | Non-Departmental - Finance |
| 106920 | 11/20/2019 | IRON MOUNTAIN, INC.            | STORAGE SERVICES              | 2,413.02  | Non-Departmental - Finance |
| 106965 | 11/22/2019 | ART SOUP LA                    | ART RENTAL                    | 2,130.14  | Non-Departmental - Finance |
| 106894 | 11/20/2019 | CANON SOLUTIONS AMERICA, INC   | COPIER SVC PROGRAM- JME16861  | 1,716.75  | Non-Departmental - Finance |
| 106834 | 11/13/2019 | CANON FINANCIAL SERVICES INC   | CANON COPIER LEASES           | 1,371.12  | Non-Departmental - Finance |
| 106881 | 11/14/2019 | US BANK                        | VISA- LIFE STORAGE            | 1,371.00  | Non-Departmental - Finance |
| 107099 | 12/11/2019 | MICHAEL BAKER INTERNATIONAL    | PROFESSIONAL SERVICES         | 1,365.00  | Non-Departmental - Finance |
| 106881 | 11/14/2019 | US BANK                        | EMERGENCY- WOOLSEY FIRE 11/18 | 1,213.28  | Non-Departmental - Finance |
| 106997 | 11/22/2019 | MARVIN E. LOPATA & ASSOCIATES  | LAND APPRAISAL FEES           | 1,000.00  | Non-Departmental - Finance |
| 106881 | 11/14/2019 | US BANK                        | VISA- OFFICESUPPLY.COM        | 786.61    | Non-Departmental - Finance |
| 106972 | 11/22/2019 | CANON FINANCIAL SERVICES INC   | CANON COPIER LEASES           | 742.64    | Non-Departmental - Finance |
| 106796 | 11/6/2019  | CANON SOLUTIONS AMERICA, INC   | COPIER SVC PROGRAM- WXF09673  | 732.93    | Non-Departmental - Finance |
| 106972 | 11/22/2019 | CANON FINANCIAL SERVICES INC   | CANON COPIER LEASES           | 703.62    | Non-Departmental - Finance |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 21 of 30

| Check No.   | Check Date | Vendor Name                  | Check Description             | Amount             | Department                 |
|---|------------|------------------------------|-------------------------------|--------------------|----------------------------|
| 106814  | 11/6/2019  | READYREFRESH BY NESTLE       | WATER SERVICE                 | 662.67             | Non-Departmental - Finance |
| 107117  | 12/11/2019 | VENCO WESTERN, INC.          | EMERGENCY- WOOLSEY FIRE 11/18 | 637.00             | Non-Departmental - Finance |
| 106850  | 11/13/2019 | J THAYER COMPANY, INC.       | OFFICE SUPPLIES               | 516.66             | Non-Departmental - Finance |
| 107096  | 12/11/2019 | MAILFINANCE                  | POSTAGE METER LEASE           | 500.00             | Non-Departmental - Finance |
| 106795  | 11/6/2019  | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 445.41             | Non-Departmental - Finance |
| 106881  | 11/14/2019 | US BANK                      | VISA- COSTCO/RITE AID/RALPHS  | 402.76             | Non-Departmental - Finance |
| 107107  | 12/11/2019 | READYREFRESH BY NESTLE       | WATER SERVICE                 | 391.96             | Non-Departmental - Finance |
| 107149  | 12/18/2019 | J THAYER COMPANY, INC.       | OFFICE SUPPLIES               | 387.39             | Non-Departmental - Finance |
| 106881  | 11/14/2019 | US BANK                      | EMERGENCY- WOOLSEY FIRE 11/18 | 382.13             | Non-Departmental - Finance |
| 107149  | 12/18/2019 | J THAYER COMPANY, INC.       | OFFICE SUPPLIES               | 374.79             | Non-Departmental - Finance |
| 106881  | 11/14/2019 | US BANK                      | VISA- AMAZON.COM              | 269.05             | Non-Departmental - Finance |
| 106806  | 11/6/2019  | J THAYER COMPANY, INC.       | OFFICE SUPPLIES               | 259.38             | Non-Departmental - Finance |
| 107078  | 12/11/2019 | FENCE FACTORY                | EMERGENCY- WOOLSEY FIRE 11/18 | 228.75             | Non-Departmental - Finance |
| 106989  | 11/22/2019 | J THAYER COMPANY, INC.       | OFFICE SUPPLIES               | 203.77             | Non-Departmental - Finance |
| 106862  | 11/13/2019 | PORT-A-STOR INC.             | EMERGENCY- WOOLSEY FIRE 11/18 | 134.00             | Non-Departmental - Finance |
| 107163  | 12/18/2019 | PORT-A-STOR INC.             | EMERGENCY- WOOLSEY FIRE 11/18 | 134.00             | Non-Departmental - Finance |
| 106982  | 11/22/2019 | CR PRINT                     | BUSINESS CARDS                | 88.15              | Non-Departmental - Finance |
| 107135  | 12/18/2019 | CR PRINT                     | BUSINESS CARDS                | 88.15              | Non-Departmental - Finance |
| 107135  | 12/18/2019 | CR PRINT                     | BUSINESS CARDS                | 88.15              | Non-Departmental - Finance |
| 106881  | 11/14/2019 | US BANK                      | EMERGENCY- WOOLSEY FIRE 11/18 | 79.80              | Non-Departmental - Finance |
| 107134  | 12/18/2019 | CONEJO AWARDS                | NAME BADGES                   | 72.39              | Non-Departmental - Finance |
| 107070  | 12/11/2019 | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 72.03              | Non-Departmental - Finance |
| 106796  | 11/6/2019  | CANON SOLUTIONS AMERICA, INC | COPIER SVC PROGRAM- WXF09673  | 65.99              | Non-Departmental - Finance |
| 106894  | 11/20/2019 | CANON SOLUTIONS AMERICA, INC | COPIER SVC PROGRAM- KZT02095  | 64.00              | Non-Departmental - Finance |
| 106845  | 11/13/2019 | FEDERAL EXPRESS CORP.        | COURIER SERVICE               | 42.14              | Non-Departmental - Finance |
| 107020  | 12/4/2019  | CANON SOLUTIONS AMERICA, INC | COPIER SVC PROGRAM- NMC09173  | 28.01              | Non-Departmental - Finance |
| 106835  | 11/13/2019 | CANON SOLUTIONS AMERICA, INC | COPIER SVC PROGRAM- NMC09173  | 21.08              | Non-Departmental - Finance |
| 106795  | 11/6/2019  | CANON FINANCIAL SERVICES INC | CANON COPIER LEASES           | 19.78              | Non-Departmental - Finance |
| 106910  | 11/20/2019 | FEDERAL EXPRESS CORP.        | COURIER SERVICE               | 14.93              | Non-Departmental - Finance |
| 107134  | 12/18/2019 | CONEJO AWARDS                | NAME BADGES                   | 14.48              | Non-Departmental - Finance |
| 106877  | 11/13/2019 | VERIZON WIRELESS             | TELEPHONE SERVICE             | 10.77              | Non-Departmental - Finance |
| 107178  | 12/18/2019 | VERIZON WIRELESS             | TELEPHONE SERVICE             | 10.77              | Non-Departmental - Finance |
| <b>Total Amount for 51 Line Item(s) from Non-Departmental - Finance</b> |            |                              |                               | <b>\$86,218.18</b> |                            |

**Payroll**

|        |            |                   |                               |          |         |
|--------|------------|-------------------|-------------------------------|----------|---------|
| 106942 | 11/20/2019 | PREFERRED BENEFIT | VISION/DENTAL PREMIUM- NOV 19 | 6,945.10 | Payroll |
| 106887 | 11/20/2019 | BCC               | LIFE & DISABILITY INS- NOV 19 | 4,192.92 | Payroll |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 10/31/2019 to 12/18/2019

| Check No.  | Check Date | Vendor Name                 | Check Description             | Amount             | Department |
|--|------------|-----------------------------|-------------------------------|--------------------|------------|
| 106896   | 11/20/2019 | CATE/CHARLES R.//           | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106901   | 11/20/2019 | COROALLES/ANTHONY//         | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106913   | 11/20/2019 | GROVEMAN/BARRY//            | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106916   | 11/20/2019 | HILL/BOB//                  | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106930   | 11/20/2019 | LOPATA/MARVIN//             | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106941   | 11/20/2019 | PARKER/ROBIN//              | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106955   | 11/20/2019 | WASHBURN/DENNIS//           | HEALTH INS REIMB (RETIREE)    | 720.82             | Payroll    |
| 106936   | 11/20/2019 | P&A ADMINISTRATIVE SVCS INC | FSA MONTHLY ADMIN FEE- DEC 19 | 76.50              | Payroll    |
| <b>Total Amount for 10 Line Item(s) from Payroll</b> |            |                             |                               | <b>\$16,260.26</b> |            |

**Police / Fire / Safety**

|   |            |                               |                               |                     |                        |
|---|------------|-------------------------------|-------------------------------|---------------------|------------------------|
| 106995  | 11/22/2019 | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- OCT 2019        | 383,533.02          | Police / Fire / Safety |
| 106995  | 11/22/2019 | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- OCT 2019        | 9,733.43            | Police / Fire / Safety |
| 106809  | 11/6/2019  | L.A. CO. DEPT. OF ANIMAL CARE | ANIMAL HOUSING SVCS- SEP 2019 | 5,745.50            | Police / Fire / Safety |
| 107088  | 12/11/2019 | L.A. CO. DEPT. OF ANIMAL CARE | ANIMAL HOUSING SVCS- OCT 2019 | 3,807.35            | Police / Fire / Safety |
| 107090  | 12/11/2019 | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- VIEWPOINT       | 3,491.13            | Police / Fire / Safety |
| 106810  | 11/6/2019  | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- VIEWPOINT       | 2,733.66            | Police / Fire / Safety |
| 106810  | 11/6/2019  | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- THE OAKS        | 1,773.78            | Police / Fire / Safety |
| 107090  | 12/11/2019 | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- THE OAKS        | 1,715.89            | Police / Fire / Safety |
| 106810  | 11/6/2019  | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- THE OAKS        | 1,330.34            | Police / Fire / Safety |
| 106810  | 11/6/2019  | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- CAL PARK EST    | 886.89              | Police / Fire / Safety |
| 107090  | 12/11/2019 | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- CAL PARK EST    | 886.89              | Police / Fire / Safety |
| 106810  | 11/6/2019  | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- VIEWPOINT       | 772.47              | Police / Fire / Safety |
| 106995  | 11/22/2019 | L.A. CO. SHERIFF'S DEPT.      | SHERIFF SVCS- OCT 2019        | 387.50              | Police / Fire / Safety |
| 107152  | 12/18/2019 | KUSTOM SIGNALS, INC.          | LASER EQUIPMENT REPAIRS       | 85.60               | Police / Fire / Safety |
| 106808  | 11/6/2019  | KUSTOM SIGNALS, INC.          | LASER EQUIPMENT REPAIRS       | 40.39               | Police / Fire / Safety |
| <b>Total Amount for 15 Line Item(s) from Police / Fire / Safety</b> |            |                               |                               | <b>\$416,923.84</b> |                        |

**Public Safety & Emergency Preparedness**

|        |            |                                |                          |           |  |
|--------|------------|--------------------------------|--------------------------|-----------|--|
| 106999 | 11/22/2019 | PASSPORT HEALTH                | FLU CLINIC SHOTS         | 15,158.00 | Public Safety & Emergency Preparedness |
| 107064 | 12/11/2019 | BIG SHAKER ENTERPRISES, LLC    | EARTHQUAKE SIMULATOR     | 5,000.00  | Public Safety & Emergency Preparedness |
| 107072 | 12/11/2019 | CONVERGINT TECHNOLOGIES LLC    | SECURITY SERVICES        | 2,602.49  | Public Safety & Emergency Preparedness |
| 107072 | 12/11/2019 | CONVERGINT TECHNOLOGIES LLC    | SECURITY SERVICES        | 1,519.48  | Public Safety & Emergency Preparedness |
| 107057 | 12/11/2019 | ALLIANT INSURANCE SERVICES INC | SPECIAL EVENTS INS- EXPO | 809.00    | Public Safety & Emergency Preparedness |
| 106881 | 11/14/2019 | US BANK                        | VISA- STAPLES            | 527.01    | Public Safety & Emergency Preparedness |
| 107165 | 12/18/2019 | R P BARRICADE INC              | EQUIPMENT RENTAL- EXPO   | 510.30    | Public Safety & Emergency Preparedness |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 23 of 30

| Check No.  | Check Date | Vendor Name                    | Check Description              | Amount             | Department                             |
|--|------------|--------------------------------|--------------------------------|--------------------|--|
| 106881   | 11/14/2019 | US BANK                        | VISA- COSTCO/AMAZON            | 130.83             | Public Safety & Emergency Preparedness |
| <b>Total Amount for 8 Line Item(s) from Public Safety &amp; Emergency Preparedness</b> |            |                                |                                | <b>\$26,257.11</b> |  |
| <b>Public Works</b>  |            |                                |                                |                    |  |
| 107097   | 12/11/2019 | MARINA LANDSCAPE, INC.         | MALIBU HILLS ROAD PROJ         | 97,250.00          | Public Works                           |
| 107132   | 12/18/2019 | CLEANSTREET INC                | MONTHLY SVC - STREET SWEEPING  | 31,220.00          | Public Works                           |
| 106822   | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.    | 17,750.85          | Public Works                           |
| 107117   | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.    | 17,750.85          | Public Works                           |
| 106822   | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS   | 15,437.68          | Public Works                           |
| 106954   | 11/20/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS   | 15,437.68          | Public Works                           |
| 107140   | 12/18/2019 | FUSCOE ENGINEERING, INC.       | ENGINEERING SERVICES           | 10,764.81          | Public Works                           |
| 107048   | 12/4/2019  | SWRCB FEES                     | NPDES PERMIT FEE FY 19/20      | 8,539.00           | Public Works                           |
| 107132   | 12/18/2019 | CLEANSTREET INC                | MONTHLY SVC - STREET SWEEPING  | 8,328.66           | Public Works                           |
| 107036   | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                  | 5,908.42           | Public Works                           |
| 107022   | 12/4/2019  | CHRIS NELSON & ASSOCIATES, INC | SURVEY CONSULTING              | 5,800.00           | Public Works                           |
| 107024   | 12/4/2019  | COUNTY OF LOS ANGELES          | CONTRACT SERVICES              | 5,721.52           | Public Works                           |
| 106822   | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.    | 4,630.72           | Public Works                           |
| 106801   | 11/6/2019  | EXCEL PAVING COMPANY           | CITYWIDE RESURFACING PROJ      | 4,560.00           | Public Works                           |
| 106983   | 11/22/2019 | CUSTOM PRINTING, INC.          | RECYCLING CALENDARS            | 4,500.00           | Public Works                           |
| 107135   | 12/18/2019 | CR PRINT                       | WASTE MGMT RATE NOTICE         | 4,055.53           | Public Works                           |
| 106935   | 11/20/2019 | NEWBURY PARK TREE SERVICE INC  | TREE TRIMMING/REMOVAL SVCS     | 3,675.00           | Public Works                           |
| 106802   | 11/6/2019  | FACTORY DIRECT PROMOS          | REUSABLE BAGS                  | 3,219.30           | Public Works                           |
| 107092   | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                  | 2,833.02           | Public Works                           |
| 107121   | 12/11/2019 | WILHELM/RICHARD FRANK//        | FIELD INVESTIGTN/DRAFTING SVCS | 2,805.00           | Public Works                           |
| 107036   | 12/4/2019  | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                  | 2,666.11           | Public Works                           |
| 107148   | 12/18/2019 | ISSAKHANI/MARINA//             | CONSULTING SERVICES            | 2,650.00           | Public Works                           |
| 107092   | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                  | 2,636.11           | Public Works                           |
| 106949   | 11/20/2019 | SWRCB FEES                     | NPDES PERMIT FEE FY 19/20      | 2,625.00           | Public Works                           |
| 106805   | 11/6/2019  | ISSAKHANI/MARINA//             | CONSULTING SERVICES            | 2,325.00           | Public Works                           |
| 106935   | 11/20/2019 | NEWBURY PARK TREE SERVICE INC  | TREE TRIMMING/REMOVAL SVCS     | 2,226.00           | Public Works                           |
| 107117   | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.    | 2,102.17           | Public Works                           |
| 106822   | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS   | 2,007.11           | Public Works                           |
| 106822   | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.    | 1,994.00           | Public Works                           |
| 107117   | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS   | 1,602.00           | Public Works                           |
| 106822   | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS   | 1,587.00           | Public Works                           |
| 107051   | 12/4/2019  | WILLDAN ASSOCIATES INC.        | GEOTECH REVIEW                 | 1,542.00           | Public Works                           |
| 107117   | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS   | 1,388.00           | Public Works                           |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 24 of 30

| Check No. | Check Date | Vendor Name                   | Check Description            | Amount   | Department   |
|-----------|------------|-------------------------------|------------------------------|----------|--------------|
| 107076    | 12/11/2019 | FARASSATI/ALEX//              | REIMB- RECYCLING CONTEST     | 1,250.00 | Public Works |
| 106935    | 11/20/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS   | 1,237.50 | Public Works |
| 107051    | 12/4/2019  | WILLDAN ASSOCIATES INC.       | GRADING & DRAINAGE REVIEW    | 1,045.00 | Public Works |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- PARKS | 1,030.00 | Public Works |
| 107143    | 12/18/2019 | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 962.50   | Public Works |
| 107143    | 12/18/2019 | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 962.50   | Public Works |
| 106803    | 11/6/2019  | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 925.00   | Public Works |
| 106983    | 11/22/2019 | CUSTOM PRINTING, INC.         | RECYCLING CALENDARS          | 878.13   | Public Works |
| 106803    | 11/6/2019  | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 875.00   | Public Works |
| 107029    | 12/4/2019  | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 875.00   | Public Works |
| 106914    | 11/20/2019 | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 875.00   | Public Works |
| 107046    | 12/4/2019  | SO-CAL PRESSURE WASH          | PRESSURE WASHING             | 790.00   | Public Works |
| 106879    | 11/13/2019 | WILLDAN ASSOCIATES INC.       | PUBLIC WORKS SERVICES        | 782.00   | Public Works |
| 107084    | 12/11/2019 | KHANDAKER/ASHIQUE//           | CONSULTING SERVICES          | 710.00   | Public Works |
| 106852    | 11/13/2019 | KHANDAKER/ASHIQUE//           | CONSULTING SERVICES          | 700.00   | Public Works |
| 106852    | 11/13/2019 | KHANDAKER/ASHIQUE//           | CONSULTING SERVICES          | 700.00   | Public Works |
| 106914    | 11/20/2019 | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 700.00   | Public Works |
| 106993    | 11/22/2019 | KHANDAKER/ASHIQUE//           | CONSULTING SERVICES          | 700.00   | Public Works |
| 106879    | 11/13/2019 | WILLDAN ASSOCIATES INC.       | GEOTECH REVIEW               | 607.00   | Public Works |
| 107092    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE                | 571.34   | Public Works |
| 107014    | 11/22/2019 | WILLDAN ASSOCIATES INC.       | GRADING & DRAINAGE REVIEW    | 570.00   | Public Works |
| 107103    | 12/11/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS   | 570.00   | Public Works |
| 106993    | 11/22/2019 | KHANDAKER/ASHIQUE//           | CONSULTING SERVICES          | 560.00   | Public Works |
| 107029    | 12/4/2019  | HAJIZADEH/HOUMAN//            | CONSULTING SERVICES          | 525.00   | Public Works |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- PARKS | 459.21   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- PARKS | 455.00   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- PARKS | 455.00   | Public Works |
| 107103    | 12/11/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS   | 435.00   | Public Works |
| 107084    | 12/11/2019 | KHANDAKER/ASHIQUE//           | CONSULTING SERVICES          | 420.00   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- P.W.  | 370.00   | Public Works |
| 107092    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE                | 320.37   | Public Works |
| 106935    | 11/20/2019 | NEWBURY PARK TREE SERVICE INC | TREE TRIMMING/REMOVAL SVCS   | 300.00   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- PARKS | 293.00   | Public Works |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- P.W.  | 280.00   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- P.W.  | 280.00   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- P.W.  | 273.00   | Public Works |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- P.W.  | 260.00   | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- P.W.  | 260.00   | Public Works |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 25 of 30

| Check No. | Check Date | Vendor Name                    | Check Description            | Amount | Department   |
|-----------|------------|--------------------------------|------------------------------|--------|--------------|
| 107117    | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS | 256.00 | Public Works |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.  | 241.00 | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS | 238.00 | Public Works |
| 106962    | 11/22/2019 | AGOURA HILLS,CALABASAS COM CTR | FACILITY RENTAL              | 226.88 | Public Works |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.  | 199.00 | Public Works |
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 180.15 | Public Works |
| 106822    | 11/6/2019  | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS | 170.00 | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS | 160.00 | Public Works |
| 107115    | 12/11/2019 | VALLEY NEWS GROUP              | LEGAL ADVERTISING            | 150.00 | Public Works |
| 106806    | 11/6/2019  | J THAYER COMPANY, INC.         | OFFICE SUPPLIES              | 145.33 | Public Works |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS | 142.00 | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- PARKS | 142.00 | Public Works |
| 106935    | 11/20/2019 | NEWBURY PARK TREE SERVICE INC  | TREE TRIMMING/REMOVAL SVCS   | 131.25 | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY/HOME DEPOT         | 129.95 | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY/HOME DEPOT         | 128.77 | Public Works |
| 106817    | 11/6/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 99.85  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY/HOME DEPOT         | 98.48  | Public Works |
| 106879    | 11/13/2019 | WILLDAN ASSOCIATES INC.        | GRADING & DRAINAGE REVIEW    | 95.00  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- HARBOR FREIGHTS        | 76.59  | Public Works |
| 106879    | 11/13/2019 | WILLDAN ASSOCIATES INC.        | GRADING & DRAINAGE REVIEW    | 75.00  | Public Works |
| 107117    | 12/11/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.  | 74.50  | Public Works |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- P.W.  | 74.50  | Public Works |
| 107114    | 12/11/2019 | UNDERGROUND SERVICE ALERT      | MONTHLY MEMBERSHIP FEE       | 67.75  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- FEDEX/ OFFICE DEPOT    | 66.99  | Public Works |
| 106952    | 11/20/2019 | UNDERGROUND SERVICE ALERT      | MONTHLY MEMBERSHIP FEE       | 66.10  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- BEST OF SIGNS          | 56.55  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY                    | 49.24  | Public Works |
| 106906    | 11/20/2019 | DIG SAFE BOARD                 | STATE REGULATORY FEE         | 43.43  | Public Works |
| 107074    | 12/11/2019 | DIG SAFE BOARD                 | STATE REGULATORY FEE         | 43.43  | Public Works |
| 106877    | 11/13/2019 | VERIZON WIRELESS               | TELEPHONE SERVICE            | 38.01  | Public Works |
| 107178    | 12/18/2019 | VERIZON WIRELESS               | TELEPHONE SERVICE            | 38.01  | Public Works |
| 107172    | 12/18/2019 | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 23.29  | Public Works |
| 106946    | 11/20/2019 | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE             | 21.47  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- HYATT REGENCY          | 19.00  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- HOME DEPOT/DIY         | 14.88  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- HOME DEPOT/DIY         | 14.21  | Public Works |
| 106881    | 11/14/2019 | US BANK                        | VISA- LANDSCAPE ONLINE       | 10.00  | Public Works |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 10/31/2019 to 12/18/2019

| Check No.   | Check Date | Vendor Name                    | Check Description              | Amount              | Department                       |
|---|------------|--------------------------------|--------------------------------|---------------------|----------------------------------|
| <b>Total Amount for 108 Line Item(s) from Public Works</b>                    |            |                                |                                | <b>\$325,606.70</b> |                                  |
| <b>Recoverable / Refund / Liability</b>                                       |            |                                |                                |                     |                                  |
| 106793  | 11/6/2019  | BIETY/RACHEL//                 | EMPLOYEE COMPUTER LOAN         | 2,962.49            | Recoverable / Refund / Liability |
| 106986  | 11/22/2019 | GIN/JEFFREY//                  | REFUND PLANNING FEE            | 2,366.00            | Recoverable / Refund / Liability |
| 107027  | 12/4/2019  | DEPARTMENT OF CONSERVATION     | 3RD QUARTER 2019 SMIP FEE      | 1,896.81            | Recoverable / Refund / Liability |
| 106828  | 11/13/2019 | BABIKIS/ALAN & MYRNA//         | REFUND PLANNING FEES           | 1,768.00            | Recoverable / Refund / Liability |
| 107008  | 11/22/2019 | TRUADDITIONS CORP              | REFUND PLANNING FEE            | 1,474.80            | Recoverable / Refund / Liability |
| 107023  | 12/4/2019  | COHEN/SPARKY//                 | EMPLOYEE COMPUTER LOAN         | 1,375.69            | Recoverable / Refund / Liability |
| 107011  | 11/22/2019 | VIEWPOINT EDUCATIONAL          | FACILITY RENTAL REFUND         | 1,062.00            | Recoverable / Refund / Liability |
| 107042  | 12/4/2019  | P&A ADMINISTRATIVE SVCS INC    | FSA-MED CARE REIMBURSEMENT     | 1,057.53            | Recoverable / Refund / Liability |
| 107018  | 12/4/2019  | CALIFORNIA BUILDING STANDARDS  | 3RD QTR 2019 GREEN BLDG        | 977.40              | Recoverable / Refund / Liability |
| 107104  | 12/11/2019 | P&A ADMINISTRATIVE SVCS INC    | FSA-MED/DEP CARE REIMBURSEMENT | 849.63              | Recoverable / Refund / Liability |
| 106860  | 11/13/2019 | P&A ADMINISTRATIVE SVCS INC    | FSA-DEP CARE REIMBURSEMENT     | 769.24              | Recoverable / Refund / Liability |
| 106812  | 11/6/2019  | P&A ADMINISTRATIVE SVCS INC    | FSA-MED CARE REIMBURSEMENT     | 401.06              | Recoverable / Refund / Liability |
| 107042  | 12/4/2019  | P&A ADMINISTRATIVE SVCS INC    | FSA-MED/DEP CARE REIMBURSEMENT | 384.62              | Recoverable / Refund / Liability |
| 107010  | 11/22/2019 | VEHICLE REGISTRATION COLLECTNS | WAGE GARNISHMENT- 11/22/19     | 289.00              | Recoverable / Refund / Liability |
| 107162  | 12/18/2019 | P&A ADMINISTRATIVE SVCS INC    | FSA-MED CARE REIMBURSEMENT     | 245.42              | Recoverable / Refund / Liability |
| 107104  | 12/11/2019 | P&A ADMINISTRATIVE SVCS INC    | FSA-MED/DEP CARE REIMBURSEMENT | 192.31              | Recoverable / Refund / Liability |
| 107007  | 11/22/2019 | TRILEAF CORPORATION            | REFUND PLANNING FEE            | 163.00              | Recoverable / Refund / Liability |
| 106820  | 11/6/2019  | TOMMASI/JOANNE//               | BUS PASS REFUND                | 128.00              | Recoverable / Refund / Liability |
| 106816  | 11/6/2019  | SEDMAN/MALKA//                 | RECREATION REFUND              | 94.00               | Recoverable / Refund / Liability |
| 107145  | 12/18/2019 | HERVEY/STEVE//                 | RECREATION REFUND              | 59.00               | Recoverable / Refund / Liability |
| 107042  | 12/4/2019  | P&A ADMINISTRATIVE SVCS INC    | FSA-MED/DEP CARE REIMBURSEMENT | 50.00               | Recoverable / Refund / Liability |
| 106881  | 11/14/2019 | US BANK                        | VISA- VONS/CVS                 | 24.65               | Recoverable / Refund / Liability |
| 107025  | 12/4/2019  | CROSSTOWN ELECTRICAL           | TRAFFIC LIGHTING SERVICES      | -54.00              | Recoverable / Refund / Liability |
| 107025  | 12/4/2019  | CROSSTOWN ELECTRICAL           | TRAFFIC LIGHTING SERVICES      | -122.72             | Recoverable / Refund / Liability |
| 106801  | 11/6/2019  | EXCEL PAVING COMPANY           | CITYWIDE RESURFACING PROJ      | -228.00             | Recoverable / Refund / Liability |
| 107170  | 12/18/2019 | SO CAL REMODELING PRODUCTS INC | CDBG RES REHAB- WHEAT          | -1,187.10           | Recoverable / Refund / Liability |
| 107097  | 12/11/2019 | MARINA LANDSCAPE, INC.         | MALIBU HILLS ROAD PROJ         | -4,862.50           | Recoverable / Refund / Liability |
| 107025  | 12/4/2019  | CROSSTOWN ELECTRICAL           | TRAFFIC LIGHTING SERVICES      | -10,852.22          | Recoverable / Refund / Liability |
| <b>Total Amount for 28 Line Item(s) from Recoverable / Refund / Liability</b> |            |                                |                                | <b>\$1,284.11</b>   |                                  |
| <b>Tennis &amp; Swim Center</b>   |            |                                |                                |                     |                                  |
| 107092  | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                  | 4,688.14            | Tennis & Swim Center             |
| 107173  | 12/18/2019 | SOUTHERN CALIFORNIA GAS CO     | GAS SERVICE                    | 4,061.53            | Tennis & Swim Center             |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 27 of 30

| Check No. | Check Date | Vendor Name                   | Check Description            | Amount   | Department           |
|-----------|------------|-------------------------------|------------------------------|----------|----------------------|
| 106947    | 11/20/2019 | SOUTHERN CALIFORNIA GAS CO    | GAS SERVICE                  | 3,843.02 | Tennis & Swim Center |
| 106980    | 11/22/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 1,752.35 | Tennis & Swim Center |
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE             | 1,685.15 | Tennis & Swim Center |
| 106837    | 11/13/2019 | CASCIONE/GAYLENE//            | RECREATION INSTRUCTOR        | 1,545.60 | Tennis & Swim Center |
| 107131    | 12/18/2019 | CASAS/JORGE//                 | FITNESS EQUIPMENT REPAIRS    | 1,486.30 | Tennis & Swim Center |
| 106951    | 11/20/2019 | TOP SEED TENNIS ACADEMY, INC. | RECREATION INSTRUCTOR        | 1,249.50 | Tennis & Swim Center |
| 107013    | 11/22/2019 | WELTER/FRANCES//              | RECREATION INSTRUCTOR        | 1,228.50 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- HOME DEPOT/BOBS GARDEN | 1,172.30 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- ARC                    | 1,040.30 | Tennis & Swim Center |
| 106836    | 11/13/2019 | CASAS/JORGE//                 | FITNESS EQUIPMENT REPAIRS    | 983.72   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- CLARK PEST CTRL        | 900.00   | Tennis & Swim Center |
| 106840    | 11/13/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 818.65   | Tennis & Swim Center |
| 107133    | 12/18/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 818.65   | Tennis & Swim Center |
| 107127    | 12/18/2019 | ATMOSPHERE EVENTS & CATERING  | SOCIAL EXPENSE- SANTA BF     | 771.32   | Tennis & Swim Center |
| 107133    | 12/18/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 705.47   | Tennis & Swim Center |
| 106870    | 11/13/2019 | TIME WARNER CABLE             | CABLE MODEM/HDTV- T&SC       | 651.21   | Tennis & Swim Center |
| 107175    | 12/18/2019 | TIME WARNER CABLE             | CABLE MODEM/HDTV- T&SC       | 651.21   | Tennis & Swim Center |
| 106854    | 11/13/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE                | 599.46   | Tennis & Swim Center |
| 106960    | 11/20/2019 | ZACHARATOS/GERASSIMOS T//     | RECREATION INSTRUCTOR        | 597.45   | Tennis & Swim Center |
| 106899    | 11/20/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 535.91   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- AMAZON.COM             | 535.07   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- TUFFSTUFF FITNESS      | 530.75   | Tennis & Swim Center |
| 107131    | 12/18/2019 | CASAS/JORGE//                 | FITNESS EQUIPMENT REPAIRS    | 525.00   | Tennis & Swim Center |
| 106973    | 11/22/2019 | CASCIONE/GAYLENE//            | RECREATION INSTRUCTOR        | 514.64   | Tennis & Swim Center |
| 106980    | 11/22/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 505.71   | Tennis & Swim Center |
| 106840    | 11/13/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 500.00   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- SUPERIOR AWNING        | 500.00   | Tennis & Swim Center |
| 107139    | 12/18/2019 | DNA ELECTRIC                  | ELECTRICAL REPAIRS           | 490.00   | Tennis & Swim Center |
| 107154    | 12/18/2019 | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE                | 478.06   | Tennis & Swim Center |
| 107119    | 12/11/2019 | WATERLINE TECHNOLOGIES INC    | POOL CHEMICALS               | 459.64   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- LOWES                  | 452.13   | Tennis & Swim Center |
| 106899    | 11/20/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 443.66   | Tennis & Swim Center |
| 107119    | 12/11/2019 | WATERLINE TECHNOLOGIES INC    | POOL CHEMICALS               | 441.59   | Tennis & Swim Center |
| 107133    | 12/18/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 431.24   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- MISTER G FITNESS       | 405.00   | Tennis & Swim Center |
| 107133    | 12/18/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 372.30   | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                       | VISA- HOME DEPOT             | 371.22   | Tennis & Swim Center |
| 107133    | 12/18/2019 | COMMERCIAL AQUATIC SVCS       | POOL SERVICE/REPAIR          | 340.00   | Tennis & Swim Center |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 28 of 30

| Check No. | Check Date | Vendor Name                    | Check Description             | Amount | Department           |
|-----------|------------|--------------------------------|-------------------------------|--------|----------------------|
| 106956    | 11/20/2019 | WATERLINE TECHNOLOGIES INC     | POOL CHEMICALS                | 325.73 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- INDEED/CAP LEASING      | 325.00 | Tennis & Swim Center |
| 107180    | 12/18/2019 | WATERLINE TECHNOLOGIES INC     | POOL CHEMICALS                | 302.98 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- OFFICE DEPOT            | 245.27 | Tennis & Swim Center |
| 106895    | 11/20/2019 | CASAS/JORGE//                  | FITNESS EQUIPMENT REPAIRS     | 244.25 | Tennis & Swim Center |
| 106887    | 11/20/2019 | BCC                            | LIFE & DISABILITY INS- NOV 19 | 234.66 | Tennis & Swim Center |
| 106823    | 11/6/2019  | WATERLINE TECHNOLOGIES INC     | POOL CHEMICALS                | 226.43 | Tennis & Swim Center |
| 106942    | 11/20/2019 | PREFERRED BENEFIT              | VISION/DENTAL PREMIUM- NOV 19 | 222.60 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- SMART & FINAL           | 214.98 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- CONSTANT CONTACT/SCTA   | 206.00 | Tennis & Swim Center |
| 107164    | 12/18/2019 | QUENCH USA, INC.               | WATER SERVICE                 | 197.10 | Tennis & Swim Center |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- T&SC   | 172.66 | Tennis & Swim Center |
| 107133    | 12/18/2019 | COMMERCIAL AQUATIC SVCS        | POOL SERVICE/REPAIR           | 170.35 | Tennis & Swim Center |
| 107169    | 12/18/2019 | SECURAL SECURITY CORP          | SECURITY- T&SC                | 155.20 | Tennis & Swim Center |
| 107177    | 12/18/2019 | VENCO WESTERN, INC.            | LANDSCAPE MAINTENANCE- T&SC   | 155.00 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- SWIM OUTLET             | 137.28 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- TOTAL GRAPHICS          | 131.40 | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- HIRE VETS               | 99.00  | Tennis & Swim Center |
| 107110    | 12/11/2019 | SECURAL SECURITY CORP          | ALARM RESPONSE- T&SC          | 77.04  | Tennis & Swim Center |
| 107032    | 12/4/2019  | INNER-I ...SECURITY IN FOCUS   | OCT-DEC 2019 MONITORING- T&SC | 75.00  | Tennis & Swim Center |
| 107089    | 12/11/2019 | L.A. CO. DEPT. OF HLTH SERVICE | BACKFLOW DEVICE FEE           | 74.00  | Tennis & Swim Center |
| 106945    | 11/20/2019 | SECURAL SECURITY CORP          | SECURITY- T&SC                | 62.08  | Tennis & Swim Center |
| 107180    | 12/18/2019 | WATERLINE TECHNOLOGIES INC     | POOL CHEMICALS                | 56.07  | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- CALABASAS SINCLAIR      | 54.82  | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- HOME DEPOT/BOBS GARDEN  | 54.59  | Tennis & Swim Center |
| 106881    | 11/14/2019 | US BANK                        | VISA- LALALAND IMPORTS        | 43.80  | Tennis & Swim Center |
| 107151    | 12/18/2019 | KISHIMOTO/RAINE//              | REIMB MILEAGE - NOV 19        | 37.46  | Tennis & Swim Center |
| 107012    | 11/22/2019 | WATERLINE TECHNOLOGIES INC     | POOL CHEMICALS                | 36.20  | Tennis & Swim Center |
| 106942    | 11/20/2019 | PREFERRED BENEFIT              | VISION/DENTAL PREMIUM- NOV 19 | 27.48  | Tennis & Swim Center |
| 106887    | 11/20/2019 | BCC                            | LIFE & DISABILITY INS- NOV 19 | 23.11  | Tennis & Swim Center |
| 107092    | 12/11/2019 | LAS VIRGENES MUNICIPAL WATER   | WATER SERVICE                 | 7.50   | Tennis & Swim Center |

**Total Amount for 71 Line Item(s) from Tennis & Swim Center**

**\$44,476.79**

**Transportation**

|        |            |                              |                           |            |                |
|--------|------------|------------------------------|---------------------------|------------|----------------|
| 107025 | 12/4/2019  | CROSSTOWN ELECTRICAL         | TRAFFIC LIGHTING SERVICES | 217,044.40 | Transportation |
| 106893 | 11/20/2019 | CALIFORNIA CIVIL ENGINEERING | EV CHARGING STATION PROJ  | 20,000.00  | Transportation |
| 106848 | 11/13/2019 | IDEAL GENERAL SERVICES, INC. | DIAL-A-RIDE OCT 2019      | 17,830.50  | Transportation |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 29 of 30

| Check No. | Check Date | Vendor Name                    | Check Description              | Amount    | Department     |
|-----------|------------|--------------------------------|--------------------------------|-----------|----------------|
| 106994    | 11/22/2019 | KOA CORPORATION                | CONSULTING SERVICES            | 15,884.04 | Transportation |
| 107083    | 12/11/2019 | IDEAL GENERAL SERVICES, INC.   | DIAL-A-RIDE NOV 2019           | 15,242.00 | Transportation |
| 106846    | 11/13/2019 | FERREIRA CONSTRUCTION CO, INC. | STREET REPAIRS                 | 9,782.00  | Transportation |
| 106872    | 11/13/2019 | UNITED PACIFIC                 | FUEL CHARGES- OCT 2019         | 6,187.66  | Transportation |
| 106790    | 11/6/2019  | ALL CITY MANAGEMENT SVCS, INC. | SCHOOL CROSSING GUARD SVCS     | 6,121.65  | Transportation |
| 107056    | 12/11/2019 | ALL CITY MANAGEMENT SVCS, INC. | SCHOOL CROSSING GUARD SVCS     | 6,083.05  | Transportation |
| 106883    | 11/20/2019 | ALL CITY MANAGEMENT SVCS, INC. | SCHOOL CROSSING GUARD SVCS     | 4,996.59  | Transportation |
| 107172    | 12/18/2019 | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE               | 4,964.44  | Transportation |
| 107176    | 12/18/2019 | UNITED PACIFIC                 | FUEL CHARGES- NOV 2019         | 4,868.85  | Transportation |
| 106946    | 11/20/2019 | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE               | 4,197.44  | Transportation |
| 107124    | 12/18/2019 | ALL CITY MANAGEMENT SVCS, INC. | SCHOOL CROSSING GUARD SVCS     | 3,408.27  | Transportation |
| 106878    | 11/13/2019 | WILHELM/RICHARD FRANK//        | FIELD INVESTIGTN/DRAFTING SVCS | 2,970.00  | Transportation |
| 107025    | 12/4/2019  | CROSSTOWN ELECTRICAL           | TRAFFIC LIGHTING SERVICES      | 2,454.47  | Transportation |
| 107159    | 12/18/2019 | NEWBURY PARK TREE SERVICE INC  | TREE TRIMMING/REMOVAL SVCS     | 2,240.00  | Transportation |
| 106871    | 11/13/2019 | TOYOTA FINANCIAL SERVICES      | LEASE PAYMENT- NOV 2019        | 2,092.14  | Transportation |
| 107113    | 12/11/2019 | TOYOTA FINANCIAL SERVICES      | LEASE PAYMENT- DEC 2019        | 2,092.14  | Transportation |
| 106994    | 11/22/2019 | KOA CORPORATION                | CONSULTING SERVICES            | 1,892.00  | Transportation |
| 106851    | 11/13/2019 | JOHN KULAR CONSULTING          | ENGINEERING SERVICES           | 1,805.00  | Transportation |
| 107168    | 12/18/2019 | SAFeway SIGN COMPANY           | TRAFFIC SIGNS                  | 1,741.74  | Transportation |
| 107155    | 12/18/2019 | LAS VIRGENES UNIFIED SCHOOL    | BEFORE & AFTER SCHOOL AIDES    | 1,535.32  | Transportation |
| 107047    | 12/4/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE               | 1,499.48  | Transportation |
| 106925    | 11/20/2019 | LAS VIRGENES UNIFIED SCHOOL    | BEFORE & AFTER SCHOOL AIDES    | 1,424.58  | Transportation |
| 107150    | 12/18/2019 | JOHN KULAR CONSULTING          | ENGINEERING SERVICES           | 1,192.50  | Transportation |
| 107025    | 12/4/2019  | CROSSTOWN ELECTRICAL           | TRAFFIC LIGHTING SERVICES      | 1,080.00  | Transportation |
| 107045    | 12/4/2019  | SIEMENS MOBILITY, INC          | TRAFFIC SIGN MAINTENANCE       | 896.00    | Transportation |
| 106798    | 11/6/2019  | DEPARTMENT OF TRANSPORTATION   | TRAFFIC SIGNALS/LIGHTING       | 888.43    | Transportation |
| 107171    | 12/18/2019 | SO-CAL PRESSURE WASH           | PRESSURE WASHING               | 800.00    | Transportation |
| 106881    | 11/14/2019 | US BANK                        | VISA- HONDA OF TO/SPEEDTECH    | 664.26    | Transportation |
| 107033    | 12/4/2019  | J THAYER COMPANY, INC.         | OFFICE SUPPLIES                | 611.73    | Transportation |
| 106881    | 11/14/2019 | US BANK                        | VISA- GRAINGER/MYERS & SONS    | 537.00    | Transportation |
| 106841    | 11/13/2019 | COUNTY OF LOS ANGELES          | CONTRACT SERVICES              | 334.11    | Transportation |
| 106817    | 11/6/2019  | SOUTHERN CALIFORNIA EDISON     | ELECTRIC SERVICE               | 326.26    | Transportation |
| 106881    | 11/14/2019 | US BANK                        | VISA- EXXON/7 ELEVEN           | 290.15    | Transportation |
| 107153    | 12/18/2019 | LA DWP                         | TRAFFIC METER SERVICE          | 211.88    | Transportation |
| 106881    | 11/14/2019 | US BANK                        | VISA- SHELL OIL/7 ELEVEN       | 198.86    | Transportation |
| 106881    | 11/14/2019 | US BANK                        | VISA- DIY/HOME DEPOT           | 194.73    | Transportation |
| 106924    | 11/20/2019 | LA DWP                         | TRAFFIC METER SERVICE          | 180.66    | Transportation |
| 107168    | 12/18/2019 | SAFeway SIGN COMPANY           | TRAFFIC SIGNS                  | 159.96    | Transportation |



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 10/31/2019 to 12/18/2019

Date: 12/18/2019

Time: 12:52:35PM

Page 30 of 30

| Check No.   | Check Date | Vendor Name                 | Check Description        | Amount                | Department     |
|---|------------|-----------------------------|--------------------------|-----------------------|----------------|
| 107098  | 12/11/2019 | METROPOLITAN TRANSPORTATION | TDA FUNDS                | 119.87                | Transportation |
| 107059  | 12/11/2019 | AT&T                        | TELEPHONE SERVICE        | 111.86                | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- UNION 76           | 65.02                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- EXXON MOBIL        | 64.95                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- CHEVRON            | 64.54                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- CHEVRON            | 63.70                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- UNION 76/7 ELEVEN  | 60.34                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- CALABASAS CAR CARE | 42.07                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- SINCLAIR           | 39.90                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- UNION 76           | 38.51                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- CHEVRON            | 37.34                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- 7 ELEVEN           | 35.37                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- UNION 76/7 ELEVEN  | 25.99                 | Transportation |
| 107024  | 12/4/2019  | COUNTY OF LOS ANGELES       | CONTRACT SERVICES        | 20.28                 | Transportation |
| 106881  | 11/14/2019 | US BANK                     | VISA- EXXON MOBIL        | 9.00                  | Transportation |
| <b>Total Amount for 56 Line Item(s) from Transportation</b> |            |                             |                          | <b>\$367,723.03</b>   |                |
| <b>GRAND TOTAL for 1,027 Line Items</b>                     |            |                             |                          | <b>\$2,508,810.33</b> |                |



# Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 10/26/2019 to 12/18 /2019

Date: 12/18/2019

Time: 12:54:51PM

Page 1 of 2

| Check No.  | Check Date | Vendor Name        | Check Description         | Amount          | Department                       |
|--|------------|--------------------|---------------------------|-----------------|----------------------------------|
| <b>Recoverable / Refund / Liability</b>                                      |            |                    |                           |                 |                                  |
| 13748  | 11/22/2019 | ZHANG/JANE//       | REFUND- JUNIOR OPEN       | 59.00           | Recoverable / Refund / Liability |
| 13728  | 11/22/2019 | BARNHART/MARK//    | REFUND- JUNIOR OPEN       | 59.00           | Recoverable / Refund / Liability |
| 13725  | 11/22/2019 | ADMIRAAL/JACOBUS// | REFUND- JUNIOR OPEN       | 59.00           | Recoverable / Refund / Liability |
| 13729  | 11/22/2019 | BELLAMY/BETH//     | REFUND- JUNIOR OPEN       | 59.00           | Recoverable / Refund / Liability |
| 13741  | 11/22/2019 | SASAKI/MYO//       | REFUND- JUNIOR OPEN       | 59.00           | Recoverable / Refund / Liability |
| 13749  | 12/6/2019  | DEEM/KRISTOPHER//  | REFUND- TENNIS TOURNAMENT | 24.00           | Recoverable / Refund / Liability |
| <b>Total Amount for 6 Line Item(s) from Recoverable / Refund / Liability</b> |            |                    |                           | <b>\$319.00</b> |                                  |

**Tennis & Swim Center**

|       |            |                               |                             |           |                      |
|-------|------------|-------------------------------|-----------------------------|-----------|----------------------|
| 13743 | 11/22/2019 | SOUTHERN CALIFORNIA EDISON    | ELECTRIC SERVICE            | 42,232.68 | Tennis & Swim Center |
| 13744 | 11/22/2019 | TOP SEED TENNIS ACADEMY, INC. | MEDICAL EXPENSE             | 7,459.78  | Tennis & Swim Center |
| 13751 | 12/6/2019  | LAS VIRGENES MUNICIPAL WATER  | WATER SERVICE               | 4,688.15  | Tennis & Swim Center |
| 13752 | 12/6/2019  | PHILIDELPHIA INSURANCE        | INSURANCE EXPENSE           | 4,421.00  | Tennis & Swim Center |
| 13746 | 11/22/2019 | VENCO WESTERN, INC.           | LANDSCAPE MAINTENANCE- T&SC | 3,720.94  | Tennis & Swim Center |
| 13756 | 12/6/2019  | WILSON SPORTING GOODS         | FACILITY EXPENSE            | 2,719.75  | Tennis & Swim Center |
| 13724 | 11/8/2019  | WILSON SPORTING GOODS         | FACILITY EXPENSE            | 2,427.13  | Tennis & Swim Center |
| 13721 | 11/8/2019  | POMS & ASSOCIATES INSURANCE   | INSURANCE EXPENSE           | 2,094.00  | Tennis & Swim Center |
| 13734 | 11/22/2019 | FACILITRON, INC.              | COURT RENTAL                | 1,970.00  | Tennis & Swim Center |
| 13719 | 11/8/2019  | ICW GROUP                     | WORKERS COMP INS            | 1,738.56  | Tennis & Swim Center |
| 13750 | 12/6/2019  | ICW GROUP                     | WORKERS COMP INS            | 1,738.56  | Tennis & Swim Center |
| 13723 | 11/8/2019  | UNIFIRST CORPORATION          | JANITORIAL SUPPLIES         | 1,629.42  | Tennis & Swim Center |
| 13739 | 11/22/2019 | NJP SPORTS INC.               | FACILITY EXPENSE            | 1,500.00  | Tennis & Swim Center |
| 13755 | 12/6/2019  | UNIFIRST CORPORATION          | JANITORIAL SUPPLIES         | 1,201.69  | Tennis & Swim Center |
| 13717 | 11/8/2019  | COLLINS COMPANY               | FACILITY EXPENSE            | 1,086.93  | Tennis & Swim Center |
| 13753 | 12/6/2019  | PITNEY BOWES                  | ADMINISTRATIVE EXPENSES     | 780.40    | Tennis & Swim Center |
| 13745 | 11/22/2019 | UNIFIRST CORPORATION          | JANITORIAL SUPPLIES         | 661.71    | Tennis & Swim Center |
| 13731 | 11/22/2019 | BURAS/ANDREW//                | UMPIRE                      | 563.00    | Tennis & Swim Center |
| 13742 | 11/22/2019 | SCTA                          | JR OPEN TOUR 2019           | 536.00    | Tennis & Swim Center |
| 13740 | 11/22/2019 | PERA/DAVID//                  | UMPIRE                      | 528.00    | Tennis & Swim Center |
| 13738 | 11/22/2019 | MARILYN'S TROPHIES            | PROMOTION/SOCIALS           | 514.80    | Tennis & Swim Center |
| 13722 | 11/8/2019  | TOP SEED TENNIS ACADEMY, INC. | POSTERS                     | 507.51    | Tennis & Swim Center |
| 13735 | 11/22/2019 | GOODMAN/LOIS//                | UMPIRE                      | 450.00    | Tennis & Swim Center |
| 13718 | 11/8/2019  | DESIGNSCAPE                   | PLANT MAINTENANCE- T&SC     | 436.00    | Tennis & Swim Center |
| 13718 | 11/8/2019  | DESIGNSCAPE                   | PLANT MAINTENANCE- T&SC     | 412.82    | Tennis & Swim Center |
| 13727 | 11/22/2019 | AT&T                          | TELEPHONE SERVICE           | 363.01    | Tennis & Swim Center |
| 13747 | 11/22/2019 | XEROX FINANCIAL SERVICES      | ADMINISTRATIVE EXPENSES     | 351.41    | Tennis & Swim Center |



# Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 10/26/2019 to 12/18 /2019

| Check No.   | Check Date | Vendor Name            | Check Description       | Amount             | Department           |
|---|------------|------------------------|-------------------------|--------------------|----------------------|
| 13730   | 11/22/2019 | BLUE SHIELD OF CA      | INSURANCE EXPENSE       | 314.90             | Tennis & Swim Center |
| 13732   | 11/22/2019 | CALAMANDREI/DAMEN//    | UMPIRE                  | 306.00             | Tennis & Swim Center |
| 13736   | 11/22/2019 | IMAGE SOURCE           | ADMINISTRATIVE EXPENSES | 292.25             | Tennis & Swim Center |
| 13737   | 11/22/2019 | LOUISVILLE HIGH SCHOOL | COURT RENTAL            | 280.00             | Tennis & Swim Center |
| 13720   | 11/8/2019  | IMAGE SOURCE           | ADMINISTRATIVE EXPENSES | 216.97             | Tennis & Swim Center |
| 13733   | 11/22/2019 | CHAN/TERRANCE//        | UMPIRE                  | 150.00             | Tennis & Swim Center |
| 13726   | 11/22/2019 | ALSTON/JOSEPH B.//     | UMPIRE                  | 150.00             | Tennis & Swim Center |
| 13745   | 11/22/2019 | UNIFIRST CORPORATION   | JANITORIAL SUPPLIES     | 132.20             | Tennis & Swim Center |
| 13723   | 11/8/2019  | UNIFIRST CORPORATION   | JANITORIAL SUPPLIES     | 126.72             | Tennis & Swim Center |
| 13745   | 11/22/2019 | UNIFIRST CORPORATION   | JANITORIAL SUPPLIES     | 126.72             | Tennis & Swim Center |
| 13716   | 11/8/2019  | ADP, INC               | ADMINISTRATIVE EXPENSES | 99.37              | Tennis & Swim Center |
| 13754   | 12/6/2019  | RICHARDS/JEFF//        | REIMBURSE EXPENSE       | 20.00              | Tennis & Swim Center |
| <b>Total Amount for 39 Line Item(s) from Tennis &amp; Swim Center</b> |            |                        |                         | <b>\$88,948.38</b> |                      |
| <b>GRAND TOTAL for 45 Line Items</b>                                  |            |                        |                         | <b>\$89,267.38</b> |                      |

**22-Jan**

|   |    |                |  |
|---|----|----------------|--|
| 1 | AS | Presentation   | Clean Power Alliance update  |
| 2 | CD | Public Hearing | Introduction of Ordinance 2020-381 regarding safe distance siting standards  |
| 3 | AS | Public Hearing | Review and approval of projects for the 46th Program Year (2020-2021) - Community Development Block Grant (CDBG) funding and adoption of Resolution No. 2020-1659, approving the CDBG 46th Program Year (2020-2021)  |
| 4 | CD | Public Hearing | Consideration of Resolution No. 2020-1660 to extend the time limit of the entitlements associated with File No 150000964 for development of a 42-unit (Age Restricted) Mixed Use Project located at 23480 Park Sorrento (APN: 2068-005-012 AND 2068-005-011) within the Commercial Mixed-(CMU) Zoning District; said Resolution will amend City Council Resolution No. 2018-1576 for the Project, and extend the time limit for an additional <u>two years</u> |
| 5 | AS | New Business   | Evaluation of private security services  |
| 6 | CC | New Business   | Council Committee appointments   |

**Future Items**

|    |            |                |  |
|----|------------|----------------|--|
| 7  | FIN        | New Business   | Calabasas Chamber of Commerce Contract   |
| 8  | AS/HR      | New Business   | Hiring freeze explanation/process  |
| 9  | CC         | New Business   | Seniors Needs Assessment   |
| 10 | CC         | New Business   | Recommendation from the Environmental Commission regarding anticoagulants ordinance  |
| 11 | CC         | New Business   | City Attorney review of tobacco/vaping regulations   |
| 12 | CS         | New Business   | Commemorative plaques for City facilities  |
| 13 | PS         | New Business   | County's Woolsey Fire After Action Report  |
| 14 | PW         | New Business   | Recommendation from the Environmental Commission regarding San Jose Ordinance and other ideas for further reduction of plastics including plastic bags |
| 15 | CD/Finance | New Business   | Annexation update  |
| 16 | CD         | Public Hearing | West Village Project   |
| 17 | CA         | New Business   | Closed session regarding State's mandate for affordable housing  |
| 18 | CA/CC      | New Business   | Report/timeline on a cannabis tax initiative   |
| 19 | CD         | New Business   | Story poles review by Planning Commission or CDD   |
| 20 | AS/HR      | New Business   | Salary adjustments policy  |
| 21 | CC         | New Business   | Election Certificaton  |
| 22 | CC         | Consent        | Commission Appointments  |

| <b>2020 Meeting Dates</b>                               |  |
|---|--|
| 12-Feb  | 22-Jul -   |
| 26-Feb  | 12-Aug   |
| 3-Mar - Special<br>Municipal Election                   | 26-Aug   |
| 11-Mar  | 9-Sep  |
| 25-Mar  | 23-Sep   |
| 8-Apr   | 14-Oct   |
| 22-Apr  | 28-Oct   |
| 13-May - Canceled -<br>CCCA Annual Municipal<br>Seminar | 3-Nov General<br>Municipal<br>Election                               |
| 27-May  | 11-Nov Canceled<br>- Veteran's Day                                   |
| 10-Jun  | 25-Nov Canceled<br>- Thanksgiving                                    |
| 24-Jun  | 9-Dec - Election<br>Certification/ City<br>Council<br>Reorganization |
| 8-Jul - Canceled  | 23-Dec -<br>Canceled   |