



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, JUNE 12, 2019  
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.**

### **CLOSED SESSION – 7:15 P.M.**

1. Conference with legal counsel:  
One case - the one case name is unspecified, as it would jeopardize existing settlement negotiations

### **OPENING MATTERS – 7:30 P.M.**

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

### **PRESENTATIONS – 7:45 P.M.**

- Recognition of student Adam Mohiuddin for his volunteerism
- Recognition of Calabasas High School Boys Tennis Team on their CIF Championship
- Oath of Office to Las Virgenes – Calabasas Historical Society

**ADJOURN IN MEMORY – 8:30 P.M.**

- Tristan Beaudette

**ANNOUNCEMENTS/INTRODUCTIONS – 8:40 P.M.**

**ORAL COMMUNICATION – PUBLIC COMMENT – 8:50 P.M.**

**CONSENT ITEMS – 9:00 P.M.**

1. [Approval of meeting minutes from May 22 and May 30, 2019](#)
2. [Adoption of Resolution No. 2019-1633, approving a Citywide Records Retention/Destruction Schedule, and rescinding Resolution No. 2013-1387](#)
3. [Adoption of Resolution No. 2019-1634, amending the City of Calabasas Human Resources Guidelines, Section 3.09\(I\) Email Use Policy](#)
4. [Adoption of Resolution No. 2019-1630, levying special taxes within the City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018; and adoption of Resolution No. 2019-1629, levying special taxes within the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017](#)
5. [Recommendation to award a construction contract for the 2019 Street Resurfacing Project, Specification No. 18-19-04, to Palp, Inc. DBA Excel Paving for the total amount of \\$999,272](#)

**PUBLIC HEARING – 9:10 P.M.**

6. [Public Hearing to solicit input on the proposed levy of assessments for Landscape and Lighting Act Districts 22, 24, 27, and 32 for the 2019/2020 Fiscal Year](#)

**NEW BUSINESS – 9:20 P.M.**

7. [Sheriff's Crime Report – April 2019](#)
8. [Adoption of Resolution No. 2019-1638, updating the Citywide fee schedule to establish fees for the Public Works Department and the Building & Safety Division](#)

9. Adoption of Ordinance No. 2019-377 to add Chapter 8.36 to Title 8 of the Calabasas Municipal Code related to prohibiting the use of shared on-demand motorized scooters

**INFORMATIONAL REPORTS – 10:10 P.M.**

10. Check Registers:  
For the period of April 11-26, 2019 (revised to include Visa bank detail)  
For the period of May 11-29, 2019

**TASK FORCE REPORTS – 10:15 P.M.**

**CITY MANAGER’S REPORT – 10:20 P.M.**

**FUTURE AGENDA ITEMS – 10:25 P.M.**

**ADJOURN – 10:30 P.M.**

The City Council will adjourn in memory of Tristan Beaudette to their next regular meeting scheduled on Wednesday, June 26, 2019, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, MAY 22, 2019**

Mayor Shapiro called the meeting to order at 7:03 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: Farassati, Jordan, Hernandez, Howard, Lysik and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Pack 333 – Webl Den 1

**APPROVAL OF AGENDA**

**Councilmember Bozajian moved, seconded by Councilmember Maurer to approve the agenda with modifications. MOTION CARRIED 5/0 as follows:**

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

**PRESENTATIONS**

- To Calabasas High School Uninstrumental for taking first place at the 2019 Los Angeles A Capella Festival Scholastic Competition

Mayor Shapiro presented certificates to students and coaches.

- Introduction of Fire Deputy Chief Anthony Marrone

This introduction was moved to another meeting.

**ADJOURN IN MEMORY**

- Richard Woolard

Mayor Shapiro read an obituary in memory of Mr. Woolard.

- Sue Somberg

Mayor Shapiro read an obituary in memory of Ms. Somberg.

Richard Sherman, Carol Washburn and Laura Weeshar paid a tribute to Sue Somberg.

Members of the Council expressed condolences to the Woolard and Somberg families.

### **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor pro Tem Weintraub:

- Extended an invitation to the Council workshop on May 30.
- Extended an invitation to the LVUSD THE EVENT on June 1.

Councilmember Gaines:

- Wished staff Happy National Public Works Week.
- Extended an invitation to the annual Calabasas Dodger Night on June 14.
- Extended an invitation to a Chamber mixer on May 23
- Extended an invitation to the first Lake Concert on June 9.

Mayor Shapiro:

- Congratulated the Calabasas Performing Arts Center for a great fundraiser.
- Extended appreciation to the Chamber of Commerce, the sponsors and Ross Porter for a great Mayoral luncheon.
- Extended congratulations to Calabasas High School Tennis team, who won the CIF championship.
- Extended an invitation to Relay for Life on May 25 at the De Anza Park.

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

Noah Weiss, Adam Schwartz, Stephen Schognberger, Randi Feilich, Maria Sperber, Christine Renau, and Jack Letchinger spoke during public comment.

### **CONSENT ITEMS**

1. Approval of meeting minutes from May 8, 2019
2. Approval of a five-year recertification of City of Calabasas updated Sewer System Management Plan (SSMP)
3. Adoption of Resolution No. 2019-1631, approving the landscape maintenance agreement with the State of California, Department of Transportation for Lost Hills Overcrossing

**Councilmember Maurer moved, seconded by Mayor pro Tem Weintraub to approve Consent Item Nos. 1-3. MOTION CARRIED 5/0 as follows:**

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

**NEW BUSINESS**

4. Public meeting regarding Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27 & 32 Assessment Proceedings

Mr. Yalda presented a report.

Councilmember Bozajian requested a breakdown of the Landscape Maintenance District fees for Calabasas Park by HOA.

**No action taken on this item.**

5. Update on plastic straws, stirrers and cutlery ban

Mr. Farassati presented an update.

**No action taken on this item.**

6. Consideration of Ordinance No. 2019-377 to add Chapter 8.36 to Title 8 of the Calabasas Municipal Code related to prohibiting the use of shared on-demand motorized scooters

Mr. Jordan and Mr. Yalda presented the report.

**After discussion, Mayor pro Tem Weintraub moved, seconded by Councilmember Bozajian to approve Item No. 6. MOTION CARRIED 3/2 as follows:**

**AYES:** Mayor Shapiro, Mayor pro Tem Weintraub and Councilmember Bozajian

**NOES:** Councilmembers Gaines and Maurer

7. Council position on Senate Bill 50 (SB50) (Wiener) regarding Planning and zoning: housing development: incentives

**This item was removed from the agenda.**

## **INFORMATIONAL REPORTS**

8. Check Register for the period of April 27-May 10, 2019

**No action taken on this item.**

## **TASK FORCE REPORTS**

Councilmember Maurer reported that Councilmember Gaines and she met with the Headwaters Corner Taskforce regarding the recovery from the fire two years ago. She requested that they be invited to a future meeting to provide an update on the progress.

Councilmember Bozajian reported that the recruitment for the AHCCC Executive Director closes on June 7.

Mayor pro Tem Weintraub reported that Councilmember Gaines and she, as the Homeless Taskforce, met with COG members, LA County and LA Family Housing to conduct an interview regarding resources, which will air on CTV.

In addition, she reported that Mayor Shapiro and she met as the Emergency Preparedness Taskforce to discuss various issues relating to location of Knox keys for HOA gates and EOC training for staff. Further, the Emergency Operations Plan will be presented to the Public Safety Commission and then to the City Council for review and approval. Also, an update to the Emergency Booklet will be available online and in print; as well as a door hanger with current evacuations plans to be included with the Recreation Brochure and made available online and at all City facilities.

Mayor Shapiro reported his attendance to a Lupin Hill Elementary PFC meeting and the Farmers Market at Chaparral Elementary. He distributed a handout from the League of CA Cities regarding various bills being discussed in Sacramento.

## **CITY MANAGER'S REPORT**

None.

## **FUTURE AGENDA ITEMS**

Councilmember Gaines requested an update on the status of anticoagulants in the City. In addition, he requested a report/schedule to place a cannabis tax initiative on the ballot should the State force the issuance of cannabis licenses on the City.

Councilmember Maurer seconded Councilmember Gaines' request for an

Councilmember Bozajian requested some type of report on the expiration of affordable housing entitlements.

**ADJOURN**

The meeting adjourned at 8:53 p.m. in memory of Richard Woolard and Sue Somberg to a special meeting scheduled on Thursday, May 30, 2019, at 6:00 p.m.

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



**MINUTES OF A SPECIAL MEETING/WORKSHOP OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD THURSDAY, MAY 30, 2019**

Mayor Shapiro called the meeting to order at 6:04 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

**ROLL CALL** Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Gaines, Bozajian and Maurer  
Absent: None.  
Staff: Ahlers, Hall, Hernandez, Larson, Lysik, McConville, Rubin, Summers, Tamuri, Yalda and Yin.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance by Richard Sherman.

**APPROVAL OF AGENDA**

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

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

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor pro Tem Weintraub:

- Extended an invitation to Calabasas Dodger Night on June 14.

Mayor Shapiro:

- Extended appreciation to all who participated in Relay for Life.

**ORAL COMMUNICATIONS – PUBLIC COMMENT**

Gail Zanger spoke during public comment.

## SPECIAL ITEMS

### 4. Appointment of a Redistricting Committee Taskforce

**Mayor Shapiro moved, seconded by Councilmember Gaines to approve the appointment of Councilmembers Bozajian and Maurer to the Redistricting Committee Taskforce. MOTION CARRIED 5/0 as follows:**

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

### 3. Veterans' Day Event

Mayor Shapiro announced that a Veteran's Day event will be held in the City, with more details to be provided as date nears.

### 1. Presentation and discussion of proposed FY 2019-2020 and FY 2020-2021 budgets

Mr. Ahlers presented the proposed budgets.

Bridget Karl, Mark Levinson, and Charlotte Meyer spoke on Item No. 1.

After extensive discussion, direction was provided to the Budget liaisons and staff.

The meeting recessed at 8:12 p.m.

The meeting reconvened at 8:18 p.m.

### 2. Adoption of Resolution No. 2019-1637, Gun Violence Prevention Program

Donna Filkestein and Hollye Dexter spoke on Item No. 2.

**Councilmember Maurer moved, seconded by Mayor pro Tem Weintraub to approve Item No. 2. MOTION CARRIED 4/1 as follows:**

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

NOES: Bozajian

Councilmember Bozajian requested the following language, which his fellow Councilmembers did not consent to, be included as to the reason why he dissented Resolution No. 2019-1637:

1. That the Calabasas City Council supports efforts by law enforcement to study the short- and long-term impacts from reducing penalties for criminal violations; and, if it is determined that recent laxity in such statutes has contributed to an escalation in gun violence, that the City Council consider supporting measures to re-institute and/or strengthen penalties.
2. Notwithstanding the other provisions of this resolution, the Calabasas City Council does hereby recognize the right of law-abiding individuals, with appropriate restrictions, to own and/or possess firearms pursuant to the Second Amendment to the U.S. Constitution.

The Council recessed to Closed Session at 9:07 p.m.

### **CLOSED SESSION**

1. Conference with Legal Counsel - pending litigation-one case

California Renters Legal Advocacy and Education Fund, et al. v City of Calabasas, et al. Superior Court Case Number 19STCV17987

The closed session began at 9:15 p.m.

The Council considered the above-named lawsuit in Closed Session, provided direction to staff and Counsel, and directed defense of the lawsuit.

### **ADJOURN**

The meeting adjourned at 9:38 p.m. to the next regular meeting scheduled on Wednesday, June 12, 2019, at 7:30 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:** MAY 27, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK *Mar*

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2019-1633, APPROVING A CITY WIDE RECORDS RETENTION/DESTRUCTION SCHEDULE, AND RESCINDING RESOLUTION NO. 2013-1387.

**MEETING**  
**DATE:** JUNE 12, 2019

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**SUMMARY RECOMMENDATION:**

Adopt Resolution No. 2019-1633, approving a Citywide Records Retention/Destruction Schedule, and rescinding Resolution No. 2013-1387.

**BACKGROUND:**

In June 1996, the City Council adopted Resolution No. 96-378 which approved the first citywide records retention/destruction schedule. This created a coordinated and orderly means of storing and/or destroying City records. It also provided City staff with an easy method for identifying, locating, and retrieving historically significant documents.

The City Council has since revised the retention schedule four times by adopting Resolution Nos. 99-573, 2005-918, 2008-1148 and 2013-1387. The revisions were a reflection of departmental changes to records management practices and the identification of the types of documents that departments maintain.

## **DISCUSSION AND ANALYSIS:**

Each record series is reviewed and evaluated by the City's Records Consultant and staff on an annual basis in order to maintain a functional records management program. Since the last adoption of a Citywide Records Retention Schedule, it has been determined that a revision is now necessary to address various changes. The attached schedules have been revised to reflect the updated administrative, functional, historical, and legal needs of the City. The Records Retention Schedule uses the State Government Code as the minimum guideline for recommended retention, however, certain items have longer retention periods based on the needs of the City.

There are new records which have been created to be incorporated as part of the revision to the Records Retention Schedule. The Senior Center was added as a division of Community Services. The prior Retention Schedule listed the City Clerk and the Library under Administrative Services and have now been detached. Additionally, language on some of the record series has been modified to provide more clarity. A quick reference summary of the proposed changes has been prepared and is attached.

Each schedule has been reviewed by the City's Records Consultant and the City Attorney and approved by the appropriate Department Head.

Attached are Resolution No. 2019-1633 and the revised retention schedules. A "redlined" version is attached to easily identify new record series, contents, retention periods, and scope.

## **REQUESTED ACTION:**

Adopt Resolution No. 2019-1633, approving a citywide Records Retention/Destruction Schedule, rescinding Resolution No. 2013-1387.

## **ATTACHMENTS:**

1. Resolution No. 2019-1633
2. Revised Retention Schedule
3. "Redlined" Retention Schedule
4. Summary of changes

**ITEM 2 ATTACHMENT 1  
RESOLUTION NO. 2019-1633**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A CITYWIDE RECORDS RETENTION/DESTRUCTION SCHEDULE; RESCINDING RESOLUTION NO. 2013-1387.**

**WHEREAS**, the retention of numerous records is not necessary after a certain amount of time; and

**WHEREAS**, a system for retention and schedule for the destruction of records that are no longer needed for administrative, legal, fiscal, and historical purposes is deemed appropriate and essential for the effective operation of the City's governmental process; and

**WHEREAS**, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed (with specific exceptions noted below); and

**WHEREAS**, the City Attorney has reviewed and approved the proposed Records Retention Schedule; and

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

**SECTION 1.** The records of the City of Calabasas are set forth in groups on Exhibit "A", which schedule is attached hereto and incorporated herein by reference, are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California and in accordance with the provisions of said schedule. The records may only be destroyed, without further action by the City Council, upon the request of the department head and with the consent in writing of the City Attorney and City Clerk.

**SECTION 2.** The provisions of Section 1 above do not authorize the destruction of:

- a. Records affecting the title to real property or liens thereon
- b. Court records
- c. Records required to be kept by statute
- d. Records less than two (2) years old except [duplicate] records as allowed by law
- e. The minutes, ordinances or resolutions of the City Council of the City

- of Calabasas or of any City commission, committee or board
- f. Digital records that are converted after reaching their tenth year retention period.

**SECTION 3.** Resolution No. 2013-1387 is hereby rescinded.

**SECTION 4.** That 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 12<sup>th</sup> day of June 2019.

ATTEST:

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David J. Shapiro, Mayor

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

APPROVED AS TO FORM:

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Scott H. Howard  
Colantuono, Highsmith & Whatley  
City Attorney

**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

EXHIBIT A  
ITEM 2 ATTACHMENT 2

DEPARTMENT: <b>All City Departments</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>City Ad-Hoc Committees and Task Forces - Agenda Packets</p> <p>Includes agenda packets (staff reports and supporting data) from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples:</p> <ul style="list-style-type: none"> <li>Calabasas Park Centre Master Plan Task Force</li> <li>General Plan Advisory Committee</li> <li>Health and Wellness Committee</li> <li>Mobile Home Rent Ordinance Task Force</li> <li>Tennis and Swim Center Advisory Committee</li> </ul>	3	-	3	-	Citation: California Government Code, §34090
2.	<p>City Ad-Hoc Committees and Task Force - Minutes and Agendas</p> <p>Includes minutes and agendas from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples:</p> <ul style="list-style-type: none"> <li>Calabasas Park Centre Master Plan Task Force</li> <li>General Plan Advisory Committee</li> <li>Health and Wellness Committee</li> <li>Mobile Home Rent Ordinance Task Force</li> <li>Tennis and Swim Center Advisory Committee</li> </ul>	T	P	P	H	Citation: California Government Code, §34090
3.	<p>City Commissions - Agenda Packets</p> <p>Agenda packets from meetings of City commissions includes:</p> <ul style="list-style-type: none"> <li>Agendas (copies)</li> <li>Reports</li> <li>Supporting documentation</li> </ul>	5	P	P	-	Scope note: All Commission meeting agenda packets are archived in electronic form for permanent retention. The paper version of these reports will be retained for 5 years as a separate record series. Citation: California Government Code, §34090

**RETENTION CODES:** AR = Annual Review A = Audit C = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**VHC CODES:** V = Vital H = Historical C = Confidential  
 This records retention schedule addresses City records in paper and electronic/digital format.



DEPARTMENT: <b>All City Departments</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, §34090
4.	<p>City Commissions - Minutes, Agendas and Resolutions</p> <p>Departments are responsible for retention of records for their particular Commissions. Currently, this includes:</p> <p>Communications and Technology Commission (Media Operations);</p> <p>Environmental Commission (Public Works);</p> <p>Historic Preservation Commission (Community Development);</p> <p>Library Commission (City Clerk);</p> <p>Parks, Recreation and Education Commission (Community Services);</p> <p>Planning Commission (Community Development);</p> <p>Public Safety Commission (Public Safety and Emergency Preparedness);</p> <p>Traffic and Transportation Commission (Public Works).</p>	P	-	P	H	Citation: California Government Code, §34090
5.	<p>City Commissions - Notices</p> <p>Notices of hearings</p> <p>Proof of publication (or) Declaration of posting</p>	C + 5	-	C + 5	-	<p>Note: C (closed/completed) represents final administrative decision.</p> <p>Citation: California Government Code, §34090</p>

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DEPARTMENT: <b>All City Departments</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	Correspondence Files General incoming/outgoing correspondence; City memos (incoming/outgoing).	2	-	2	-	Scope note: This record series refers to general correspondence not specifically addressed in a department's retention schedule. Correspondence pertaining to a specific departmental record series falls under the retention requirements for that record series.  Citation: California Government Code, § 34090
7.	Department Budget Files Files include: Source materials; Worksheets and analyses; Correspondence and backup data; Final budget submission (department copy; original is in Finance Dept.)	AR	-	AR	-	Finance Department maintains original budget submissions from all City departments. City Clerk maintains the final City budget document.  Citation: California Government Code, §34090
7e	E-mail Correspondence	2		2		Citation: California Government Code, §34090
8.	Personnel Files (Department Copies)	T	-	T	C	Duplicate Series. Official is in Administrative Services Department - Human Resources division. This record series describes personnel files held by management, consisting of copies of materials found in the official Personnel Files held by the Human Resources division.. These files are maintained by the departments for quick access and reference.  Citation: California Government Code, § 34090.7

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DEPARTMENT: <b>All City Departments</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
9.	Policies and Procedures (Originating from other City Departments)	S	-	S	-	Duplicate Series. Official is in originating department. This record series describes policies and procedures held by this department which originate from other City departments.  Citation: California Government Code, §34090.7
10.	Policies and Procedures (Originating from this Department)	S + 1	P	P	H,V	This record series describes all policies and procedures originating from this department.  At the end of the office retention period, records will be digitized for permanent retention.
11.	Publications from Outside Sources	AR	-	AR	-	Scope note: This record series includes books, magazines, journals, brochures, reports, reference publications, etc. obtained from outside sources. These are defined as "nonrecords" and can be evaluated for informational value and retained or disposed as appropriate.
12.	Purchasing Files (Department Copies) Purchase orders (department copies) Vendor/supplier information; Correspondence and backup data	AR	-	AR	-	Official purchasing records are held by the Finance Department.  Citation: California Government Code, §34090.7

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DEPARTMENT: <b>All City Departments</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
13.	Subject / Reference Files / Drafts / Working Files	AR	-	AR	-	Scope note: Subject/Reference Files are collections of materials about a particular topic/subject compiled for reference and informational purposes. They do not record city business transactions or policy decisions. Subject/Reference Files are defined as "nonrecords", and can be evaluated annually for informational value and retained or disposed as appropriate.  Citation: California Government Code, §34090
14.	Time Sheets (Department Copies)	AR	-	AR	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, §34090.7

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Administrative Services</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Community Development Block Grant (CDBG) Files</p> <p>Applications and supporting data;            Agreements, contracts and amendments (file copies); originals are held in City Clerk division;            Reports to granting agency ;            Cost summaries and financial documentation;            Consultant reports and documentation;            Correspondence and supporting data;            Audits, approvals and releases (grant completion documentation);            Rules, regulations and procedures;            Procedures and administrative materials;            Public notices (proofs of publication are held in the City Clerk division).</p>	C + 1	3	C + 4	-	<p>CDBG = Community Development Block Grant. For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>The Finance Department maintains related grant reimbursement records for all City grants.</p> <p>Citation: 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, &amp; 570.502(a&amp;b), 29 CFR 97.42; OMB Circular A-110 &amp; A-133; GC §34090</p>
2.	<p>Community Development Block Grant (CDBG) Loan Files</p> <p>Includes documentation of CDBG deferred housing loans administered by the City. Files are organized by borrower name, and include:</p>	C	P	P	V,C	<p>Citation: 2 CFR 200.333;_</p>

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DEPARTMENT: <b>Administrative Services</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Promissory notes (City copies); Deeds (City copies); Correspondence and supporting documentation.					24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A- 110 & A-133; GC §34090
3.	City Hall Security Administration Files Daily security reports; Correspondence and supporting documentation.	1	1	2	-	Citation: California Government Code, §34090
4.	Engineering, Operations and Maintenance - Elevator Permits  Includes permits, inspection reports and supporting documentation.	5	-	5	-	Citation: California Government Code, §34090
5.	Engineering, Operations and Maintenance - Equipment and Systems Records Maintenance and service records; Maintenance logs; Service vendor reports and correspondence; Schematics, drawings, manuals and specifications.	T	2	T + 2	-	T (Termination) represents life of the equipment or system.  Citation: California Government Code, §34090
6.	Engineering, Operations and Maintenance - Safety Equipment and Systems Inspections Records  Includes fire, life, safety inspection reports and logs for sprinkler systems, smoke detectors, alarms, and fire extinguishers.	5	-	5	-	Citation: California Government Code, §34090
7.	Engineering, Operations and Maintenance – South Coast Air Quality Management District (SCAQMD) Permits	5	-	5	-	Note: The SCAQMD inspects certain Civic Center equipment annually for air-related emissions

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This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: <b>Administrative Services</b>				DATE: June 12, 2019		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Includes permits, inspection reports and supporting documentation.					standards.  Citation: California Government Code, §34090, 40 CFR 70.6

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Administrative Services/Human Resources Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Employee Benefits Administration Records: Plan documents;	T	P	P	V, H	Note: T (Termination) represents the selection by the City of a new benefits provider and cancellation of contract/agreement with previous provider.  Citation: California Government Code, §34090
2.	Personnel Files: Resumes; Applications; Personnel action forms; Performance evaluations; Correspondence and memos; Direct deposit authorizations; Benefit Enrollment Forms  I-9 documentation; Employee fingerprint reports.	T + 3	3	T + 6	C	Citation: 29 USC 1113, 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii); California Government Code §§12946, 34090; 29 USC 1113; California Labor Code §1198.5
3.	OSHA Logs/Reports	5	-	5	-	Citation: 8 CCR §3203(b)(1), 8 CCR 14300.33; 29 CFR 1904.33, OMB 1220-0029, California Government Code §34090; California Labor Code §6429c
4.	Personnel Policies and Procedures	S	P	P	V,H	City Clerk maintains

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DEPARTMENT: <b>Administrative Services/Human Resources Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	(Adopted by Resolution)					original resolutions  Citation: California Government Code, §34090.7
5.	Recruitment Files: Job position announcements; Applicant responses and resumes; Correspondence and backup data.	C	2	C + 2	-	Citation: 29 CFR 1627.3, 29 CFR 1602 et seq, 2 CCR 11013(c); California Government Code §§12946, 34090;
6.	Salary Classification & Compensation Studies	2	-	2	-	Citation: California Government Code, §34090
7.	Special Projects Files: Studies and reports;	2	3	5	-	Includes records of special projects performed by this department such as staffing studies and benefits analyses.  Citation: California Government Code, §34090
8.	Training Files: Files contain records of employee training administered by the City or its consultants, including: Course outlines/proposals; Announcements/schedules; Attendance sheets; Handouts/course materials; Course evaluations;	5	-	5	-	Citation: California Government Code, §§12946, 34090; 8 CCR §3203 et seq., 29 CFR <a href="#">1602.31</a> ; California Labor Code §6429(c)

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DEPARTMENT: <b>Administrative Services/Human Resources Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and supporting documentation.					
9.	Workers Compensation Claim Files: Documentation of workers compensation claims filed against the City, organized by employee name, include: Medical reports (copies); Doctor correspondence and reports; Consultant documentation; Payment information (if applicable); Correspondence and supporting documentation	T/C	30	T/C+3 0	C	Special retention instructions: For this record series, files are maintained until termination of employee plus 6 years (T + 6) or closure of claim plus 6 years (C + 6), whichever is longer.  Citation: 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 10755, 10758, 15400.2; 29 CFR 1910.1020(d); California Government Code §§12946, 34090
10.	Risk Management - Workers Compensation Insurance Administration Records: Loss analyses / Loss Runs / Loss Reports; Statements; Correspondence and backup data	5	-	5	-	Citation: California Government Code, §34090
12	Personnel Medical Files: Pre-employment Physicals, other Medical records	T + 30		T + 30		Citation: California Government Code, §§12946, 34090, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), LC §1198.5
13.	EDD Form – Report of New Hires	2		2		Citation: California Government Code §§12946, 34090

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DEPARTMENT: <b>Administrative Services/Human Resources Division</b>				DATE: June 12, 2019		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
14.	1095c (Employer-Provided Health Insurance Offer and Coverage)	5		5		Citation: California Government Code §34090, ; 6 CFR 31.6001-1(e)(2);

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>City Attorney</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Attorney Opinions	10	P	P	(C)	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release.  Citation: California §California Government Code, §34090
2.	City Council Closed Session Files  This record series includes materials prepared by this department and submitted to the City Council at executive sessions	3	P	P	C,H	Citation: At the end of the office retention period, records will be digitized for permanent retention. California Government Code, §34090
3.	Civil Litigation Case Files  Files, organized by case name/number, include: Original claim and supporting documentation; Pleadings (copies; originals are held by the presiding Court); Discovery documentation; Correspondence; Research; Supporting documentation.	C	5	C + 5	(C)	Official, final documentation of case proceedings and resolution is held by the presiding Court.  Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release.  Citation: California Code of Civil Procedure, §337 et seq

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DEPARTMENT: <b>City Attorney</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						California Government Code, §34090
4.	<p>Civil Litigation Case Files (Historical)</p> <p>This record series describes model cases, precedent-setting cases, and cases documenting the development of the City chosen for permanent retention as historical records.</p>	C	P	P	(C),H	<p>Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release.</p> <p>Citation: California Code of Civil Procedure, §337 et seq California Government Code, §34090</p>
5.	<p>Civil Litigation Case Resolution Documentation</p> <p>Files include settlement agreements and dismissals from all litigated cases.</p>	5	P	P	H	<p>At the end of the office retention period, records will be digitized for permanent retention.</p> <p>Citation: California Code of Civil Procedure, §337 et seq California Government Code, §34090</p>

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DEPARTMENT: <b>City Attorney</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	<p>Work Requests Files</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department. Examples include requests for legal assistance with agreements and contracts, ordinances, policy issues, personnel issues, and other City matters.</p> <p>Files contain original work request (memo, letter, email, etc.), correspondence, research, drafts, supporting documentation, and a copy of the final work product (advice memo/letter, agreement, ordinance, policy, etc.).</p> <p>Note that the final, original work product is given to the requesting Department for filing and retention as the office of record.</p> <p>Work Requests Files on issues affecting the title to real property or the liens thereon are subject to different retention requirements (see the following record series).</p>	3	P	P	C, H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, §34090
7.	<p>Work Requests Files (Real Property-Related)</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department on issues affecting the title to real property or the liens thereon. Examples include requests for legal assistance with deeds, real property purchases/sales, annexations, easements, CUPs, development plans and agreements, and street widening.</p>	3	P	P	C	<p>Final Deeds, Easements, Rights of Way or other title to real property are maintained by the City Clerk</p> <p>Citation: California Government Code, §34090</p>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	AB939 (Solid Waste Disposal) Files: Agreements; Permits; Reports and studies; Rules and procedures; Correspondence and backup data	C	5	C + 5	-	For this record series, C (Closed/Completed) represents completion of all program requirements set forth by the State.  Citation: California Government Code, §34090
2.	Agreements, Contracts and Leases: Executed documents, amendments and exhibits; Correspondence and backup data, Insurance Certificates	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the agreement or contract.  At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, §337 et seq.; California Government Code §34090
3.	Bids/Proposals Files (Successful Bidders): Requests for bids/proposals; Specifications and backup data; Agreements/contracts; Bids/proposals received; Correspondence and backup data	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal.

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedures, §337 et seq.; California Government Code §34090
4.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	-	2	-	Citation: California Government Code, §34090
5.	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination	P	-	P	-	Citation: California Government Code, §34090; 14 CCR 15095(c)
6.	City Census Data and Demographics	P	-	P	H	Not City Records§
7.	City Clerk Correspondence Files: Incoming correspondence; Outgoing correspondence	2	-	2	-	Note: City Clerk correspondence relating to a specific issue is filed in the appropriate department file.  Citation: California Government Code, §34090
8.	City Clerk Memos	2	-	2	-	Note: City Clerk memos relating to a specific issue are filed in the appropriate department file.  Citation: California Government Code, §34090

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
9.	City Commissions and Committees - Applications (Unsuccessful): Applications; Correspondence	2	-	2	-	Citation: California Government Code, §34090
10.	City Commissions and Committees - Maddy Act Reports	2	-	2	-	Citation: California Government Code, §34090
11.	City Commissions - Members Records: Applications; Certificates; Oaths; Letters of appointment; Letters of resignation; Correspondence	T+2	-	T+2	-	For this record series, T (Termination) represents termination of member participation in a commission or committee.  Citation: California Government Code, §34090
12.	City Commissions - Vacancy Notices: Vacancy notices; Proof of publication	2	-	2	-	Citation: California Government Code, §34090
13.	City Council Conferences Records: Registration materials; Correspondence; Backup data	AR	-	AR	-	Finance maintains all final invoices Citation: California Government Code, §34090.7
14.	City Council Correspondence Files Incoming Correspondence (individual) Outgoing Correspondence (individual) General Correspondence	2	-	2	-	Note: City Council correspondence relating to a specific issue is filed in the appropriate department file.  Citation: California Government

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Code, §34090
15.	City Council Meetings - Agenda Packets (Electronic) Agendas; Staff reports; Appeals; Supporting documentation.	P	-	P	H	Scope note: All City Council meeting agenda packets are archived in electronic form for permanent retention. The paper version of these reports will be retained for 5 years as a separate record series.  Citation: California Government Code, §34090
16.	City Council Meetings - Agenda Packets (Hard copy) Agendas; Staff reports; Appeals; Supporting documentation.	1	4	5	-	Citation: California Government Code, §34090
17.	City Council Meetings - Agendas (Sworn Originals)	5	-	5	-	Scope note: This record series is for sworn original agendas in paper copy. All City Council meetings agendas are archived onto the City's optical imaging system for permanent retention.  Citation: California Government Code, §34090
18.	City Council Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; Declarations of posting	2	-	2	-	Citation: California Government Code, §34090

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
19.	City Council Meetings - Requests to Address City Council (Speaker Cards)	3mos.	-	3mos.	-	Note: Speaker cards are used to record information and to schedule speakers at City Council meetings. Information from the cards is used to prepare (and transferred to) the City Council meetings minutes.  Citation: California Government Code, §34090.7
20.	City Council Minutes, Ordinances and Resolutions	P	-	P	V,H	Citation: California Government Code, §34090
21.	City Council Ordinances and Resolutions Indexes	P	-	P	H	Citation: California Government Code, §34090
22.	City Departments Files (Projects, Programs, Events, Issues and Activities): Reports and studies; Publications; Correspondence and backup data; Resolutions (file copies)	2 + AR	-	2 + AR	-	Scope note: This record series is for records held by the City Clerk of City departments's projects, programs, events, issues and activities. Files consist of duplicate materials from the departments, with some original notes and correspondence. At the end of the 2 year retention period, files will be reviewed by the City Manager and City Clerk for historical value. Those selected for permanent, historical retention will be archived onto the City's optical imaging system.

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, §34090
23.	City History Files: Selected historical records, examples including: Maps and drawings; Photographs; Reports and studies; Articles and news clippings; City publications; City newsletters; Press releases	AR	P	P	H	Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas.
24.	City Incorporation Documents	P	-	P	H	Citation: California Government Code, §34090
25.	City Manager Correspondence Files: Incoming correspondence; Outgoing correspondence	P	-	P	H	Citation: California Government Code, §34090
26.	City Manager Memos	P		P	H	Citation: California Government Code, §34090
27.	Election Records - Ballots, Absent Voter Ballots and Absentee Applications	C	6mos	C + 6mo	-	Citation: California Election Code, §17302 and §17505
28.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Candidates (not elected) statements; Candidates (not elected) committees' statements	5	-	5	-	Citation: California Government Code, §81009

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
29.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Officeholders' statements; Officeholders' committees' statements;	5	P	P	H	Citation: California Government Code, §81009
30.	Election Records - Campaign Statements (FPPC Forms 410 - 490): Political Action Committees' (PAC) statements	7	-	7	-	Citation: California Government Code, §81009
31.	Election Records - Candidates Records: Candidate statements (general statements for publication); Nomination papers and petitions	T + 2	2	T + 4	-	For this record series, T (Termination) represents the term of the office elected.  Citation: California Election Code, §17100
32.	Election Records - Election Administration Files: Rules and procedures; Communications with FPPC; Communications with election consultants; Correspondence and backup data	3	-	3	-	Citation: California Government Code, §34090
33.	Election Records - Election History Files: Selected historical records, examples including: Sample ballots; Certificates of destruction for election materials; Declaration of results (copies; official in City Council Resolutions); Other resolutions re: election (copies; official in City Council Resolutions)	10	P	P	H	Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas. Citation: California Government Code, §34090
34.	Election Records - Petitions:	C	8mos	C + 8mo	-	Note: For this record series, C

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DEPARTMENT: <b>City Clerk</b>						DATE: June 12, 2019
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Initiatives petitions; Referendum petitions; Recall petitions					(Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition.  Citation: California Election Code, §17200
35.	Election Records - Rosters and Indexes	C	5	C + 5	-	For this record series, C (Closed/Completed) represents certification of election results.  Citation: California Election Code, §17300
36.	Equipment Files: Owners manuals; Service/maintenance information; Purchase information; Correspondence and backup data	T + 1	-	T + 1	-	For this record series, T (Termination) represents termination of ownership of the equipment.  Citation: California Government Code, §34090
37.	Franchise Files: Agreements; Bonds/Certificates of insurance; Statements and reports; FCC forms; Correspondence and backup data	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement.  Citation: California Government Code, §34090
38.	General Plan	S	P	P	V,H	Citation: California Government Code, §34090

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
39.	Land Planning/Use Files: Correspondence and memos; Maps and drawings; Environmental documentation; Public hearing documentation; Reports and studies; Ordinances and resolutions (file copies); Original agreements; Litigation files (copies; original is in City Attorney)	C	P	P	H	For this record series, C (Closed/Completed) represents completion of the land planning/use project. Official project files are held by Planning/Building Services. City Clerk files contain final documents presented to City Council.  Citation: California Government Code, §34090
40.	Litigation Files	C + 5		C + 5		Duplicate series. Official is in City Attorney.  Citation: California Government Code, '§
41.	Municipal Code	P	-	P	V	Citation: California Government Code, §34090
42.	Organizations Files - Civic Organizations: Correspondence and memos; Reports and studies;	2	-	2	-	Scope note: Examples include Chamber of Commerce, Rotary Club, and Homeowners Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series §Agreements, Contracts and Leases§.

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, §34090
43.	Organizations Files - Government Agencies: Correspondence and memos; Reports and studies;	2	-	2	-	Scope note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series §Agreements, Contracts and Leases§.  Citation: California Government Code, §34090
44.	Organizations Files - Professional Organizations: Correspondence and memos; Reports and studies;	2	-	2	-	Scope note: Examples include SCAG, CCAC, and IIMC. This record series is for general Correspondence and communications with professional organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series §Agreements, Contracts and Leases§.  Citation: California Government Code, §34090

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DEPARTMENT: <b>City Clerk</b>						DATE: June 12, 2019
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
45.	Petitions to City - Informal	2	-	2	-	Citation: California Government Code, §34090
46.	Public Hearings Notices: Notices; Proof of publication; Mailing lists; Certified mail receipts; Correspondence	2	-	2	-	Citation: California Government Code, §34090
47.	Public Records Requests / Subpoenas	2	-	2		Citation: California Government Code, section §34090
48.	Real Property - Annexations Files: Certificates of completion; Resolutions (file copies); Correspondence and backup data	P	-	P	V,H	Citation: California Government Code, §34090
49.	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates and supporting data	P	-	P	V,H	Citation: California Government Code, §34090
50.	Real Property - Dedications Files: Offers of dedication and exhibits; Resolutions (file copies); Correspondence and supporting data	P	-	P	V,H	Citation: California Government Code, §34090
51.	Real Property - Detachments/Withdrawals Files: Maps and drawings; Studies and reports; Agreements; Correspondence and supporting data	P	-	P	V,H	Citation: California Government Code, §34090

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This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
52.	Real Property - Real Property Files: Deeds and supporting data; Quitclaims and supporting data; Easements and supporting data	P	-	P	V,H	Citation: California Government Code, §34090
53.	Records Management - City Retention Schedules	S	P	P	-	Citation: California Government Code, §34090
54.	Records Management - Destroyed Records Lists and Approvals	P	-	P	-	Citation: California Government Code, §34090
55.	Records Management - Stored Records Lists	S	-	S	-	Citation: California Government Code, §34090
56.	Requests for Service	2	-	2	-	Citation: California Government Code, §34090
57.	Risk Management - Claims (Against the City) Files (Public documents copies)	2	-	2	-	Duplicate series. Official is held by claims adjustor and City Clerk's department.  Citation: California Government Code, §34090.7
58.	Risk Management - Claims (Against City) Files: Claim letters; Claim forms; Correspondence and memos; Court transcripts/documents; Backup data	C	2	C + 2	C	Citation: California Government Code, §34090, California Code of Civil Procedure §337

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
59.	Risk Management - Claims Loss Runs/Reports	5	-	5	-	Citation: California Government Code, §34090
60.	Sheriff's Reports/Fire Department Reports (Monthly)	AR	-	AR	-	Reports can be obtained from the Sheriff or Fire Department; Sheriff's reports are included with Council agenda packets; hence, they are archived in perpetuity.  Citation: California Government Code, §34090
61.	Special Assessment Districts Files: Annual Engineering reports to the City; Public hearings documentation; Correspondence and supporting data; Resolutions (file copies)	P	-	P	H	Citation: California Government Code, §34090
62.	Statements of Economic Interest - FPPC Forms 700 Officeholders's statements; Appointees's statements; Candidates's statements; Designated City employees's statements.	7	-	7	-	Citation: California Government Code, §81009
63.	Subject Files: Reports and studies; Publications; Correspondence and backup data	5	-	5	-	Scope note: This record series is for materials held by the City Clerk on subjects or topics which the City receives or gathers for study or informational purposes. Examples are proposed programs (e.g., Sister City), proposed legislation, information on projects or programs

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DEPARTMENT: <b>City Clerk</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						established by other cities, etc. These files do not contain documentation of City business, transactions or policy decisions. (If a subject file results in an active program or project, the materials become subject to the retention for that specific record series category).  Citation: California Government Code, §34090
64.	Oaths of Office (City Council)	T + 4		T + 4		Citation: California Government Code, §34090
65.	Training Certificates (City Council): Ethics Training, Sexual Harassment Prevention Training	5		5		Citation: California Government Code, §53235.2(b) 53237.2(b)
66.	FPPC Form 801 (Gift to Agency Report)	7		7		Citation: California Government Code, §81009
67.	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7		7		Citation: California Government Code, §81009
68.	FPPC Form 803 (Behested Payment Report)	7		7		Citation: California Government Code, §81009
69.	FPPC Form 804 (Agency Report of New Positions)	7	P	P		Citation: California Government Code, §81009; FPPC Regulation 18734(c)
70.	FPPC Form 805 (Agency Report of Consultants)	7	P	P		Citation: California Government Code, §81009; FPPC Regulation 18734(c)
71.	FPPC Form 806 (Agency Report of Public Official Appointments)	7		7		Citation: California Government Code, §81009

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Development/Building &amp; Safety Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Calabasas Enterprise Land Management System (CLAMS) / SmartGov The CLAMS / SmartGov database contains electronic records of Public Works and Community Development departments' activities on land in the City of Calabasas, including permits issued, planning requirements and conditions, code enforcement activities, and inspections. Records are organized by address and/or assessor's parcel number.	P	-	P	V,H,C	Citation: California Government Code, §34090, California Health & Safety Code §19850
2.	Code Enforcement - Case Files: Code enforcement letters (notices of violations); Certified mail receipts; Case research materials, photographs and supporting data; Correspondence and backup data; Documentation of case resolution	5	P	P	C	At the end of the office retention period, records will be digitized for permanent retention.  Citation: §; California Government Code, §34090
3.	Counter Manual: Fee schedules; Procedures and instructions	S	-	S	-	Citation: California Government Code, §34090
4.	Earthquake Records - Inspection Reports	-	P	P	H	Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Development/Building &amp; Safety Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Earthquake Records - Inspections/Address Log:  Logs of earthquake inspections performed throughout the City	P	-	P	-	Scope note: This is a compilation of information contained in the §Earthquake Records - Inspectors§ Logs§ to provide a City-wide summary. For this record series, C (Closed/Completed) represents final FEMA audit.  Citation: California Government Code, §34090
6.	Earthquake Records - Inspectors§ Logs: Daily logs of earthquake inspections performed by each inspector.	P	-	P	-	For this record series, C (Closed/Completed) represents final FEMA audit.  Citation: California Government Code, §34090
7.	House Numbering Maps	P	-	P	-	Citation: California Government Code, §34090
8.	Address Files (Permits Files) Files, organized by address, contain all permits issued and supporting documentation for structures at each address, including: Building permits; Plumbing permits; Electrical permits; Heating/ventilation/A.C. permits; Sign permits; Inspections record sheets; Drawings; Certificates of occupancy; Microfilm aperture cards (permits); Correspondence and backup data	P	-	P	V	Citation: California Government Code, §34090
9.	Plans and Drawings (Commercial and Required Multi-Family Structures):	C	P	P	-	Citation: California Health and

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DEPARTMENT: <b>Community Development/Building &amp; Safety Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Final, approved plans and drawings					Safety Code, §19850
10.	Plans and Drawings (Single Family Residential Structures):  Final, approved plans and drawings	C + 180 d	-	C + 180 d		For this record series, C (Closed/Completed) represents issuance of certificate of occupancy, plus 180 days (180d).  Citation: California Health and Safety Code, §19850, California Building Code 104.7 & 107.5

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Development/ Planning Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Counter Inquiries Summary records of activity and requests received at the division's public counter.	2	-	2	-	Citation: California Government Code, §34090
2.	General Plan Amendments Records: Environmental documents; Comments; Resolutions and ordinances (original file copies); Reports and studies; Agendas and minutes (original file copies); Agenda reports (original file copies); Maps, plans and drawings; Notices (original file copies); Mailing lists; Correspondence and supporting data	C	P	P	H	Citation: California Government Code, §34090
3.	General Plan Records: Environmental documents; Comments; Resolutions and ordinances (original file copies); Reports and studies; Agendas and minutes (original file copies); Agenda reports (original file copies); Maps, plans and drawings; Notices (file copies); Mailing lists; Correspondence and supporting data	S	P	P	H	Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
4.	Planning Department Reference Collection: Reports and studies from outside sources (other cities, agencies, organizations); Reference copies of City documents (ex.: EIRs, General Plan reports, project reports and studies. Official copies are in the Project Files.) Planning texts (guides, procedures, reference); Planning publications/periodicals; Public information materials.	AR	-	AR	-	
5.	Project Files (Administrative Plan Review):  See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	<p>Project Files (Conditional Use Permits)</p> <p>Files may include:            Environmental documents;            Staff reports;            Resolutions and ordinances (file copies);            Maps, plans and drawings;            Correspondence;            Agreements (file copies);            Consultants' reports and studies;            Applications and supporting data;            Permits;            Fees and receipts;            Notices (file copies);            Mailing lists;            Design Review Committee documentation;</p> <p>Architectural Review Panel documentation;            Planning Commission transcripts;            Planning Commission minutes (file copies);            Supporting documentation.</p>	C + 5	P	P	H	<p>Scope note: Listed contents are representative; each project file will have different contents based on the nature and requirements of the individual project.</p> <p>Citation: California Government Code, §34090</p>
7.	<p>Project Files (Healthy Oak Tree)            See §Project Files (Conditional Use Permits)§ for representative file contents.</p>	C + 1	4	C + 5	H	<p>Citation: California Government Code, §34090</p>

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DEPARTMENT: Community Development/ Planning Division					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
8.	<p>Project Files (Historic Preservation Areas): This record series includes the following project types: Historic designations; Certificates of appropriateness; Certificates of economic hardship; Mills Act contracts.</p> <p>See §Project Files (Conditional Use Permits)§ for representative file contents.</p>	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, §34090
9.	<p>Project Files (Home Occupation Permits):</p> <p>See §Project Files (Conditional Use Permits)§ for representative file contents.</p>	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090
10.	<p>Project Files (Lot Line Adjustments):</p> <p>See §Project Files (Conditional Use Permits)§ for representative file contents.</p>	C + 1	P	P	H	Citation: California Government Code, §34090
11.	<p>Project Files (Minor Development Permits):</p> <p>See §Project Files (Conditional Use Permits)§ for representative file contents.</p>	C + 1	4	C + 5	H	Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
12.	Project Files (Minor Scenic Corridor Permits): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090
13.	Project Files (Minor Use Permits): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090
14.	Project Files (Oak Tree Permits): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	Citation: California Government Code, §34090
15.	Project Files (Tentative Parcel Maps): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 5	P	P	H	Scope note: also called "tentative parcel map" or TPM.  Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
16.	Project Files (Pre-Applications): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, §34090
17.	Project Files (Scenic Corridor Permits): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090
18.	Project Files (Sign Permits): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	Citation: California Government Code, §34090
19.	Project Files (Site Plan Reviews): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090
20.	Project Files (Temporary Use Permits): See §Project Files (Conditional Use Permits)§ for	C + 2		C + 2	H	Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	representative file contents.					
21.	Project Files (Tentative Tract Maps):  See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 5	P	P	H	Scope note: also called "tentative tract maps" or TT.  Citation: California Government Code, §34090
22.	Project Files (Variances):  See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	Citation: California Government Code, §34090
23.	Project Files (Zoning Changes):  See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	Citation: California Government Code, §34090
24.	Project Files (Zoning Clearances): See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	4	C + 5	-	Citation: California Government Code, §34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
25.	Public Information Materials (Front Counter): Zoning standards; Applications and checklists; Procedures and guidelines; Consultants lists; Ordinances (copies); Blank forms; Fees schedules; Reports and studies (reading copies); Reports and studies (distribution/sales copies); Maps, plans and drawings (public viewing copies)	AR	-	AR	-	Citation: California Government Code, §34090.7

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services</b>					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	2	-	2	-	Citation: California Government Code, §34090
2.	Community Services Grant Programs Files (Grants given by the Community Services Department): Applications and supporting data Agreements Check copies Annual reports Correspondence	C	7	C + 7	-	Citation: California Government Code, §34090
3.	Daily Financial Reconciliation Files: Check copies/stubs Cash register tapes (copies; originals held by Finance) Daily Active.Net reports (copies; originals in Finance) Credit card imprints/printouts Supporting documentation	A	5	A + 5	-	Citation: California Government Code, §34090
4.	Department Director - Agreements and Contracts	C + 1	-	C + 1	-	Duplicate Series. Official is in City Clerk Dept. For this record series, C (Closed/Completed) represents completion of all terms of the agreement/contract.

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DEPARTMENT: <b>Community Services</b>					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, §34090.7
5.	Department Director - Park Master Plans Files: Environmental documents; Comments; Resolutions and ordinances (file copies); Reports and studies; Agendas and minutes (file copies); Agenda reports; Maps, plans and drawings; Notices (file copies); Mailing lists; Citizens surveys; Correspondence and supporting data	S	P	P	H	Citation: California Government Code, §34090
6.	Department Director - Parks/Facilities Construction Projects Files: Contract files, including; Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds and insurance documentation (official in Finance);	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, §337.15

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans and drawings; Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data					
7.	Department History Files: Selected historical records, examples including: Publicity binders; Photos binders; Slides binders; Department publications; Flyers; Brochures;	P	-	P	H	Scope note: This record series describes records selected by the Community Services Department for permanent retention because they reflect significant historical events or

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Press releases.					document the history and development of the City of Calabasas. Citation: California Government Code, §34090
8.	External Committees/Organizations Files: Correspondence; Minutes and agendas;  Reports and studies;	3	-	3	-	Scope note: This record series is for files on committees/organizations that Department staff attends or communicates with as a representative of the City (examples include D.A.T.E. and California Parks and Recreation Society). These are not records of City-sponsored committees or organizations.  Citation: California Government Code, §34090
9.	Facilities Daily Revenue Reports Department copies of reports prepared daily and sent to Finance Department listing cash, checks and credit card revenues received.	1	-	1	-	Duplicate series. Official is in Finance Dept.  Citation: California Government Code, section34090.7

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
10.	Facilities Reservation Forms & Liability Waivers	2	-	2	-	Citation: California Government Code, §34090
11.	Personnel - Instructor Contracts	E + 2	-	E + 2	-	City Clerk office maintains originals Citation: California Government Code, §34090.7
12.	Personnel - Service Contracts	E + 2	-	E + 2	-	Scope note: This series describes documentation of agreements, arrangements with part-time employees (as opposed to contracted instructors) to instruct or assist in Community Services programs. This is the counterpart to the record series Instructor Contracts.  Citation: California Government Code, §34090
13.	Personnel - Volunteers Livescan Response Reports	C + 2	-	C + 2	C	For this record series, C (closed/completed) represents entry of a volunteer's name in the Department of Justice database/system. Records are to be shredded at the end of the retention

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						period.  Citation: California Government Code, §34090
14.	Program Evaluations (Class Evaluations)	2	-	2	-	Citation: California Government Code, §34090
15.	Program Proposals / Class Proposals: Correspondence; Resumes; Promotional materials; Sample program materials	2	-	2	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc.  Citation: California Government Code, §34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
16.	Program Registrations Database Active.Net Records: Registrant data (active); Program data (active); Program data (inactive/historical)	5	-	5	-	Scope note: Database records reside on the City network. The program has built-in retention; it retains one year of active data, then strips away certain registrant data, leaving a summary/history of past programs. The database is backed up regularly as part of network backup procedures.  Citation: California Government Code, §34090
17.	Program Registrations / Class Registrations / Waivers of Liability	2	-	2	-	Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
18.	Programs Files (City-Participation): Program development materials; Budgeting data; Promotional materials (press releases, flyers); Budgeting data; Correspondence and memos; Itineraries/schedules; Contracts/agreements for supplies and services (vendors and suppliers); Invoices for services and supplies (copies; official is in Finance); Program progress reports (to funding agency); Program financial reports (to funding agency); Correspondence with funding agency; Program rules and procedures; Audit reports (if audited); Completion documentation (release from funding agency); Supporting data	C	4	C + 4	-	Scope note: Includes programs, special events, activities, courses, and classes where Community Services receives funding and program direction from external organizations. This includes grant-funded programs and other special fund distributions. Community Services administers the program at the local level, but follows rules and procedures specified by the funding agency. (Externally-funded park development programs are a potential example.) For this record series, C (Completion) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified.  Citation: California Government Code, §34090

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VHC CODES: V = Vital H = Historical C = Confidential  
 This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: <b>Community Services</b>					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
19.	Art In Public Places Artist Information Art Design and Approval Placement location and Approval Maintenance of Art	P		P		Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services - Creekside</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Pre-School Attendance/Sign-In Sheets / Field Trip Release Forms	1	4	5	-	Citation: § California Government Code, §34090
2.	Pre-School License Reviews/Site Inspections Includes documentation of facility inspections by the State Department of Social Services, including inspection reports and correspondence.	5	-	5	-	Citation: California Government Code, §34090
3.	Logs: Pre-School Restroom Charts / Cleaning Log, Late Pickup Log / Wait Lists Daily records of diaper changes done by staff and bathroom visits by children.	1	2	3	-	Citation: California Government Code, §34090
4.	Pre-School Registration Packages ("Children's Files") Documentation required for all children attending pre-school includes: Registrations and medical information Notifications of parents' rights Consent for medical treatment Personal rights statements Physician's reports Preadmission health history Credit card payment authorization forms	T + 1	4	T + 5	H	Note: For this record series, T (termination) represents termination of participation in the pre-school program.  Citation: California Code of Regulations, Title 22, §101221

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DEPARTMENT: <b>Community Services - Creekside</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Refunds Files Includes forms and supporting documentation for initiating refunds of program fees. Refund checks are issued by the Finance Department, and records of refunds issued are part of the accounting documentation.	2	-	2	-	Citation: California Government Code, §34090
6.	Teachers Files (Personnel Files) Includes department copies of personnel records for each teacher, the originals of which are held by the Administrative Services Department - Human Resources division. State law requires that these records be held on-site for state license reviews/site inspections.	T + 1	-	T + 1	C	Duplicate record series. Official is in Administrative Services Department - Human Resources division. Citation: California Code of Regulations, Title 22, §101217

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services / Senior Center</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	2	-	2	-	Duplicate Series. Official is in Community Services Department/City Hall.  Citation: California Government Code, §34090.7
2.	Class Rosters	2		2		Citation: California Government Code, §34090
3.	Daily Guest Logs	2		2		Citation: California Government Code, §34090
4.	Memberships Records (Individual Members): Applications; Payments/billings documentation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of membership.  Citation: California Government Code, §34090
5.	Newsletters	2		2		Citation: California Government Code, §34090
6.	Instructor Proposals	2		2		Citation: California Government Code, §34090
7.	Quarterly Brochures	2		2		Citation: California Government Code, §34090
8.	Registration Forms / Seasonal Registrations / Field Trips	2		2		Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Duplicate Series. Official is in Community Services Department/City Hall.  Citation: California Government Code, §34090.7
2.	Facility Plans and Drawings: Final. as-built plans and drawings	P	-	P	V	Citation: California Government Code, §34090
3.	Facility Use Applications / Liability Waivers	2	-	2	-	Citation: California Government Code, §34090
4.	Health Inspections Records: Inspection reports from County inspectors; Follow up documentation; Correspondence and supporting data	5	-	5	-	Scope note: Includes inspections of kitchen facilities and swimming pool.  Citation: California Government Code, §34090
5.	In-Service Training Programs Files: Program materials/training outlines; Materials presented to staff; Attendance rosters; Correspondence and supporting data	3	-	3	-	Citation: California Government Code, §34090
6.	Memberships Administrative Records: Membership lists/reports; Policies and procedures; Fees/rates documentation;	5	-	5	-	Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and supporting data					
7.	Memberships Records (Individual Members): Applications; Payments/billings documentation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of membership.  Citation: California Government Code, §34090
8.	Parks and Recreation Commission Agendas and Minutes	AR	-	AR	-	Duplicate Series. Official is in Community Services/ Administration  Citation: California Government Code, §34090.7
9.	Program Proposals Files: Correspondence; Resumes; Promotional materials; Sample program materials	3	-	3	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc.  Citation: California Government Code, §34090
10.	Swimming Pool Daily Logs	5	-	5	-	Scope note: Daily logs record swimming pool data: temperature, chlorine levels, pH levels, attendance, staffing, etc.  Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
11.	Tennis Club Financial Administration Files: Deposit records Invoices Financial reports (copies; originals held by Finance) Correspondence and supporting documentation	1	4	5	-	Partnership with Tennis Club (Department holds originals, as it is a separate account) Citation: California Government Code, §34090
12.	Vendors/Suppliers Files – City Accounts): Invoices (copies; originals in Finance); Shipping documents;	AR	-	AR	-	Duplicate series. Official is in Finance.  Citation: California Government Code, §34090.7
13.	Tennis Court Reservation Sheets	AR		AR		Preliminary Drafts / Content is not substantive  Citation: California Government Code, §34090
14.	Confined Space Entries	2		2		Citation: California Government Code, §34090, <u>8 CCR 5157(d)(14) &amp; (e)(6);</u> <u>29 CFR 1910.146(e)(6)</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Finance</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	1099§s Files: 1099§s (City copies); Verifications reports; Procedures, rules and reference materials; Correspondence and backup data	3	2	5	-	Citation: California Government Code, §34090; 26 CFR §31.6001-1(e)(2), Revenue & Taxation §19530
2.	Accounts Payable Files: Invoices; Copies of check stubs and checks; Correspondence and backup data; Purchase orders (yellow copies) Check register reports	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years.  Citation: California Government Code, §34090
3.	Audit and Tax Reports: Final reports	10	P	P	V, H	Note: Includes final reports from internal audits, single audits, and other audits and tax reports to state and federal agencies.  At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code,

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DEPARTMENT: <b>Finance</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						§34090; 26 CFR §31.6001-1(e)(2), Revenue & Taxation §19530
4.	Audit Files (Work Files): Audit reports (work copies); Financial statements (work copies); Procedures for preparation; Correspondence; Source materials, worksheets and backup data	5	-	5	-	Citation: California Government Code, §34090
5.	Bank/Account Records: Account agreements and general account information; Account statements; Correspondence; Signature authorizations; Backup data	A	5	A + 5	-	Citation: California Government Code, §34090
6.	Bank Deposits Files: Deposit receipts; Check copies; Deposit tickets copies; Cash register receipts/tapes from City departments	A	5	A + 5	-	Note: Also called Receipts or Cash Receipts.  Citation: California Government Code, §34090
7.	Bank Reconciliations Files: Bank statements (notated); Worksheets and backup data:	A + 5	-	A + 5	-	Citation: California Government Code, §34090
8.	Bank Statements Records: Statements; Canceled checks	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for

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DEPARTMENT: <b>Finance</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years.  Citation: California Government Code, §34090
9.	Bond Files (Performance bonds for recoverable projects):  Trustee statements (monthly/annual); Bank statements (monthly/annual); Canceled/redeemed/voided certificates; Certificates of participation; Correspondence and supporting documentation.	C	P	P	V, H	Note: Bonds for capital improvement projects are filed with the CIP agreements and contracts records held by the City Clerk division.  At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, §337.5, 336a;  26 CFR 1.6001-1; California Government Code, §43900 et seq
10.	Budget (City Final): Final, approved budget documents. Copies are retained for historical purposes.	5	P	P	H	Citation: California Government Code, §34090

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DEPARTMENT: <b>Finance</b>						DATE: June 12, 2019
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
11.	Budget Development Files: Department budget submissions; Worksheets and analyses;  Draft budgets; Correspondence and backup data	AR	-	AR	-	Citation: California Government Code, §34090
12.	Cash Receipts Reports (Daily/Periodic): Detail reports, printed from the City financial system, are summarized in the "Financial Reports (Year-end Printouts)"	A	5	A + 5	-	Citation: California Government Code, §34090
13.	Comprehensive Annual Financial Reports (CAFR) - Final Reports	2	P	P	H	Citation: California Government Code, §34090
14.	Comprehensive Annual Financial Reports Work Files: Source materials (reports, account statements, invoice copies, etc.); Worksheets and analyses; Reference materials; Correspondence and backup data	AR	-	AR	-	Note: Source materials are copied from other department files for use in report preparation.  Citation: California Government Code, §34090
15	Financial Reports (Daily/Periodic Printouts): Includes working printouts from the City financial system of edit listings and wrap-up reports, used for bank reconciliations.	AR	-	AR	-	Note: For this record series, C (closed/completed) represents completion of the bank reconciliation.  Citation: California

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DEPARTMENT: <b>Finance</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Government Code, §34090.7
16.	Financial Reports (Year-End Printouts – Previous to 1996): Revenue expense reports; Detail reports; Cash balance reports; General ledger reports;  Balance sheets	1	P	P	H	Note: For the years up to 1996 , printouts of final, year-end data from the City financial system are retained for historical purposes. For the years 1996 and forward, the reports are available online from the financial system and are no longer printed for retention.  Citation: California Government Code, §34090
17.	General Journal Entries: Includes source documents for entries and adjustments to the City financial system.	A	5	A + 5	-	Citation: California Government Code, §34090
18.	Grants Reimbursements Files: Grant applications and agreements (copies); Invoices; Grant summary sheets; Audit reports and documentation (if audited); Correspondence and supporting documentation.	C	10	C + 10	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.  Citation: 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, &

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DEPARTMENT: <b>Finance</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133;  Citation: California Government Code, §34090
19.	Las Virgenes Parking Administration Records: Deposit statements; Revenue reports; Contractor agreements (original held by City Clerk); Contractor reports; Contractor invoices; Correspondence and supporting documentation	A	5	A + 5	-	Citation: California Government Code, §34090
20.	Letters of Credit	T + 5	-	T + 5	-	For this record series, T (Termination) represents the termination of credit agreement.  Citation: California Government Code, §34090
21.	Local Agency Investment Fund (LAIF) Records: Fund statements; Fund reports; Correspondence	A + 5	-	A + 5	-	Citation: California Government Code, §34090
22.	Payroll - Employee Payroll Files	T	5	T + 5		Citation: 26 CFR 31.6001; California Government

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DEPARTMENT: <b>Finance</b>						DATE: June 12, 2019
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Files, organized by employee name, contain employee payroll documentation, including: Personnel action forms (Department copies); Direct deposit information; Benefits enrollment documentation; 457 deferred comp. plan enrollments/change forms; W-4s; Supporting documentation.					Code, §34090
23.	Payroll - Employee Time Records: Time sheets (originals); Vacation sick leave schedules	5 + AR		5 + AR	-	Retained in ADP database (electronic time cards)  Citation: 29 CFR 516.2 - 516.6; California Government Code, §34090; Revenue & Taxation §19530; Labor Code §1174(d)
24.	Payroll - Payroll Reports: Payroll registers; Auto deposit registers; Year to date reports; Deductions registers; Monthly payroll summaries;	1	5	6	-	Destroy after Annual Audit is complete. ADP Reports can be requested as needed.  Citation: 26 CFR 31.6001-1; California Government Code, §34090
25.	Payroll - Payroll Tax Reports: Payroll tax statements; Tax information and backup data; Correspondence.	1	5	6	-	Citation: 29 USC 436; California Government Code, §34090; 26 CFR §31.6001-1(e)(2), Revenue & Taxation §19530; 29 CFR 516.5 - 516.6

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DEPARTMENT: <b>Finance</b>						DATE: June 12, 2019
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
26.	Payroll - W-2s Records: W-2s (City copies); W-2 control reports; Correspondence and backup data.	A + 5	0	A + 5	-	Citation: 29 CFR 516.5 - 516.6; California Government Code, §34090; Revenue & Taxation §19530; 29 USC 436
27.	Property Taxes Records: Assessed values totals statements; Reports and studies; Communications with L.A. County Assessor; Correspondence and backup data	A	5	A + 5	-	(Accounts Receivable)  Citation: California Government Code, §34090
28.	Purchase Orders	A + 5	-	A + 5	-	Filed with Invoices Citation: California Government Code, §34090
29.	Recoverables Files (Trust Accounts / Exonerated Bonds) Deposits records Invoices for permits fees Permits copies (originals held in Planning) Performance Security / Faithful Performance Bonds	C	5	C + 5	-	Citation: California Government Code, §34090
30.	Revenues Records Remittance statements and reports; Check stubs; Correspondence and supporting documentation	A	5	A + 5	-	Note: Includes records of revenues from all sources, including franchise fees, transient occupancy taxes, utility users taxes, sales taxes, and other state and local revenue sources such

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DEPARTMENT: <b>Finance</b>						DATE: June 12, 2019
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						as CDBG funds, fines, gas tax, industrial waste fees, water districts, OES, property taxes, state motor vehicle license fees, transfer taxes, etc.  Citation: California Government Code, §34090
31.	Risk Management – City-Owned Insurance Records: Insurance policies and certificates Policy applications and information SCJPIA certificates of liability Memos of liability coverage Correspondence and backup data	E + 3	-	E + 3	-	Citation: California Government Code, §34090
32.	Risk Management – SCJPIA Administrative Files: Correspondence; Budgets and financial statements; Reports and studies; Bulletins and publications; Meetings agendas.	AR	-	AR	-	Citation: California Government Code, §34090
33.	Warrant Registers and Revenue Expenditure Reports Work Files: Computer reports and backup data; Final report (copy; official is held by City Clerk Department).	AR	-	AR	-	Originals are part of City Council Agenda Packet Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Library</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Grants Files (Library): Applications; Supporting documents; Correspondence.	C + 5	-	C + 5	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any required audits, monitoring periods, etc.  Citation: California Government Code, §34090; California State Library Records Management Program Requirements
2.	Inter-Library Loan Revenues/Financial Records	AR	-	AR	-	Finance maintains originals Citation: California Government Code, §34090.7
3.	Library Annual Report to Library Commission and State Library	5	-	5	-	Citation: California Government Code, §34090
4.	Library Card Applications (Adult Patrons)	4	-	4	C	To match expiration of computer  Citation: California Government Code, §34090
5.	Library Card Applications (Juvenile Patrons)	*	-	*	C	Special retention instructions: Juvenile patrons' library card applications are stored as a separate set (to document parental signatures and permissions) until patron reaches age 18. At that time, they are destroyed.  Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Media Operations</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Commissions - Video Recordings Includes digital video recordings and videotapes of meetings of official City commissions.	1	P	P	H	Citation: California Government Code, §34090
2.	City Council - Video Recordings Includes digital video recordings and videotapes of meetings of the City Council.	1	P	P	H	Citation: California Government Code, §34090.6
3.	City Newsletters Several copies of each edition of the final, published City newsletter are retained for historical value.	P	-	P	H	Citation: California Government Code, §34090
4.	City Newsletters Production files (Drafts – Final is retained Permanently (#3) Files contain materials used to produce each edition of the City newsletter, including photographs, articles/ drafts, correspondence and supporting documentation.	AR	-	AR	-	Preliminary Drafts, Citation: California Government Code, §34090
5.	City Web Site The City's web site is currently not archived; materials posted on the web are constantly changing, and the site is regularly superseded by a newer version	S	-	S	-	Preliminary Drafts or copies, Citation: California Government Code, §34090
6.	Equipment Files Identification information; Owners/instruction manuals; Service/maintenance information; Purchase information; Correspondence and backup data.	T	-	T	-	For this record series, T (Termination) represents termination of ownership of the equipment.

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DEPARTMENT: <b>Media Operations</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
7.	Facilities Records Media Operations-related records of City facilities include wiring diagrams, schematics, equipment plans and drawings, etc. Only current versions are retained.	S	-	S	-	
8.	Film Permits Files Applications; Certificates of insurance; Correspondence & supporting data; Requests for refunds (copies; originals held in Finance).	E + 3	-	E + 3	-	Citation: California Government Code §34090
9.	Franchise Files (Cable Television) Agreements; Bonds/Certificates of insurance; Statements and reports; Federal Communications Commission forms and filings; Transfers and renewals; Correspondence and supporting documentation.	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement.  Citation: California Government Code §34090
10.	Graphics Production Files Files contain materials used to produce graphics materials (brochures, etc.) for City departments, including photographs, articles/drafts, correspondence and supporting documentation. Final products are held by the requesting department.	AR	-	AR	-	

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DEPARTMENT: <b>Media Operations</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
11.	Information Systems - Computer System Backup Tapes Daily backup tapes Weekly backup tapes Monthly backup tapes	7 days 1 month 1 year	- - -	7 days 1 month 1 year	-	*Scope note: These tapes contain operational (not archival) backups of all users files and some data files on the City's computer system. The system is backed up daily, weekly and monthly. The City rotates a set number of tapes for each backup procedure; the last tape in the set is copied over.
12.	Local Originating Programming Final programs are retained digitally	6mos + AR	-	6mos + AR	-	Note: Programs will be evaluated by the Department for historical value before destruction occurs.
13.	Work Requests Forms Includes completed work requests forms from City departments requesting Media Operations Department assistance.	1	-	1	-	

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Public Safety &amp; Emergency Preparedness</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Disaster Response Program Records and Plans</p> <p>Includes documentation of City participation in disaster response programs such as Community Emergency Response Team (CERT) and the Calabasas Emergency Response Program (CERP):</p> <p>Disaster response plan; Resources/contact lists; Correspondence and supporting data.</p>	S + 2	-	S + 2	-	Citation: California Government Code, §34090
2.	<p>False Alarm Program Records</p> <p>Records of billings to businesses and residents for responses to false alarm incidents include:</p> <p>Lists of incidents from Sheriff's Department; Notices to businesses/residents; Billings copies and financial summaries; Monthly reports; Correspondence and supporting data.</p>	2	-	2	-	Citation: California Government Code, §34090
3.	<p>Training Records</p> <p>Documentation of training given or sponsored by this department includes:</p> <p>Attendee lists and attendance records; Teacher contracts (if contracted); Course materials; Correspondence and supporting documentation.</p>	5	-	5	-	Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Public Works/Engineering Division</b>				DATE: June 12, 2019		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Capital Improvement Program (CIP) Files: Contractor files, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds (originals are in City Clerk Dept.); Insurance documentation (originals are in City Clerk Dept.); Correspondence and supporting data; Consultant files, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Meeting notes; Correspondence and supporting data; Change orders files, including: Change order requests; Review documentation; Cost estimates; Change orders (originals are in City Clerk Dept.); Correspondence and supporting data; Permits files, including: Applications and backup data; Permits issued; Payments files, including: Purchase orders (copies; originals in Finance); Invoices (copies; originals in Finance); Progress payments (originals are in Finance Dept.); Correspondence and supporting data; Inspections files/Daily inspectors' reports; Certified payroll files; Project studies and reports;	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, § 337 et seq.; Government Code §34090

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Design records, including: Design research data; Survey data; Calculations; Drawings; Environmental Commission Documents Correspondence and supporting data.					
2.	Capital Improvement Program (CIP) Plans and Drawings: Final, as-built plans and drawings	P	-	P	V, H	Citation: California Government Code, §34090
3.	Capital Improvement Program (CIP) Right-of-Way Documentation : Deeds; Quitclaims; Easements.	P	-	P	-	Duplicate series. Official is in City Clerk Department.  Citation: California Government Code, §34090.7
4.	Disaster Incidents Files: Damage reports/assessments and supporting data Photographs Invoices (copies; original in Finance Dept.) Correspondence Council approvals/documentation (copies; original in City Clerk).	C + 1	P	P	H	Scope note: This record series is for files documenting disaster incidents damages and claims for reimbursement from agencies such as FEMA and OES.  Special retention instructions: For this record series, C (Closed/completed) represents reimbursement and release by the funding agency, or completion of the project and all terms of the

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						project contracts and agreements, <b>whichever is later.</b> At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, §337 et seq.; §34090
5.	Encroachment/Excavation Permit & Applications	3	P	P	H	Citation: California Government Code, §34090
6.	Federal Highway Administration (FHWA) Funding - Administrative Files: Applications/funding requests and supporting data; Budgeting analyses; Correspondence w/ FHWA ; Correspondence w/ local administrative agencies (including CALTRANS); Studies and reports; Supporting data	C	5	C + 5	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency.  Citation: 49 CFR 18.42 and/or 29 CFR 5.5; California Government Code §34090
7.	Final Maps, Plans, and Drawings: Final, recorded maps, plans, and drawings, including: Subdivision maps Parcel maps Final maps Assessment districts Record of survey Improvement plans Record plans (street, storm drain, sewer)	P	-	P	H,V	Final maps, plans, and drawings are recorded with the County Assessor.  Citation: California Government Code, §34090

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Tract maps Construction (final as-constructed only) Utilities (water, sewer, storm drain, etc.) Reclamation districts					
8.	Grading Records Files include: Grading permits (Final); Grading plans (Final / As-Builts); Geotechnical/soils reports (Final); Rough and fine grading certificates (Final).	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of a grading project.  Citation: California Government Code, §34090
9.	Grants/Funding Files: Applications and supporting data; Financial/budgeting data; Correspondence and supporting data; Reports to funding agency; Program completion documentation; Rules, regulations and procedures; Contracts, amendments and supporting data (original contracts are filed with City Clerk)	C + 1	4	C + 5	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency.  Citation: 7 CFR 3016.42; California Government Code §34090
10.	Land Development Projects Files: Correspondence and memos; Reports and studies; Title reports; Reviews and comments; Evaluation estimates; Plan check documentation; Plans and drawings; Agreements;	C + 1	P	P	H	Scope note: Land Development Projects include grading plans, street improvement plans, storm drain plans, landscaping plans, lot line adjustments, and plan checks.  Citation: California Government Code, §34090

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Easements; Permits (copies); Final maps; Supporting data					
11.	NPDES - Compliance Files (by calendar year) Files contain documentation of City compliance with National Pollutant Discharge Elimination System (NPDES) regulations. Files include: Inspections/site visits documentation (State and Federal agencies) Monitoring reports Documentation of compliance activities: 5 year plan -public education Site visit program - public education Illicit discharge/illicit connection Public agency activities Development planning Development construction Educational programs Correspondence Supporting documentation Files are retained until expiration of the NPDES permit for which the compliance records were created, plus five years (E + 5)	E + 5	-	E + 5	-	Citation: 40 CFR 122.21 40 CFR 122.41, California Government Code §34090
12.	NPDES - User Files Files, organized by street address (organization, companies, etc. operating in the City and subject to NPDES regulations), contain documentation of National Pollutant Discharge Elimination System	5	-	5	-	Citation: 40 CFR 122.41 40 CFR 122.44, California Government Code §34090

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	(NPDES) compliance, as administered by the City. File includes: Incident reports Site visitation reports Followup reports Enforcement actions documentation Correspondence					
13.	Operations and Maintenance (O&M) Projects Files: Correspondence and supporting data	2	-	2	-	Scope note: O&M Projects are those projects that the City contracts out to the County or private contractors. City involvement is minimal; usually these are initiated by service request (. Financial tracking is documented in Finance Dept. records. As a result, these project files contain minimal documentation.  Citation: California Government Code, §34090
14.	Policies and Procedures for Engineering Operations (Internal)	S + 10	P	P	V, H	Scope note: This record series is for policies and procedures for Engineering operations developed by this Department.  At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, §34090
15.	Street Name Files: Files, organized by street name/address, contain a	P	-	P	H	Citation: California Government Code, §34090

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	history of public works improvements and activity In the public right-of-way at each location, including: Right-of-way documentation copies Soils reports NPDES-related documentation Photographs, memos and supporting documentation					
16.	Tract/Address Reports Files: Files, organized by tract number, contain all soils and geology-related documentation for property at each tract, including: Soils reports; Geology reports; Grading plans; Correspondence and backup data.	P	-	P	V	Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Capital Improvement Program (CIP) Files: Contract files, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds and insurance documentation (official in Finance); Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals; Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans and drawings; Right-of-way documentation (official in City Clerk); Progress reports; Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, §337.15; Government Code, §34090
2.	Homeowners Association (HOA) Correspondence Files Includes records requests & proposals. Maintained electronically	2 + AR	-	2 + AR	-	Citation: California Government Code, §34090

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DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>					DATE: June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
3.	Homeowners Association (HOA) Fiscal Year Summaries Files, organized by year/HOA name, contain summary records of expenditures for landscape maintenance services and usage, by category. These are used for budgeting, planning and Reporting Maintained Electronically	5	-	5	-	Citation: California Government Code, §34090
4.	Landscape Assessment District Administrative Files: District formation documentation; Annual Engineering Reports to the City; Administrative rules and procedures; Assessment roles; Assessment computations; District maps and drawings; City Council documentation (copies; official in City Clerk); Correspondence, memos and supporting documentation.	2	P	P	-	Citation: California Government Code, §34090
5.	Landscape Assessment District Ballots:  Includes documentation of balloting to approve or disapprove changes in assessment methodology and/or amounts. Ballots ("Prop 218 compliance ballots") are distributed to property owners when changes are proposed. Includes voted ballots, correspondence, and supporting documentation.	C	2	C + 2	-	Note: Files are retained for completion of the balloting plus 2 years (C + 2). Citation: California Government Code, §34090
6.	Landscape Maintenance Contracts Files	5	-	5	-	Citation: California

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DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>				DATE: June 12, 2019		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Files document annual contracts with landscape maintenance contractors, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Service requests/responses documentation; Billing information; Correspondence and supporting data. Maintained Electronically					Government Code, § 34090: California Code of Civil Procedure, §337
7.	Landscape Maintenance Project Files: Contract files, including: Contracts, amendments and supporting data (originals held by City Clerk Dept.); Bonds and insurance documentation (official in Finance); Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports; Design records, including: Design research data Survey data; Calculations; Drawings; Plans and drawings Right-of-way documentation (copies; official in City Clerk); Progress reports;	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, § 34090: California Code of Civil Procedure, §337.15

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<b>DEPARTMENT: Public Works/Landscape Maintenance District Division</b>				<b>DATE: June 12, 2019</b>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data					

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

ITEM 2 ATTACHMENT 3

DEPARTMENT: <b>All City Departments</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>City Ad-Hoc Committees and Task Forces - Agenda Packets</p> <p>Includes agenda packets (staff reports and supporting data) from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples:</p> <ul style="list-style-type: none"> <li>Calabasas Park Centre Master Plan Task Force</li> <li>General Plan Advisory Committee</li> <li>Health and Wellness Committee</li> <li>Mobile Home Rent Ordinance Task Force</li> <li>Tennis and Swim Center Advisory Committee</li> </ul>	3	-	3	-	Citation: California Government Code, <a href="#">§34090</a>
2.	<p>City Ad-Hoc Committees and Task Force - Minutes and Agendas</p> <p>Includes minutes and agendas from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples:</p> <ul style="list-style-type: none"> <li>Calabasas Park Centre Master Plan Task Force</li> <li>General Plan Advisory Committee</li> <li>Health and Wellness Committee</li> <li>Mobile Home Rent Ordinance Task Force</li> <li>Tennis and Swim Center Advisory Committee</li> </ul>	T	P	P	H	Citation: California Government Code, <a href="#">§34090</a>
3.	<p>City Commissions - Agenda Packets</p> <p>Agenda packets from meetings of City commissions includes:</p> <ul style="list-style-type: none"> <li>Agendas (copies)</li> <li>Reports</li> <li>Supporting documentation</li> </ul>	<del>3</del> <u>5</u>	<del>P</del> <u>P</u>	<del>3</del> <u>5</u> <u>P</u>	-	<a href="#">Scope note: All Commission meeting agenda packets are archived in electronic form for permanent retention. The paper version of these reports will be retained for 5 years as a separate record series. Citation: California Government Code, §34090</a>

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DEPARTMENT: <b>All City Departments</b>					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, <a href="#">§34090</a>
4.	<p>City Commissions - Minutes, Agendas and Resolutions</p> <p>Departments are responsible for retention of records for their particular Commissions. Currently, this includes:</p> <p>Communications and Technology Commission (Media Operations);</p> <p>Environmental Commission (Public Works);</p> <p>Historic Preservation Commission (Community Development);</p> <p>Library Commission (City Clerk);</p> <p>Parks, Recreation and Education Commission (Community Services);</p> <p>Planning Commission (Community Development);</p> <p>Public Safety Commission (Public Safety and Emergency Preparedness);</p> <p>Traffic and Transportation Commission (Public Works).</p>	P	-	P	H	<p><a href="#">Citation: California Government Code, §34090</a></p>
5.	<p>City Commissions - Notices</p> <p>Notices of hearings</p> <p>Proof of publication (or) Declaration of posting</p>	C + 5	-	C + 5	-	<p>Note: C (closed/completed) represents final administrative decision.</p> <p>Citation: California Government Code, <a href="#">§34090</a></p>

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DEPARTMENT: <b>All City Departments</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	Correspondence Files General incoming/outgoing correspondence; City memos (incoming/outgoing).	2	-	2	-	Scope note: This record series refers to general correspondence not specifically addressed in a department's retention schedule. Correspondence pertaining to a specific departmental record series falls under the retention requirements for that record series.  Citation: California Government Code, <u>§ 34090</u>
7.	Department Budget Files Files include: Source materials; Worksheets and analyses; Correspondence and backup data; Final budget submission (department copy; original is in Finance Dept.)	<del>2</del> <u>AR</u>	-	<del>2</del> <u>AR</u>	-	Finance Department maintains original budget submissions from all City departments. City Clerk maintains the final City budget document.  Citation: California Government Code, <u>§ 34090</u>
<u>7e</u>	<u>E-mail Correspondence</u>	<u>2</u>		<u>2</u>		<u>Citation: California Government Code, § 34090</u>
8.	Personnel Files (Department Copies)	T	-	T	C	Duplicate Series. Official is in Administrative Services Department - Human Resources division. This record series describes personnel files held by management, consisting of copies of materials found in the official Personnel Files held by the Human Resources division.. These files are maintained by the departments for quick access and reference.  Citation: California Government Code, <u>§ 34090.7</u>

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DEPARTMENT: <b>All City Departments</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
9.	Policies and Procedures (Originating from other City Departments)	S	-	S	-	Duplicate Series. Official is in originating department. This record series describes policies and procedures held by this department which originate from other City departments.  Citation: California Government Code, <a href="#">§34090.7</a>
10.	Policies and Procedures (Originating from this Department)	S + 1	P	P	H,V	This record series describes all policies and procedures originating from this department.  At the end of the office retention period, records will be digitized for permanent retention.
11.	Publications from Outside Sources	AR	-	AR	-	Scope note: This record series includes books, magazines, journals, brochures, reports, reference publications, etc. obtained from outside sources. These are defined as "nonrecords" and can be evaluated for informational value and retained or disposed as appropriate.
12.	Purchasing Files (Department Copies) Purchase orders (department copies) Vendor/supplier information; Correspondence and backup data	<del>2</del> AR	-	<del>2</del> AR	-	Official purchasing records are held by the Finance Department.  Citation: California Government Code, <a href="#">§34090.7</a>

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DEPARTMENT: <b>All City Departments</b>					DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
13.	Subject /_Reference Files / <a href="#">Drafts / Working Files</a>	AR	-	AR	-	Scope note: Subject/Reference Files are collections of materials about a particular topic/subject compiled for reference and informational purposes. They do not record city business transactions or policy decisions. Subject/Reference Files are defined as "nonrecords", and can be evaluated annually for informational value and retained or disposed as appropriate.  <a href="#">Citation: California Government Code, §34090</a>
14.	Time Sheets (Department Copies)	<del>AR</del>	-	<del>AR</del>	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, <a href="#">§34090.7</a>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Administrative Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Community Development Block Grant (CDBG) Files</p> <p>Applications and supporting data;            Agreements, contracts and amendments (file copies); originals are held in City Clerk division;            Reports to granting agency ;            Cost summaries and financial documentation;            Consultant reports and documentation;            Correspondence and supporting data;            Audits, approvals and releases (grant completion documentation);            Rules, regulations and procedures;            Procedures and administrative materials;            Public notices (proofs of publication are held in the City Clerk division).</p>	C + 1	3	C + 4	-	<p>CDBG = Community Development Block Grant. For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>The Finance Department maintains related grant reimbursement records for all City grants.</p> <p>Citation: <a href="#">2 CFR 200.333</a>; <a href="#">24 CFR 91.105(h)</a>, <a href="#">92.505</a>, <a href="#">570.490</a>, &amp; <a href="#">570.502(a&amp;b)</a>, <a href="#">29 CFR 97.42</a>; <a href="#">OMB Circular A-110 &amp; A-133</a>; <a href="#">GC §34090</a> <a href="#">7 CFR 3016.42</a></p>
2.	<p>Community Development Block Grant (CDBG) Loan Files</p> <p>Includes documentation of CDBG deferred housing loans administered by the City. Files are organized by</p>	C	P	P	V,C	<p>Citation: <a href="#">2 CFR 200.333</a>;</p>

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DEPARTMENT: <b>Administrative Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	borrower name, and include: Promissory notes (City copies); Deeds (City copies); Correspondence and supporting documentation.					<a href="#">24 CFR 91.105(h), 92.505, 570.490, &amp; 570.502(a&amp;b), 29 CFR 97.42; OMB Circular A-110 &amp; A-133; GC §34090</a>
3.	City Hall Security Administration Files Daily security reports; Correspondence and supporting documentation.	1	1	2	-	Citation: California Government Code, <a href="#">§34090</a>
4.	Engineering, Operations and Maintenance - Elevator Permits  Includes permits, inspection reports and supporting documentation.	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
5.	Engineering, Operations and Maintenance - Equipment and Systems Records Maintenance and service records; Maintenance logs; Service vendor reports and correspondence; Schematics, drawings, manuals and specifications.	T	2	T + 2	-	T (Termination) represents life of the equipment or system.  Citation: California Government Code, <a href="#">§34090</a>
6.	Engineering, Operations and Maintenance - Safety Equipment and Systems Inspections Records  Includes fire, life, safety inspection reports and logs for sprinkler systems, smoke detectors, alarms, and fire extinguishers.	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
7.	Engineering, Operations and Maintenance – South Coast Air Quality Management District (SCAQMD) Permits	5	-	5	-	Note: The SCAQMD inspects certain Civic Center equipment annually

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DEPARTMENT: <b>Administrative Services</b>				DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Includes permits, inspection reports and supporting documentation.					for air-related emissions standards.  Citation: California Government Code, <a href="#">§34090, 40 CFR 70.6</a>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Administrative Services/Human Resources Division</b>					DATE: <del>September 25,</del> <del>2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Employee Benefits Administration Records: Plan documents; <del>Enrollment forms;</del> <del>Correspondence and backup data</del>	T	P	P	V, H	Note: T (Termination) represents the selection by the City of a new benefits provider and cancellation of contract/agreement with previous provider.  Citation: <a href="#">California Government Code, §34090</a> <del>29 USC 1113</del>
2.	Personnel Files: Resumes; Applications; Personnel action forms; Performance evaluations; Correspondence and memos; Direct deposit authorizations; <del>Benefit Enrollment Forms</del> <del>Pre-employment physicals;</del> I-9 documentation; Employee fingerprint reports.	T+3	3	T+6	C	Citation: 29 USC 1113, <a href="#">29 CFR 1602.14</a> , <a href="#">1602.31</a> & <a href="#">1627.3(b)(ii)</a> ; <a href="#">California Government Code §§12946, 34090</a> ; <a href="#">29 USC 1113</a> ; <a href="#">California Labor Code §1198.5</a>
3.	OSHA Logs/Reports	5	-	5	-	Citation: <a href="#">8 CCR §3203(b)(1)</a> , <a href="#">8 CCR 14300.33</a> ; <a href="#">29 CFR 1904.33</a> , <a href="#">OMB 1220-0029</a> , <a href="#">California Government Code §34090</a> ; <a href="#">California Labor Code §6429c</a> <del>California Administrative Code,</del>

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DEPARTMENT: <b>Administrative Services/Human Resources Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<del>14307</del>
4.	Personnel Policies and Procedures <u>(Adopted by Resolution)</u> <del>Employee handbook;</del> <del>Human Resources (HR) policies (rules and regulations);</del> <del>Compensation resolutions.</del>	S	P	P	V,H	<u>City Clerk maintains original resolutions</u>  Citation: California Government Code, <u>§ 34090.7</u>
5.	Recruitment Files: Job position announcements; Applicant responses and resumes; Correspondence and backup data.	C	2	C + 2	-	Citation: 29 CFR 1627.3, <u>29 CFR 1602 et seq, 2 CCR 11013(c); California Government Code §§ 12946, 34090;</u>
6.	Salary <u>Surveys: Classification &amp; Compensation Studies</u> <del>Surveys of salaries paid by other cities and organizations, used for comparison and salary change recommendations.</del>	2	-	2	-	Citation: California Government Code, <u>§ 34090</u>
7.	Special Projects Files: Studies and reports; <del>Source materials;</del> <del>Correspondence and backup data.</del>	2	3	5	-	Includes records of special projects performed by this department such as <u>classification studies</u> , staffing studies and benefits analyses.  Citation: California Government Code, <u>§ 34090</u>

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DEPARTMENT: <b>Administrative Services/Human Resources Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
8.	Training Files: Files contain records of employee training administered by the City or its consultants, including: Course outlines/proposals; Announcements/schedules; Attendance sheets; Handouts/course materials; Course evaluations; Correspondence and supporting documentation.	5	-	5	-	Citation: California Government Code, <a href="#">§§ 12946, 34090</a> ; <a href="#">8 CCR §3203 et seq.</a> , <a href="#">29 CFR 1602.31</a> ; <a href="#">California Labor Code §6429(c)</a>
9.	Workers Compensation Claim Files: Documentation of workers compensation claims filed against the City, organized by employee name, include: Medical reports (copies); Doctor correspondence and reports; Consultant documentation; Payment information (if applicable); Correspondence and supporting documentation	T/C	<del>6</del> <u>30</u>	T/C + <del>3</del> <u>06</u>	C	Special retention instructions: For this record series, files are maintained until termination of employee plus 6 years (T + 6) or closure of claim plus 6 years (C + 6), whichever is longer.  Citation: <a href="#">8 CCR §3204(d)(1) et seq.</a> , <a href="#">8 CCR 10102, 10755, 10758, 15400.2</a> ; <a href="#">29 CFR 1910.1020(d)</a> ; <a href="#">California Government Code §§12946, 34090</a> <del>California Code of Regulations, Title 8, 10102</del>
10.	Risk Management - Workers Compensation Insurance Administration Records: Loss analyses / <a href="#">Loss Runs / Loss Reports</a> ; Statements; Correspondence and backup data	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Administrative Services/Human Resources Division</b>				DATE: <del>September 25, 2013</del> June 12, 2019		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>11.</del>	<del>Risk Management—Workers Compensation Insurance Policies</del>	<del>E+3</del>	<del>-</del>	<del>E+3</del>	<del>-</del>	<del>Citation: California Government Code, §34090</del>
<u>12</u>	<u>Personnel Medical Files: Pre-employment Physicals, other Medical records</u>	<u>T+30</u>		<u>T+30</u>		Citation: California Government Code, §§12946, 34090, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), LC §1198.5
<u>13.</u>	<u>EDD Form – Report of New Hires</u>	<u>2</u>		<u>2</u>		Citation: California Government Code §§12946, 34090
<u>14.</u>	<u>1095c (Employer-Provided Health Insurance Offer and Coverage)</u>	<u>5</u>		<u>5</u>		Citation: California Government Code §34090, ; 6 CFR 31.6001-1(e)(2);

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>City Attorney</b>						DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Attorney Opinions	10	P	P	(C)	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release.  Citation: <del>California Code of Civil Procedure, '§2018.030;</del> California <del>Evidence Code, '§954;</del> California Government Code, '§34090
2.	City Council <del>Executive Session</del> /Closed Session Files  This record series includes materials prepared by this department and submitted to the City Council at executive sessions	3	P	P	C,H	Citation: <del>California Code of Civil Procedure, '§2018.030;</del> <del>California Evidence Code, '§954;</del>  <u>At the end of the office retention period, records will be digitized for permanent retention.</u>  California Government Code, '§34090
3.	Civil Litigation Case Files  Files, organized by case name/number, include: Original claim and supporting documentation; Pleadings (copies; originals are held by the presiding Court);	C	5	C + 5	(C)	Official, final documentation of case proceedings and resolution is held by the presiding Court.  Note: Files may contain

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DEPARTMENT: <b>City Attorney</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Discovery documentation; Correspondence; Research; Supporting documentation.					confidential attorney-client communications, and should be reviewed prior to public release.  Citation: California Code of Civil Procedure, <a href="#">§ 337 et seq.</a> <del>§2018.030;</del> <del>California Evidence Code, § 954;</del> California Government Code, <a href="#">§ 34090</a>
4.	Civil Litigation Case Files (Historical)  This record series describes model cases, precedent-setting cases, and cases documenting the development of the City chosen for permanent retention as historical records.	C	P	P	(C),H	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release.  Citation: California Code of Civil Procedure, <a href="#">§ 337 et seq.</a> <del>§2018.030;</del> <del>California Evidence Code, § 954;</del> California Government Code, <a href="#">§ 34090</a>
5.	Civil Litigation Case Resolution Documentation  Files include settlement agreements and dismissals from all litigated cases.	5	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.

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DEPARTMENT: <b>City Attorney</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Code of Civil Procedure, <a href="#">§ 337 et seq</a> <del>'§ 2018.030;</del> <del>California Evidence Code, '§954;</del> California Government Code, <a href="#">'§34090</a>
6.	<p>Work Requests Files</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department. Examples include requests for legal assistance with agreements and contracts, ordinances, policy issues, personnel issues, and other City matters.</p> <p>Files contain original work request (memo, letter, email, etc.), correspondence, research, drafts, supporting documentation, and a copy of the final work product (advice memo/letter, agreement, ordinance, policy, etc.).</p> <p>Note that the final, original work product is given to the requesting Department for filing and retention as the office of record.</p> <p>Work Requests Files on issues affecting the title to real property or the liens thereon are subject to different retention requirements (see the following record series).</p>	3	P	P	C, H	At the end of the office retention period, records will be digitized for permanent retention. Citation: <del>California Code of Civil Procedure, '§2018.030;</del> <del>California Evidence Code, '§954;</del> California Government Code, <a href="#">'§34090</a>
7.	<p>Work Requests Files (Real Property-Related)</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City</p>	3	P	P	C	<a href="#">Final Deeds, Easements, Rights of Way or other title to real property are maintained by the City Clerk</a>

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DEPARTMENT: <b>City Attorney</b>				DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	departments for legal assistance, advice or opinions from the City Attorney Department on issues affecting the title to real property or the liens thereon. Examples include requests for legal assistance with deeds, real property purchases/sales, annexations, easements, CUPs, development plans and agreements, and street widening.					Citation: <del>California Code of Civil Procedure, '§2018-030;</del> <del>California Evidence Code, '§954;</del> California Government Code, <u>§34090</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	AB939 (Solid Waste Disposal) Files: Agreements; Permits; Reports and studies; Rules and procedures; Correspondence and backup data	C	5	C + 5	-	For this record series, C (Closed/Completed) represents completion of all program requirements set forth by the State.  Citation: California Government Code, <a href="#">§34090</a>
2.	Agreements, Contracts and Leases: Executed documents, amendments and exhibits; Correspondence and backup data, <a href="#">Insurance Certificates</a>	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the agreement or contract.  At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, <a href="#">§337 et seq.</a> ; <a href="#">California Government Code §34090</a> <del>-15</del>
3.	Bids/Proposals Files (Successful Bidders): Requests for bids/proposals; Specifications and backup data; Agreements/contracts; Bids/proposals received; Correspondence and backup data	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal.

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedures, <a href="#">§ 337 et seq.</a> ; <a href="#">California Government Code § 34090-15</a>
4.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	-	2	-	Citation: California Government Code, <a href="#">§ 34090</a>
5.	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination	P	-	P	-	Citation: California Government Code, <a href="#">§ 34090</a> ; <a href="#">14 CCR 15095(c)</a>
6.	City Census Data and Demographics	P	-	P	H	<a href="#">Not City Records</a> <del>Citation: California Government Code, § 34090</del>
7.	City Clerk Correspondence Files: Incoming correspondence; Outgoing correspondence	2	-	2	-	Note: City Clerk correspondence relating to a specific issue is filed in the appropriate department file.  Citation: California Government Code, <a href="#">§ 34090</a>
8.	City Clerk Memos	2	-	2	-	Note: City Clerk memos relating to a specific issue are filed in the appropriate department file.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, <a href="#">§34090</a>
9.	City Commissions and Committees - Applications (Unsuccessful): Applications; Correspondence	2	-	2	-	Citation: California Government Code, <a href="#">§34090</a>
10.	City Commissions and Committees - Maddy Act Reports	<a href="#">52</a>	-	<a href="#">52</a>	-	Citation: California Government Code, <a href="#">§34090</a>
11.	City Commissions - Members Records: Applications; Certificates; Oaths; Letters of appointment; Letters of resignation; Correspondence	T+2	-	T+2	-	For this record series, T (Termination) represents termination of member participation in a commission or committee.  Citation: California Government Code, <a href="#">§34090</a>
12.	City Commissions - Vacancy Notices: Vacancy notices; Proof of publication	2	-	2	-	Citation: California Government Code, <a href="#">§34090</a>
13.	City Council Conferences Records: Registration materials; Correspondence; Backup data	<a href="#">2AR</a>	-	<a href="#">2AR</a>	-	<a href="#">Finance maintains all final invoices</a>  Citation: California Government Code, <a href="#">§34090.7</a>
14.	City Council Correspondence Files Incoming Correspondence (individual)	2	-	2	-	Note: City Council correspondence relating to a

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Outgoing Correspondence (individual) General Correspondence					specific issue is filed in the appropriate department file.  Citation: California Government Code, <u>§</u> 34090
15.	City Council Meetings - Agenda Packets (Electronic) Agendas; Staff reports; <u>Appeals</u> ; Supporting documentation.	P	-	P	H	Scope note: All City Council meeting agenda packets are archived in electronic form for permanent retention. The paper version of these reports will be retained for 5 years as a separate record series.  Citation: California Government Code, <u>§</u> 34090
16.	City Council Meetings - Agenda Packets (Hard copy) Agendas; Staff reports; <u>Appeals</u> ; - Supporting documentation.	1	4	5	-	Citation: California Government Code, <u>§</u> 34090
17.	City Council Meetings - Agendas (Sworn Originals)	5	-	5	-	Scope note: This record series is for sworn original agendas in paper copy. All City Council meetings agendas are archived onto the City's optical imaging system for permanent retention.  Citation: California Government Code, <u>§</u> 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
18.	City Council Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; Declarations of posting	<u>52</u>	-	<u>52</u>	-	Citation: California Government Code, <u>5</u> 34090
19.	City Council Meetings - Requests to Address City Council (Speaker Cards)	3mos.	-	3mos.	-	Note: Speaker cards are used to record information and to schedule speakers at City Council meetings. Information from the cards is used to prepare (and transferred to) the City Council meetings minutes.  Citation: California Government Code, <u>5</u> 34090.7
20.	City Council Minutes, Ordinances and Resolutions	P	-	P	V,H	Citation: California Government Code, <u>5</u> 34090
21.	City Council Ordinances and Resolutions Indexes	P	-	P	H	Citation: California Government Code, <u>5</u> 34090
22.	City Departments Files (Projects, Programs, Events, Issues and Activities): Reports and studies; Publications; Correspondence and backup data; Resolutions (file copies)	<u>52 + AR</u>	-	<u>52 + AR</u>	-	Scope note: This record series is for records held by the City Clerk of City departments' <u>5</u> projects, programs, events, issues and activities. Files consist of duplicate materials from the departments, with some original notes and correspondence. At

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						the end of the <u>25</u> year retention period, files will be reviewed by the City Manager and City Clerk for historical value. Those selected for permanent, historical retention will be archived onto the City's optical imaging system.  Citation: California Government Code, <u>§34090</u>
23.	City History Files: Selected historical records, examples including: Maps and drawings; Photographs; Reports and studies; Articles and news clippings; City publications; City newsletters; Press releases	AR	P	P	H	Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas.
24.	City Incorporation Documents	P	-	P	H	Citation: California Government Code, <u>§34090</u>
25.	City Manager Correspondence Files: Incoming correspondence; Outgoing correspondence	P	-	P	H	Citation: California Government Code, <u>§34090</u>
26.	City Manager Memos	P	-	P	H	Citation: California Government Code, <u>§34090</u>
27.	Election Records - Ballots, Absent Voter Ballots and	C	6mos	C + 6mo	-	Citation: California Election

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Absentee Applications					Code, <a href="#">§ 17302</a> and <a href="#">§ 17505</a>
28.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Candidates (not elected) statements; Candidates (not elected) committees' <a href="#">§</a> statements	5	-	5	-	Citation: California Government Code, <a href="#">§ 81009</a>
29.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Officeholders' <a href="#">§</a> statements; Officeholders' <a href="#">§</a> committees' <a href="#">§</a> statements;	5	P	P	H	Citation: California Government Code, <a href="#">§ 81009</a>
30.	Election Records - Campaign Statements (FPPC Forms 410 - 490): Political Action Committees' <a href="#">§</a> (PAC) statements	7	-	7	-	Citation: California Government Code, <a href="#">§ 81009</a>
31.	Election Records - Candidates Records: Candidate statements (general statements for publication); Nomination papers and petitions	T + 2	2	T + 4	-	For this record series, T (Termination) represents the term of the office elected.  Citation: California Election Code, <a href="#">§ 17100</a>
32.	Election Records - Election Administration Files: Rules and procedures; Communications with FPPC; Communications with election consultants; Correspondence and backup data	3	-	3	-	Citation: California Government Code, <a href="#">§ 34090</a>
33.	Election Records - Election History Files: Selected historical records, examples including: Sample ballots; Certificates of destruction for election materials; Declaration of results (copies; official in City	10	P	P	H	Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant

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This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Council Resolutions); Other resolutions re: election (copies; official in City Council Resolutions)					historical events or document the history and development of the City of Calabasas. Citation: California Government Code, <u>§</u> 34090
34.	Election Records - Petitions: Initiatives petitions; Referendum petitions; Recall petitions	C	8mos	C+8mo	-	Note: For this record series, C (Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition.  Citation: California Election Code, <u>§</u> 17200
35.	Election Records - Rosters and Indexes	C	5	C+5	-	For this record series, C (Closed/Completed) represents certification of election results.  Citation: California Election Code, <u>§</u> 17300
36.	Equipment Files: Owners manuals; Service/maintenance information; Purchase information; Correspondence and backup data	T+1	-	T+1	-	For this record series, T (Termination) represents termination of ownership of the equipment.  Citation: California Government Code, <u>§</u> 34090
37.	Franchise Files:	C	P	P	H	For this record series, C

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Agreements; Bonds/Certificates of insurance; Statements and reports; FCC forms; Correspondence and backup data					(Closed/Completed) represents completion of all terms of the franchise agreement.  Citation: California Government Code, <a href="#">§34090</a>
38.	General Plan	S	P	P	V,H	Citation: California Government Code, <a href="#">§34090</a>
39.	Land Planning/Use Files: Correspondence and memos; Maps and drawings; Environmental documentation; Public hearing documentation; Reports and studies; Ordinances and resolutions (file copies); Original agreements; Litigation files (copies; original is in City Attorney)	C	P	P	H	For this record series, C (Closed/Completed) represents completion of the land planning/use project. Official project files are held by Planning/Building Services. City Clerk files contain final documents presented to City Council.  Citation: California Government Code, <a href="#">§34090</a>
40.	Litigation Files	C + 5	-	C + 5	-	Duplicate series. Official is in City Attorney.  Citation: California Government Code, <a href="#">§34090.7</a>
41.	Municipal Code	P	-	P	V	Citation: California Government Code, <a href="#">§34090</a>
42.	Organizations Files - Civic Organizations:					Scope note: Examples include

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and memos; Reports and studies; <del>—Publications;</del> <del>—Backup data</del>	<u>52</u>	-	<u>52</u>	-	Chamber of Commerce, Rotary Club, and Homeowners' Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series <del>—§</del> Agreements, Contracts and Leases <del>—§</del> .  Citation: California Government Code, <del>—§</del> 34090
43.	Organizations Files - Government Agencies: Correspondence and memos; Reports and studies; <del>—Publications;</del> <del>—Backup data</del>	<u>52</u>	-	<u>52</u>	-	Scope note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series <del>—§</del> Agreements, Contracts and Leases <del>—§</del> .  Citation: California Government Code, <del>—§</del> 34090
44.	Organizations Files - Professional Organizations: Correspondence and memos; Reports and studies;	<u>52</u>	-	<u>52</u>	-	Scope note: Examples include SCAG, CCAC, and IIMC. This record series is for general

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<del>Backup data</del> Publications;					Correspondence and communications with professional organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series <del>Agreements, Contracts and Leases</del> .
45.	Petitions to City - Informal	2	-	2	-	Citation: California Government Code, <del>§</del> 34090
46.	Public Hearings Notices: Notices; Proof of publication; Mailing lists; Certified mail receipts; Correspondence	<del>5</del> 2	-	<del>5</del> 2	-	Citation: California Government Code, <del>§</del> 34090
47.	Public Records Requests / <u>Subpoenas</u>	2	-	2		Citation: California Government Code, section <del>§</del> 34090
48.	Real Property - Annexations Files: Certificates of completion; Resolutions (file copies); Correspondence and backup data	P	-	P	V,H	Citation: California Government Code, <del>§</del> 34090
49.	Real Property - Certificates of Compliance (Lot Line Adjustments):	P	-	P	V,H	Citation: California Government Code, <del>§</del> 34090

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Certificates and supporting data					
50.	Real Property - Dedications Files: Offers of dedication and exhibits; Resolutions (file copies); Correspondence and supporting data	P	-	P	V,H	Citation: California Government Code, <a href="#">§34090</a>
51.	Real Property - Detachments/Withdrawals Files: Maps and drawings; Studies and reports; Agreements; Correspondence and supporting data	P	-	P	V,H	Citation: California Government Code, <a href="#">§34090</a>
52.	Real Property - Real Property Files: Deeds and supporting data; Quitclaims and supporting data; Easements and supporting data	P	-	P	V,H	Citation: California Government Code, <a href="#">§34090</a>
53.	Records Management - City Retention Schedules	S	P	P	-	Citation: California Government Code, <a href="#">§34090</a>
54.	Records Management - Destroyed Records Lists and Approvals	P	-	P	-	Citation: California Government Code, <a href="#">§34090</a>
55.	Records Management - Stored Records Lists	S	-	S	-	<a href="#">Citation: California Government Code, §34090</a>
56.	Requests for Service	2	-	2	-	Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
57.	Risk Management - Claims (Against the City) Files (Public documents copies)	2	-	2	-	Duplicate series. Official is held by claims adjustor and City Clerk's department.  Citation: California Government Code, <a href="#">§34090.7</a>
58.	Risk Management - Claims (Against City) Files: Claim letters; Claim forms; Correspondence and memos; Court transcripts/documents; Backup data	C	2	C + 2	C	Citation: California Government Code, <a href="#">§34090</a> , <a href="#">California Code of Civil Procedure §337</a>
59.	Risk Management - Claims Loss Runs/Reports	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
60.	Sheriff's Reports/Fire Department Reports (Monthly)	<del>5</del> AR	-	<del>5</del> AR	-	<a href="#">Reports can be obtained from the Sheriff or Fire Department; Sheriff's reports <del>goes</del>are included <del>to</del>-with Council agenda packets; hence, they are archived in perpetuity.</a>  Citation: California Government Code, <a href="#">§34090</a>
61.	Special Assessment Districts Files: Annual Engineering reports to the City; Public hearings documentation; Correspondence and supporting data;	P	-	P	H	Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Administrative Services/City Clerk Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Resolutions (file copies)					
62.	Statements of Economic Interest - FPPC Forms 700 Officeholders- <u>§</u> statements; Appointees- <u>§</u> statements; Candidates- <u>§</u> statements; Designated City employees- <u>§</u> statements.	7	-	7	-	Citation: California Government Code, <u>§</u> 81009
63.	Subject Files: Reports and studies; Publications; Correspondence and backup data	5	-	5	-	Scope note: This record series is for materials held by the City Clerk on subjects or topics which the City receives or gathers for study or informational purposes. Examples are proposed programs (e.g., Sister City), proposed legislation, information on projects or programs established by other cities, etc. These files do not contain documentation of City business, transactions or policy decisions. (If a subject file results in an active program or project, the materials become subject to the retention for that specific record

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DEPARTMENT: <u>Administrative Services/City Clerk Division</u>					DATE: <u>September 25, 2013</u> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						series category).  Citation: California Government Code, <del>§</del> 34090
<u>64.</u>	<u>Oaths of Office (City Council)</u>	<u>T + 4</u>		<u>T + 4</u>		<u>Citation: California Government Code, §34090</u>
<u>65.</u>	<u>Training Certificates (City Council): Ethics Training, Sexual Harassment Prevention Training</u>	<u>5</u>		<u>5</u>		<u>Citation: California Government Code, §53235.2(b) 53237.2(b)</u>
<u>66.</u>	<u>FPPC Form 801 (Gift to Agency Report)</u>	<u>7</u>		<u>7</u>		<u>Citation: California Government Code, §81009</u>
<u>67.</u>	<u>FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)</u>	<u>7</u>		<u>7</u>		<u>Citation: California Government Code, §81009</u>
<u>68.</u>	<u>FPPC Form 803 (Behested Payment Report)</u>	<u>7</u>		<u>7</u>		<u>Citation: California Government Code, §81009</u>
<u>69.</u>	<u>FPPC Form 804 (Agency Report of New Positions)</u>	<u>7</u>	<u>P</u>	<u>P</u>		<u>Citation: California Government Code, §81009; FPPC Regulation 18734(c)</u>
<u>70.</u>	<u>FPPC Form 805 (Agency Report of Consultants)</u>	<u>7</u>	<u>P</u>	<u>P</u>		<u>Citation: California Government Code, §81009; FPPC Regulation 18734(c)</u>
<u>71.</u>	<u>FPPC Form 806 (Agency Report of Public Official Appointments)</u>	<u>7</u>		<u>7</u>		<u>Citation: California Government Code, §81009</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Development/Building &amp; Safety Division</b>					DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Calabasas Enterprise Land Management System (CLAMS) / <a href="#">SmartGov</a> The CLAMS / <a href="#">SmartGov database</a> contains electronic records of Public Works and Community Development departments' activities on land in the City of Calabasas, including permits issued, planning requirements and conditions, code enforcement activities, and inspections. Records are organized by address and/or assessor's parcel number.	P	-	P	V,H,C	Citation: California Government Code, <a href="#">§34090</a> , <a href="#">California Health &amp; Safety Code §19850</a>
2.	Code Enforcement - Case Files: Code enforcement letters (notices of violations); Certified mail receipts; Case research materials, photographs and supporting data; Correspondence and backup data; Documentation of case resolution	5	P	P	C	At the end of the office retention period, records will be digitized for permanent retention.  Citation: <del>California Penal Code, §804</del> ; <a href="#">California Government Code, §34090</a>
3.	Counter Manual: Fee schedules; Procedures and instructions	S	-	S	-	Citation: California Government Code, <a href="#">§34090</a>
4.	Earthquake Records - Inspection Reports	-	P	P	H	Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Community Development/Building &amp; Safety Division</b>					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Earthquake Records - Inspections/Address Log:  Logs of earthquake inspections performed throughout the City	<u>PC+2</u>	-	<u>PC+2</u>	-	Scope note: This is a compilation of information contained in the <u>§</u> Earthquake Records - Inspectors <u>§</u> Logs <u>§</u> to provide a City-wide summary. For this record series, C (Closed/Completed) represents final FEMA audit.  Citation: California Government Code, <u>§</u> 34090
6.	Earthquake Records - Inspectors <u>§</u> Logs: Daily logs of earthquake inspections performed by each inspector.	<u>PC+2</u>	-	<u>PC+2</u>	-	For this record series, C (Closed/Completed) represents final FEMA audit.  Citation: California Government Code, <u>§</u> 34090
7.	House Numbering Maps	<u>PS</u>	-	<u>PS</u>	-	Citation: California Government Code, <u>§</u> 34090
8.	Address Files (Permits Files) Files, organized by address, contain all permits issued and supporting documentation for structures at each address, including: Building permits; Plumbing permits; Electrical permits; Heating/ventilation/A.C. permits; Sign permits; Inspections record sheets; Drawings; Certificates of occupancy; Microfilm aperture cards (permits); Correspondence and backup data	P	-	P	V	Citation: California Government Code, <u>§</u> 34090

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DEPARTMENT: <b>Community Development/Building &amp; Safety Division</b>				DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
9.	Plans and Drawings (Commercial and Required Multi-Family Structures):  Final, approved plans and drawings	C	<del>P</del>	<del>P</del>	-	<del>For this record series, C (Closed/Completed) represents issuance of certificate of occupancy. T (Termination) represents life of the building (plans and drawings may be destroyed upon building demolition).</del>  Citation: California Health and Safety Code, <u>§19850</u>
10.	Plans and Drawings (Single Family Residential Structures):  Final, approved plans and drawings	C + <u>180</u> <del>90</del> d	-	C + <u>180</u> <del>90</del> d		For this record series, C (Closed/Completed) represents issuance of certificate of occupancy, plus <del>90</del> - <u>180</u> days ( <u>180</u> <del>90</del> d).  Citation: California Health and Safety Code, <u>§19850</u> , <u>California Building Code 104.7 &amp; 107.5</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Development/ Planning Division</b>					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Counter Inquiries Summary records of activity and requests received at the division's public counter.	2	-	2	-	Citation: California Government Code, §34090
2.	General Plan Amendments Records: Environmental documents; Comments; Resolutions and ordinances (original file copies); Reports and studies; Agendas and minutes (original file copies); Agenda reports (original file copies); Maps, plans and drawings; Notices (original file copies); Mailing lists; Correspondence and supporting data	C	P	P	H	Citation: California Government Code, §34090
3.	General Plan Records: Environmental documents; Comments; Resolutions and ordinances (original file copies); Reports and studies; Agendas and minutes (original file copies); Agenda reports (original file copies); Maps, plans and drawings; Notices (file copies); Mailing lists; Correspondence and supporting data	S	P	P	H	Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: <del>September 25,</del> 2013 June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
4.	Planning Department Reference Collection: Reports and studies from outside sources (other cities, agencies, organizations); Reference copies of City documents (ex.: EIR-§s, General Plan reports, project reports and studies. Official copies are in the Project Files.) Planning texts (guides, procedures, reference); Planning publications/periodicals; Public information materials.	AR	-	AR	-	
5.	Project Files (Administrative Plan Review):  See §Project Files (Conditional Use Permits)§ for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, §34090

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DEPARTMENT: Community Development/ Planning Division					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	<p>Project Files (Conditional Use Permits)</p> <p>Files may include:            Environmental documents;            Staff reports;            Resolutions and ordinances (file copies);            Maps, plans and drawings;            Correspondence;            Agreements (file copies);            Consultants' reports and studies;            Applications and supporting data;            Permits;            Fees and receipts;            Notices (file copies);            Mailing lists;            Design Review Committee documentation;  <del>Environmental Commission documentation;</del>  <del>Tree Board documentation;</del>            Architectural Design Review Panel documentation;            Planning Commission transcripts;            Planning Commission minutes (file copies);            Supporting documentation.</p>	C + 5	P	P	H	<p>Scope note: Listed contents are representative; each project file will have different contents based on the nature and requirements of the individual project.</p> <p>Citation: California Government Code, <a href="#">§34090</a></p>
7.	<p>Project Files (Healthy Oak Tree)</p> <p>See <a href="#">§</a>Project Files (Conditional Use Permits)<a href="#">§</a> for representative file contents.</p>	C + 1	4	C + 5	H	<p>Citation: California Government Code, <a href="#">§34090</a></p>

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DEPARTMENT: Community Development/ Planning Division					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
8.	<p>Project Files (Historic Preservation Areas): This record series includes the following project types: Historic designations; Certificates of appropriateness; Certificates of economic hardship; Mills Act contracts.</p> <p>See <a href="#">§</a>Project Files (Conditional Use Permits)<a href="#">§</a> for representative file contents.</p>	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, <a href="#">§</a> 34090
9.	<p>Project Files (Home Occupation Permits):</p> <p>See <a href="#">§</a>Project Files (Conditional Use Permits)<a href="#">§</a> for representative file contents.</p>	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, <a href="#">§</a> 34090
10.	<p>Project Files (Lot Line Adjustments):</p> <p>See <a href="#">§</a>Project Files (Conditional Use Permits)<a href="#">§</a> for representative file contents.</p>	C + 1	P	P	H	Citation: California Government Code, <a href="#">§</a> 34090
11.	<p>Project Files (Minor Development Permits):</p> <p>See <a href="#">§</a>Project Files (Conditional Use Permits)<a href="#">§</a> for representative file contents.</p>	C + 1	4	C + 5	H	Citation: California Government Code, <a href="#">§</a> 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: <del>September 25,</del> 2013 June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
12.	Project Files (Minor Scenic Corridor Permits):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, <a href="#">§</a> 34090
13.	Project Files (Minor Use Permits):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, <a href="#">§</a> 34090
14.	Project Files (Oak Tree Permits):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	Citation: California Government Code, <a href="#">§</a> 34090
15.	Project Files ( <a href="#">Tentative</a> Parcel Maps):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 5	P	P	H	Scope note: also called "tentative parcel map" or TPM.  Citation: California Government Code,

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<a href="#">§</a> 34090
16.	Project Files (Pre-Applications):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, <a href="#">§</a> 34090
17.	Project Files (Scenic Corridor Permits):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, <a href="#">§</a> 34090
18.	Project Files (Sign Permits):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	Citation: California Government Code, <a href="#">§</a> 34090
19.	Project Files (Site Plan Reviews):  See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Government Code, <a href="#">§</a> 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
20.	Project Files (Temporary Use Permits): See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + <del>2</del> <sup>1</sup>	<del>2</del>	C + <del>2</del> <sup>3</sup>	H	Citation: California Government Code, <a href="#">§</a> 34090
21.	Project Files ( <u>Tentative</u> Tract Maps): See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 5	P	P	H	Scope note: also called "tentative tract maps" or TT.  Citation: California Government Code, <a href="#">§</a> 34090
22.	Project Files (Variances): See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	Citation: California Government Code, <a href="#">§</a> 34090
23.	Project Files (Zoning Changes): See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	P	P	H	Citation: California Government Code, <a href="#">§</a> 34090
24.	Project Files (Zoning Clearances): See <a href="#">§</a> Project Files (Conditional Use Permits) <a href="#">§</a> for representative file contents.	C + 1	4	C + 5	-	Citation: California Government Code, <a href="#">§</a> 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: <del>September 25, 2013</del> June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
25.	Public Information Materials (Front Counter): Zoning standards; Applications and checklists; Procedures and guidelines; Consultants lists; Ordinances (copies); Blank forms; Fees schedules; Reports and studies (reading copies); Reports and studies (distribution/sales copies); Maps, plans and drawings (public viewing copies)	AR	-	AR	-	Citation: California Government Code, <a href="#">§34090.7</a>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	<del>5</del> <u>2</u>	-	<del>5</del> <u>2</u>	-	Citation: California Government Code, §34090
<del>2.</del>	<del>Bouncers (Uncollected Registration Fees) Files: -Bounced checks; -Correspondence and notes</del>	<del>C</del>	-	<del>C</del>	-	<del>For this record series, C (Closed/Completed) represents collection of registration fees.</del>
<del>3</del> <u>2.</u>	Community Services Grant Programs Files (Grants given by the Community Services Department): Applications and supporting data Agreements Check copies Annual reports Correspondence	C	7	C + 7	-	Citation: California Government Code, §34090
<del>4</del> <u>3.</u>	Daily Financial Reconciliation Files: Check copies/stubs Cash register tapes (copies; originals held by Finance) Daily <del>GovPartner</del> <u>Active.Net</u> reports (copies; originals in Finance) Credit card imprints/printouts Supporting documentation	A	5	A + 5	-	Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>54.</del>	Department Director - Agreements and Contracts	C + 1	-	C + 1	-	Duplicate Series. Official is in City Clerk Dept. For this record series, C (Closed/Completed) represents completion of all terms of the agreement/contract.  Citation: California Government Code, §34090.7
<del>65.</del>	Department Director - Park Master Plans Files: Environmental documents; Comments; Resolutions and ordinances (file copies); Reports and studies; Agendas and minutes (file copies); Agenda reports; Maps, plans and drawings; Notices (file copies); Mailing lists; Citizens surveys; Correspondence and supporting data	S	P	P	H	Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>-76.</del>	Department Director - Parks/Facilities Construction Projects Files: Contract files, including; Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds and insurance documentation (official in Finance); Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans and drawings; Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, §337.15

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>87.</u>	Department History Files: Selected historical records, examples including: Publicity binders; Photos binders; Slides binders; Department publications; Flyers; Brochures; Press releases.	P	-	P	H	Scope note: This record series describes records selected by the Community Services Department for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas. Citation: California Government Code, §34090
<u>98.</u>	External Committees/Organizations Files: Correspondence; Minutes and agendas; <del>Presentation/seminar materials;</del> Reports and studies; <del>Reference materials</del>	3	-	3	-	Scope note: This record series is for files on committees/organizations that Department staff attends or communicates with as a representative of the City (examples include D.A.T.E. and California Parks and Recreation Society). These are not records of City-sponsored committees or organizations.  Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>109.</del>	Facilities Daily Revenue Reports Department copies of reports prepared daily and sent to Finance Department listing cash, checks and credit card revenues received.	1	-	1	-	Duplicate series. Official is in Finance Dept.  Citation: California Government Code, section 34090.7
<del>110.</del>	Facilities Reservation Forms <a href="#">&amp; Liability Waivers</a>	2	-	2	-	Citation: California Government Code, § 34090
<del>12.</del>	<del>Monthly Revenue Distribution Reports (Credit Card)</del>	<del>1</del>	<del>-</del>	<del>1</del>	<del>-</del>	<del>Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7</del>
<del>13.</del>	<del>Payroll Reports (Contract Instructors)</del>	<del>1</del>	<del>-</del>	<del>1</del>	<del>-</del>	<del>Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7</del>

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>14.</del>	<del>Personnel—Applications for Employment (Unsolicited): —Applications; —Resumes; —Correspondence</del>	<del>6mos.</del>	<del>-</del>	<del>6mos.</del>	<del>-</del>	<del>Scope note: Includes applications for regular employment and for internships. These are materials received by the Department (unsolicited) kept as a reference resource. If a person is hired, these materials would be transferred to the person's Personnel File.</del>
<del>15</del> <u>11.</u>	Personnel - Instructor Contracts	E + 2	-	E + 2	-	<u>City Clerk office maintains originals</u> Citation: California Government Code, §34090. <u>7</u>

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>16</del> <u>12</u> .	Personnel - Service Contracts	E + 2	-	E + 2	-	<p>Scope note: This series describes documentation of agreements, arrangements with part-time employees (as opposed to contracted instructors) to instruct or assist in Community Services programs. This is the counterpart to the record series Instructor Contracts.</p> <p>Citation: California Government Code, §34090</p>
<del>17</del> <u>13</u> .	Personnel - Volunteers <del>Fingerprint-Livescan</del> Response Reports	C + 2	-	C + 2	C	<p>For this record series, C (closed/completed) represents entry of a volunteer's name in the Department of Justice database/system. Records are to be shredded at the end of the retention period.</p> <p>Citation: California Government Code, §34090</p>

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>-18.</del>	<del>Post Office/Bulk Mail Receipts</del>	<del>2</del>	<del>-</del>	<del>2</del>	<del>-</del>	<del>Citation: California Government Code, §34090</del>
<del>1914.</del>	Program Evaluations (Class Evaluations)	2	-	2	-	Citation: California Government Code, §34090
<del>2015.</del>	Program Proposals <del>Files/ Class Proposals:</del> Correspondence; Resumes; Promotional materials; Sample program materials	<del>32</del>	<del>-</del>	<del>32</del>	<del>-</del>	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc.  Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>21</del> 16.	Program Registrations Database ( <del>GovPartner</del> ) <u>Active.Net</u> Records: Registrant data (active); Program data (active); Program data (inactive/historical)	5	-	5	-	Scope note: Database records reside on the City network. The program has built-in retention; it retains one year of active data, then strips away certain registrant data, leaving a summary/history of past programs. The database is backed up regularly as part of network backup procedures.  Citation: California Government Code, §34090
<del>22</del> 17.	Program Registrations / <u>Class Registrations</u> / Waivers of Liability	<u>52</u>	-	<u>52</u>	-	Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>23</del> 18.	Programs Files (City-Participation): Program development materials; Budgeting data; Promotional materials (press releases, flyers); Budgeting data; Correspondence and memos; Itineraries/schedules; Contracts/agreements for supplies and services (vendors and suppliers); Invoices for services and supplies (copies; official is in Finance); Program progress reports (to funding agency); Program financial reports (to funding agency); Correspondence with funding agency; Program rules and procedures; Audit reports (if audited); Completion documentation (release from funding agency); Supporting data	C	4	C + 4	-	Scope note: Includes programs, special events, activities, courses, and classes where Community Services receives funding and program direction from external organizations. This includes grant-funded programs and other special fund distributions. Community Services administers the program at the local level, but follows rules and procedures specified by the funding agency. (Externally-funded park development programs are a potential example.) For this record series, C (Completion) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified.  Citation: California Government Code, §34090

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>-24.</del>	<del>Programs Files (City Sponsored):</del> <del>— Program development materials, including:</del> <del>— Budgeting;</del> <del>— Staffing;</del> <del>— Reference materials;</del> <del>— Facilities/equipment research;</del> <del>— Insurance documentation (if required);</del> <del>— Promotional materials (press releases, flyers);</del> <del>— Budgeting data;</del> <del>— Correspondence and memos;</del> <del>— Itineraries/schedules;</del> <del>— Contracts/agreements for supplies and services</del> <del>— (vendors and suppliers);</del> <del>— Invoices for services and supplies (copies; official is</del> <del>— in Finance)</del>	<del>C+1</del>	<del>4</del>	<del>C+5</del>	<del>-</del>	<del>Scope note: Includes programs, special events, activities, courses, and classes developed, sponsored and administered by Community Services. See Programs Files (City Participation) for programs in which Community Services receives funding and program direction from external sources/organizations.</del>  <del>Citation: California Government Code, §34090</del>

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DEPARTMENT: <b>Community Services</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>25.</del>	<del>Refunds Reports</del>	<del>+</del>	<del>-</del>	<del>+</del>	<del>-</del>	<del>Duplicate Series. Official is in Finance Dept. When citizens request registration fees refunds, data is entered in Department's financial tracking system. The refund checks are issued by Finance Department. Community Services periodically runs a report from the system of refunds issued. The original report goes to Finance; this department retains a copy.</del>  <del>Citation: California Government Code, §34090.7</del>
<u>2619.</u>	<u>Art In Public Places</u> <u>Artist Information</u> <u>Art Design and Approval</u> <u>Placement location and Approval</u> <u>Maintenance of Art</u>	<u>P</u>		<u>P</u>		<u>Citation: California Government Code, §34090</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services - Creekside</b>					DATE: <del>September 25,</del> 2013 June 12, 2019	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Pre-School Attendance/Sign-In Sheets / <a href="#">Field Trip Release Forms</a>	1	4	5	-	Citation: <a href="#">California Code of Regulations, Title 22, §101229.1 California Government Code, §34090</a>
2.	Pre-School License Reviews/Site Inspections Includes documentation of facility inspections by the State Department of Social Services, including inspection reports and correspondence.	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
3.	<a href="#">Logs: Pre-School Restroom Charts / Cleaning Log, Late Pickup Log / Wait Lists</a> Daily records of diaper changes done by staff and bathroom visits by children.	1	2	3	-	Citation: California Government Code, <a href="#">§34090</a>
4.	Pre-School Registration Packages (" <a href="#">Children's Files</a> ") Documentation required for all children attending pre-school includes: Registrations and medical information Notifications of parents= rights Consent for medical treatment Personal rights statements Physician=s reports Preadmission health history Credit card payment authorization forms	T + 1	4	T + 5	H	Note: For this record series, T (termination) represents termination of participation in the pre-school program.  Citation: California Code of Regulations, Title 22, <a href="#">§101221</a>

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DEPARTMENT: <b>Community Services - Creekside</b>					DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Refunds Files Includes forms and supporting documentation for initiating refunds of program fees. Refund checks are issued by the Finance Department, and records of refunds issued are part of the accounting documentation.	2	-	2	-	Citation: California Government Code, <a href="#">§ 34090</a>
6.	Teachers Files (Personnel Files) Includes department copies of personnel records for each teacher, the originals of which are held by the Administrative Services Department - Human Resources division. State law requires that these records be held on-site for state license reviews/site inspections.	T + 1	-	T + 1	C	Duplicate record series. Official is in Administrative Services Department - Human Resources division. Citation: California Code of Regulations, Title 22, <a href="#">§ 101217</a>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services / Senior Center</b>					DATE: <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	2	-	2	-	Duplicate Series. Official is in Community Services Department/City Hall.  Citation: California Government Code, §34090.7
2.	Class Rosters	2		2		Citation: California Government Code, §34090
3.	Daily Guest Logs	2		2		Citation: California Government Code, §34090
4.	Memberships Records (Individual Members): Applications; Payments/billings documentation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of membership.  Citation: California Government Code, §34090
5.	Newsletters	2		2		Citation: California Government Code, §34090
6.	Instructor Proposals	2		2		Citation: California Government Code, §34090
7.	Quarterly Brochures	2		2		Citation: California Government Code, §34090
8.	Registration Forms / Seasonal Registrations / Field Trips	2		2		Citation: California Government Code, §34090

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>					DATE: <del>September 25, 2013</del> <b>June 12, 2019</b>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Duplicate Series. Official is in Community Services Department/City Hall.  Citation: California Government Code, <a href="#">§34090.7</a>
<del>2.</del>	<del>Applications for Employment (Unsolicited): —Applications; —Resumes; —Correspondence</del>	<del>6mos.</del>	<del>—</del>	<del>6mos.</del>	<del>—</del>	
<del>32.</del>	Facility Plans and Drawings: Final. as-built plans and drawings	P	-	P	V	Citation: California Government Code, <a href="#">§34090</a>
<del>43.</del>	Facility Use Applications / <a href="#">Liability Waivers</a>	2	-	2	-	Citation: California Government Code, <a href="#">§34090</a>
<del>54.</del>	Health Inspections Records: Inspection reports from County inspectors; Follow up documentation; Correspondence and supporting data	5	-	5	-	Scope note: Includes inspections of kitchen facilities and swimming pool.  Citation: California Government Code, <a href="#">§34090</a>
<del>65.</del>	In-Service Training Programs Files: Program materials/training outlines; Materials presented to staff; Attendance rosters;	3	-	3	-	Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>					DATE: <del>September-25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and supporting data					
<del>-76.</del>	Memberships Administrative Records: Membership lists/reports; Policies and procedures; Fees/rates documentation; Correspondence and supporting data	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
<del>-87.</del>	Memberships Records (Individual Members): Applications; Payments/billings documentation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of membership.  Citation: California Government Code, <a href="#">§34090</a>
<del>-98.</del>	Parks and Recreation Commission Agendas and Minutes	<del>4</del> AR	-	<del>4</del> AR	-	Duplicate Series. Official is in Community Services/ <del>City Hall</del> <a href="#">Administration</a>  Citation: California Government Code, <a href="#">§34090.7</a>
<del>-10.</del>	<del>Personnel Files (Department copies)</del>	<del>T</del>	<del>—</del>	<del>T</del>	<del>—</del>	<del>Duplicate series. Official is in Administrative Services- Department Human Resources division.</del> Citation: California Government Code, <a href="#">§34090.7</a>

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VHC CODES: V = Vital H = Historical C = Confidentialia

This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>						DATE: <del>September-25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>119.</del>	Program Proposals Files: Correspondence; Resumes; Promotional materials; Sample program materials	3	-	3	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc.  Citation: California Government Code, <del>§</del> <u>§</u> 34090
<del>102.</del>	Swimming Pool Daily Logs	5	-	5	-	Scope note: Daily logs record swimming pool data: temperature, chlorine levels, pH levels, attendance, staffing, etc.  Citation: California Government Code, <del>§</del> <u>§</u> 34090
<del>1311.</del>	Tennis Club Financial Administration Files: Deposit records Invoices Financial reports (copies; originals held by Finance) Correspondence and supporting documentation	<u>A1</u>	<u>54</u>	<u>A+5</u>	-	<u>Partnership with Tennis Club (Department holds originals, as it is a separate account)</u> Citation: California Government Code, <del>§</del> <u>§</u> 34090
<del>14.</del>	<del>Tot-Lot Attendance/Sign-In Sheets</del>	<del>5</del>	<del>—</del>	<del>5</del>	<del>—</del>	<del>Scope note: Tot-Lot is the on-site child care program. Children are signed in and out by parent/guardian on these attendance sheets.</del>

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DEPARTMENT: <b>Community Services/Tennis &amp; Swim Center</b>					DATE: <del>September-25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<del>Citation: California Government Code, §34090</del>
<del>1512.</del>	Vendors/Suppliers Files – <del>City Accounts</del> ( <del>Purchasing Records</del> ): Invoices (copies; originals in Finance); Shipping documents; <del>Correspondence and supporting data</del>	<del>2</del> AR	-	<del>2</del> AR	-	Duplicate series. Official is in Finance.  Citation: California Government Code, §34090.7
<del>1613.</del>	<u>Tennis Court Reservation Sheets</u>	AR		AR		<u>Preliminary Drafts / Content is not substantive</u>  <u>Citation: California Government Code, §34090</u>
<del>1714.</del>	<u>Confined Space Entries</u>	<u>2</u>		<u>2</u>		<u>Citation: California Government Code, §34090, 8 CCR 5157(d)(14) &amp; (e)(6); 29 CFR 1910.146(e)(6)</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Finance</b>					DATE: <u>September 25, 2013</u> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	1099- <del>§</del> s Files: 1099- <del>§</del> s (City copies); Verifications reports; Procedures, rules and reference materials; Correspondence and backup data	3	2	5	-	Citation: California Government Code, <a href="#">§34090</a> ; <a href="#">26 CFR §31.6001-1(e)(2)</a> , <a href="#">Revenue &amp; Taxation §19530</a>
2.	Accounts Payable Files: Invoices; Copies of check stubs and checks; Correspondence and backup data; Purchase orders (yellow copies) Check register reports	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years.  Citation: California Government Code, <a href="#">§34090</a>
3.	Audit and Tax Reports: Final reports	10	P	P	V, H	Note: Includes final reports from internal audits, single audits, and other audits and tax reports to state and federal agencies.  At the end of the office retention period, records will be digitized for permanent retention.  Citation: <a href="#">California</a>

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<a href="#">Government Code, §34090; 26 CFR §31.6001-1(e)(2), Revenue &amp; Taxation §1953031 CFR 51.107</a>
4.	Audit Files (Work Files): Audit reports (work copies); Financial statements (work copies); Procedures for preparation; Correspondence; Source materials, worksheets and backup data	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
5.	Bank/Account Records: Account agreements and general account information; Account statements; Correspondence; Signature authorizations; Backup data	A	5	A + 5	-	Citation: California Government Code, <a href="#">§34090</a>
6.	Bank Deposits Files: Deposit receipts; Check copies; Deposit tickets copies; Cash register receipts/tapes from City departments	A	5	A + 5	-	Note: Also called Receipts or Cash Receipts.  Citation: California Government Code, <a href="#">§34090</a>
7.	Bank Reconciliations Files: Bank statements (notated); Worksheets and backup data: <del>Cash balance reports (copies);</del> <del>Check register reports (copies);</del> <del>General ledger reports (copies)</del>	<del>A + 5</del>	-	<del>A + 5</del>	-	Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
8.	Bank Statements Records: Statements; Canceled checks	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years.  Citation: California Government Code, <a href="#">§34090</a>
9.	Bond Files (Performance bonds for recoverable projects):  Trustee statements (monthly/annual); Bank statements (monthly/annual); Canceled/redeemed/voided certificates; Certificates of participation; Correspondence and supporting documentation.	C	P	P	V, H	Note: Bonds for capital improvement projects are filed with the CIP agreements and contracts records held by the City Clerk division.  At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, <a href="#">§337.5_336a</a> ;  <a href="#">26 CFR 1.6001-1</a> ; <del>Citation: California Government Code, <a href="#">§43900 et seq</a></del>

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DEPARTMENT: <b>Finance</b>						DATE: <u>September 25, 2013</u> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
10.	Budget (City Final): Final, approved budget documents. Copies are retained for historical purposes.	5	P	P	H	Citation: California Government Code, <a href="#">§34090</a>
11.	Budget Development Files: Department budget submissions; Worksheets and analyses;  Draft budgets; Correspondence and backup data	<a href="#">2AR</a>	-	<a href="#">2AR</a>	-	Citation: California Government Code, <a href="#">§34090</a>
12.	Cash Receipts Reports (Daily/Periodic): Detail reports, printed from the City financial system, are summarized in the "Financial Reports (Year-end Printouts)"	A	5	A + 5	-	Citation: California Government Code, <a href="#">§34090</a>
13.	Comprehensive Annual Financial Reports (CAFR) - Final Reports	2	P	P	H	Citation: California Government Code, <a href="#">§34090</a>
14.	Comprehensive Annual Financial Reports Work Files: Source materials (reports, account statements, invoice copies, etc.); Worksheets and analyses; Reference materials; Correspondence and backup data	<a href="#">2AR</a>	-	<a href="#">2AR</a>	-	Note: Source materials are copied from other department files for use in report preparation.  Citation: California Government Code, <a href="#">§34090</a>

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DEPARTMENT: <b>Finance</b>						DATE: <u>September 25, 2013</u> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
15	Financial Reports (Daily/Periodic Printouts): Includes working printouts from the City financial system of edit listings and wrap-up reports, used for bank reconciliations.	<u>GAR</u>	-	<u>GAR</u>	-	Note: For this record series, C (closed/completed) represents completion of the bank reconciliation.  Citation: California Government Code, <u>§34090.7</u>
16.	Financial Reports (Year-End Printouts – Previous to 1996): Revenue expense reports; Detail reports; Cash balance reports; General ledger reports;  Balance sheets	1	P	P	H	Note: For the years up to 1996 , printouts of final, year-end data from the City financial system are retained for historical purposes. For the years 1996 and forward, the reports are available online from the financial system and are no longer printed for retention.  Citation: California Government Code, <u>§34090</u>
17.	General Journal Entries: Includes source documents for entries and adjustments to the City financial system.	A	5	A + 5	-	Citation: California Government Code, <u>§34090</u>
18.	Grants Reimbursements Files: Grant applications and agreements (copies); Invoices; Grant summary sheets; Audit reports and documentation (if audited); Correspondence and supporting documentation.	C	<u>410</u>	C + <u>104</u>	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<p>resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>Citation: <a href="#">2 CFR 200.333</a>; <a href="#">24 CFR 91.105(h)</a>, <a href="#">92.505</a>, <a href="#">570.490</a>, &amp; <a href="#">570.502(a&amp;b)</a>, <a href="#">29 CFR 97.42</a>; <a href="#">OMB Circular A-110 &amp; A-133</a>; <a href="#">7 CFR 3016.42</a></p> <p>Citation: California Government Code, <a href="#">§34090</a></p>
19.	Las Virgenes Parking Administration Records: Deposit statements; Revenue reports; Contractor agreements (original held by City Clerk); Contractor reports; Contractor invoices; Correspondence and supporting documentation	A	5	A + 5	-	<p>Citation: California Government Code, <a href="#">§34090</a></p>
20.	Letters of Credit	T + 5	-	T + 5	-	<p>For this record series, T (Termination) represents the termination of credit agreement.</p> <p>Citation: California Government Code, <a href="#">§34090</a></p>

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
21.	Local Agency Investment Fund (LAIF) Records: Fund statements; Fund reports; Correspondence	<u>2A + 5</u>	-	<u>2A + 5</u>	-	Citation: California Government Code, <u>§34090</u>
<del>22.</del>	<del>Payroll—Employee Information Input/Output Documents</del>	<del>S</del>	-	<del>S</del>	-	<del>Note: These documents are used for transmitting payroll changes to payroll service company. Official documentation of changes made are in the employee's Personnel File.</del>
<del>222.</del>	Payroll - Employee Payroll Files  Files, organized by employee name, contain employee payroll documentation, including: Personnel action forms (Department copies); Direct deposit information; Benefits enrollment documentation; 457 deferred comp. plan enrollments/change forms; W-4 <u>s</u> ; Supporting documentation.	T	<del>65</del>	T + <u>56</u>		Citation: 26 CFR 31.6001; <u>California Government Code, §34090</u>
<del>223.</del>	Payroll - Employee Time Records: Time sheets (originals); Vacation sick leave schedules	<u>45 + AR</u>	<u>2</u>	<u>35 + AR</u>	-	<u>Retained in ADP database (electronic time cards)</u>  Citation: 29 CFR 516.2 - 516.6; <u>California Government Code,</u>

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<u>§34090; Revenue &amp; Taxation §19530; Labor Code § 1174(d)</u>
<del>25</del> <u>24</u> .	Payroll - Payroll Reports: Payroll registers; Auto deposit registers; Year to date reports; Deductions registers; Monthly payroll summaries; <del>Personnel planning reports;</del> <del>Month to date tax limits;</del> <del>Punch detail reports.</del>	1	5	6	-	<u>Scope note: Destroy after Annual Audit is complete. ADP -Reports can be requested as needed. are prepared by payroll processing service and sent to Finance as a package representing each pay period.</u>  Citation: 26 CFR 31.6001-1; <u>California Government Code, §34090</u>
<del>26</del> <u>25</u> .	Payroll - Payroll Tax Reports: Payroll tax statements; <del>Fees statements;</del> Tax information and backup data; Correspondence.	1	5	6	-	Citation: 29 USC 436; <u>California Government Code, §34090; 26 CFR §31.6001-1(e)(2), Revenue &amp; Taxation §19530; 29 CFR 516.5 - 516.6</u>
<del>27</del> <u>26</u> .	Payroll - W-2- <del>§</del> s Records: W-2- <del>§</del> s (City copies); W-2 control reports; Correspondence and backup data.	<u>6A + 5</u>	0	<u>6A + 5</u>	-	Citation: 29 CFR 516. <del>52</del> - 516.6; <u>California Government Code, §34090; Revenue &amp; Taxation §19530; 29 USC 436</u>
<del>28</del> <u>27</u> .	Property Taxes Records: Assessed values totals statements; Reports and studies;	A	5	A + 5	-	<u>(Accounts Receivable)</u>  Citation: California

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Communications with L.A. County Assessor; Correspondence and backup data					Government Code, <u>§34090</u>
<del>29.</del>	<del>Purchase Order Logs</del>	<del>2</del>	<del>-</del>	<del>2</del>	<del>-</del>	<del>Citation: California Government Code, §34090</del>
<del>3028.</del>	Purchase Orders <del>(Pink Copies)</del>	<del>2A + 5</del>	<del>-</del>	<del>2A + 5</del>	<del>-</del>	<del>Filed with Invoices Note: Yellow copies are attached to original invoices in the Accounts Payable Files; this collection serves as a master numerical set.</del>  Citation: California Government Code, <u>§34090</u>
<del>3129.</del>	Recoverables Files <u>(Trust Accounts / Exonerated Bonds)</u> ; Deposits records Invoices for permits fees Permits copies (originals held in Planning) <u>Performance Security / Faithful Performance Bonds</u>	<u>AC</u>	5	<u>AC + 5</u>	-	Citation: California Government Code, <u>§34090</u>
<del>3230.</del>	Revenues Records Remittance statements and reports; Check stubs; Correspondence and supporting documentation	A	5	A + 5	-	Note: Includes records of revenues from all sources, including franchise fees, transient occupancy taxes, utility users taxes, sales taxes, and other state and local revenue sources such as CDBG funds, fines, gas

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DEPARTMENT: <b>Finance</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						tax, industrial waste fees, water districts, OES, property taxes, state motor vehicle license fees, transfer taxes, etc.  Citation: California Government Code, <u>§34090</u>
<del>33.</del>	<del>Risk Management – Certificates of Insurance</del>	<del>E+2</del>	<del>-</del>	<del>E+2</del>	<del>-</del>	<del>Scope note: Certificates of insurance that are contract specific are filed by the City Clerk Dept. in the related contract files. This office receives and files copies of certificates of insurance for contract administration purposes. Citation: California Government Code, <u>§34090</u></del>
<del>34</del> <u>31.</u>	Risk Management – City-Owned Insurance Records: Insurance policies and certificates Policy applications and information SCJPIA certificates of liability Memos of liability coverage Correspondence and backup data	E + 3	-	E + 3	-	Citation: California Government Code, <u>§34090</u>
<del>35</del> <u>32.</u>	Risk Management – SCJPIA Administrative Files: Correspondence; Budgets and financial statements; Reports and studies;	<u>2AR</u>	-	<u>2AR</u>	-	Citation: California Government Code, <u>§34090</u>

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DEPARTMENT: <b>Finance</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Bulletins and publications; Meetings agendas.					
<del>3633.</del>	Warrant Registers and Revenue Expenditure Reports Work Files: Computer reports and backup data; Final report (copy; official is held by City Clerk Department).	<u>2AR</u>	-	<u>2AR</u>	-	<p><u>Originals are part of City Council Agenda Packet</u>  <del>Note: Information from these work files is reflected in the record series Financial Reports (Year-End Printouts).</del></p> <p>Citation: California Government Code, <u>§34090</u></p>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Administrative Services/Library</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Grants Files ( <u>Library</u> ): Applications; Supporting documents; Correspondence.	C + <u>54</u>	-	C + <u>54</u>	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any required audits, monitoring periods, etc.  Citation: California Government Code, <u>§ 34090</u> ; <u>California State Library Records Management Program Requirements</u>
2.	Inter-Library Loan Revenues/Financial Records	<u>2AR</u>	-	<u>2AR</u>	-	<u>Finance maintains originals</u> Citation: California Government Code, <u>§ 34090.7</u>
3.	Library Annual Report to Library Commission and State Library	5	-	5	-	Citation: California Government Code, <u>§ 34090</u>
4.	Library Card Applications (Adult Patrons)	4	-	4	C	<u>To match expiration of computer</u>  Citation: California Government Code, <u>§ 34090</u>
5.	Library Card Applications (Juvenile Patrons)	*	-	*	C	Special retention instructions: Juvenile patrons' <u>§</u> library card applications are stored as a separate set (to document parental signatures and permissions) until patron reaches age 18. At that time, they are destroyed.  Citation: California Government Code, <u>§ 34090</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Media Operations</b>						DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Commissions - Video Recordings Includes digital video recordings and videotapes of meetings of official City commissions.	1	P	P	H	Citation: California Government Code, <a href="#">§34090</a>
2.	City Council - Video Recordings Includes digital video recordings and videotapes of meetings of the City Council.	1	P	P	H	Citation: California Government Code, <a href="#">§34090.6</a>
3.	City Newsletters Several copies of each edition of the final, published City newsletter are retained for historical value.	P	-	P	H	Citation: California Government Code, <a href="#">§34090</a>
4.	City Newsletters Production files <u>(Drafts – Final is retained Permanently (#3))</u> Files contain materials used to produce each edition of the City newsletter, including photographs, articles/ drafts, correspondence and supporting documentation.	<del>5</del> AR	-	<del>5</del> AR	-	<u>Preliminary Drafts.</u> Citation: California Government Code, <a href="#">§34090</a>
5.	City Web Site The City's web site is currently not archived; materials posted on the web are constantly changing, and the site is regularly superseded by a newer version	S	-	S	-	<u>Preliminary Drafts or copies.</u> Citation: <u>California Government Code, §34090</u>
6.	Equipment Files Identification information; Owners/instruction manuals; Service/maintenance information; Purchase information; Correspondence and backup data.	T	-	T	-	For this record series, T (Termination) represents termination of ownership of the equipment.

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DEPARTMENT: <b>Media Operations</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
7.	Facilities Records Media Operations-related records of City facilities include wiring diagrams, schematics, equipment plans and drawings, etc. Only current versions are retained.	S	-	S	-	
8.	Film Permits Files Applications; Certificates of insurance; Correspondence & supporting data; Requests for refunds (copies; originals held in Finance).	E + 3	-	E + 3	-	Citation: California Government Code <a href="#">§ 34090</a>
9.	Franchise Files (Cable Television) Agreements; Bonds/Certificates of insurance; Statements and reports; Federal Communications Commission forms and filings; Transfers and renewals; Correspondence and supporting documentation.	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement.  Citation: California Government Code <a href="#">§ 34090</a>
10.	Graphics Production Files Files contain materials used to produce graphics materials (brochures, etc.) for City departments, including photographs, articles/drafts, correspondence and supporting documentation. Final products are held by the requesting department.	AR	-	AR	-	

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DEPARTMENT: <b>Media Operations</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>11.</del>	<del>Information Systems—Accounting System Fiscal Year End Backup Tapes —General Ledger module fiscal year end backup; —Cash Receipts module fiscal year end backup; —Accounts Payable fiscal year end module backup.</del>	<del>P</del>	<del>-</del>	<del>P</del>	<del>V</del>	<del>Note: This record series describes the archival, vital records backup of specific accounting system data onto tapes, disks or other digital recording media, performed on the last day of each fiscal year.  Citation: California Government Code <u>§34090</u></del>
<del>1211.</del>	Information Systems - Computer System Backup Tapes  Daily backup tapes  Weekly backup tapes  Monthly backup tapes	7 days  1 month  1 year	-  -  -	7 days  1 month  1 year	-	*Scope note: These tapes contain operational (not archival) backups of all users files and some data files on the City's computer system. The system is backed up daily, weekly and monthly. The City rotates a set number of tapes for each backup procedure; the last tape in the set is copied over.
<del>1312.</del>	Local Originating Programming Final programs are retained <u>digitally for 6 months.</u>	<u>6mos_</u> <u>+ AR</u>	-	<u>6mos_</u> <u>+ AR</u>	-	Note: Programs will be evaluated by the Department for historical value before destruction occurs.
<del>1413.</del>	Work Requests Forms Includes completed work requests forms from City departments requesting Media Operations Department assistance.	1	-	1	-	

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Public Safety &amp; Emergency Preparedness</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Disaster Response Program Records <a href="#">and Plans</a></p> <p>Includes documentation of City participation in disaster response programs such as Community Emergency Response Team (CERT) and the Calabasas Emergency Response Program (CERP):</p> <p>Disaster response plan; Resources/contact lists; Correspondence and supporting data.</p>	S + 2	-	S + 2	-	Citation: California Government Code, <a href="#">§34090</a>
2.	<p>False Alarm Program Records</p> <p>Records of billings to businesses and residents for responses to false alarm incidents include:</p> <p>Lists of incidents from Sheriff's Department; Notices to businesses/residents; Billings copies and financial summaries; Monthly reports; Correspondence and supporting data.</p>	2	-	2	-	Citation: California Government Code, <a href="#">§34090</a>
3.	<p>Training Records</p> <p>Documentation of training given or sponsored by this department includes:</p> <p>Attendee lists and attendance records; Teacher contracts (if contracted); Course materials; Correspondence and supporting documentation.</p>	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>1.</del>	<del>Bond Files Includes original bond documents, reduction and exoneration documentation, and supporting documentation for the following types of bonds: Land development bonds Grading bonds Faithful performance bonds Labor and materials bonds Subdivision agreements</del>	<del>C+1</del>	<del>P</del>	<del>P</del>	<del>H</del>	<del>For this record series, C- (Closed/Completed) represents exoneration of a bond.  Citation: California Government Code, <u>§ 34090</u></del>
<del>21.</del>	Capital Improvement Program (CIP) Files: Contractor files, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds (originals are in City Clerk Dept.); Insurance documentation (originals are in City Clerk Dept.); Correspondence and supporting data; Consultant files, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Meeting notes; Correspondence and supporting data; Change orders files, including: Change order requests; Review documentation; Cost estimates; Change orders (originals are in City Clerk Dept.);	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, <u>§ 337 et seq.</u> ; <u>Government Code §34090-15</u>

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and supporting data; Permits files, including: Applications and backup data; Permits issued; Payments files, including: Purchase orders (copies; originals in Finance); Invoices (copies; originals in Finance); Progress payments (originals are in Finance Dept.); Correspondence and supporting data; Inspections files/Daily inspectors- <del>§</del> reports; Certified payroll files; Project studies and reports; Design records, including: Design research data; Survey data; Calculations; Drawings; <a href="#">Environmental Commission Documents</a> Correspondence and supporting data.					
<del>32.</del>	Capital Improvement Program (CIP) Plans and Drawings: Final, as-built plans and drawings	P	-	P	<a href="#">V, H</a>	Citation: California Government Code, <del>§</del> 34090
<del>43.</del>	Capital Improvement Program (CIP) Right-of-Way Documentation : Deeds; Quitclaims; Easements.	P	-	P	-	Duplicate series. Official is in City Clerk Department.  Citation: California Government Code, <del>§</del> 34090.7

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>54.</del>	Disaster Incidents Files: Damage reports/assessments and supporting data Photographs Invoices (copies; original in Finance Dept.) Correspondence Council approvals/documentation (copies; original in City Clerk).	C + 1	P	P	H	<p>Scope note: This record series is for files documenting disaster incidents damages and claims for reimbursement from agencies such as FEMA and OES.</p> <p>Special retention instructions: For this record series, C (Closed/completed) represents reimbursement and release by the funding agency, or completion of the project and all terms of the project contracts and agreements, <b>whichever is later</b>. At the end of the office retention period, records will be digitized for permanent retention.</p> <p>Citation: California Code of Civil Procedure, <a href="#">§337 et seq.</a>; <del>§34090-15</del> <a href="#">§34090-15</a></p>
<del>65.</del>	Encroachment/Excavation Permit <a href="#">&amp; Applications</a>	3	P	P	H	<p>Citation: California Government Code, <a href="#">§34090</a></p>

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>76.</del>	Federal Highway Administration (FHWA) Funding - Administrative Files: Applications/funding requests and supporting data; Budgeting analyses; Correspondence w/ FHWA ; Correspondence w/ local administrative agencies (including CALTRANS); Studies and reports; Supporting data	C	5	C + 5	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency.  Citation: 49 CFR 18.42 and/or 29 CFR 5.5; <a href="#">California Government Code §34090</a>
<del>87.</del>	Final Maps, Plans, and Drawings: Final, recorded maps, plans, and drawings, including: Subdivision maps Parcel maps Final maps Assessment districts Record of survey Improvement plans Record plans (street, storm drain, sewer) Tract maps Construction (final as-constructed only) Utilities (water, sewer, storm drain, etc.) Reclamation districts	P	-	P	H,V	Final maps, plans, and drawings are recorded with the County Assessor.  Citation: California Government Code, <del>§</del> 34090
<del>98.</del>	Grading Records Files include: Grading permits ( <a href="#">Final</a> ); Grading plans ( <a href="#">Final / As-Builts</a> ); Geotechnical/soils reports ( <a href="#">Final</a> );	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of a grading project.  Citation: California Government

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Rough and fine grading certificates ( <a href="#">Final</a> ).					Code, <del>§</del> 34090
<del>109.</del>	Grants/Funding Files: Applications and supporting data; Financial/budgeting data; Correspondence and supporting data; Reports to funding agency; Program completion documentation; Rules, regulations and procedures; Contracts, amendments and supporting data (original contracts are filed with City Clerk)	C + 1	<del>43</del>	C + <del>54</del>	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency.  Citation: 7 CFR 3016.42; <a href="#">California Government Code §34090</a>
<del>110.</del>	Land Development Projects Files: Correspondence and memos; Reports and studies; Title reports; Reviews and comments; Evaluation estimates; Plan check documentation; Plans and drawings; Agreements; Easements; Permits (copies); Final maps; Supporting data	C + 1	P	P	H	Scope note: Land Development Projects include grading plans, street improvement plans, storm drain plans, landscaping plans, lot line adjustments, and plan checks.  Citation: California Government Code, <del>§</del> 34090
<del>1211.</del>	NPDES - Compliance Files (by calendar year) Files contain documentation of City compliance with National Pollutant Discharge Elimination System (NPDES) regulations. Files include: Inspections/site visits documentation (State and	E + 5	-	E + 5	-	Citation: 40 CFR 122.21 40 CFR 122.41, <a href="#">California Government Code §34090</a>

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DEPARTMENT: <b>Public Works/Engineering Division</b>				DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Federal agencies) Monitoring reports Documentation of compliance activities: 5 year plan -public education Site visit program - public education Illicit discharge/illicit connection Public agency activities Development planning Development construction Educational programs Correspondence Supporting documentation Files are retained until expiration of the NPDES permit for which the compliance records were created, plus five years (E + 5)					
<del>43</del> <u>12</u> .	NPDES - User Files Files, organized by street address (organization, companies, etc. operating in the City and subject to NPDES regulations), contain documentation of National Pollutant Discharge Elimination System (NPDES) compliance, as administered by the City. File includes: Incident reports Site visitation reports Followup reports Enforcement actions documentation Correspondence	5	-	5	-	Citation: 40 CFR 122.41 40 CFR 122.44, <a href="#">California Government Code §34090</a>
<del>44</del> <u>13</u> .	Operations and Maintenance (O&M) Projects Files: <del>—Service requests (copies; original in City Clerk)—</del>	2	-	2	-	Scope note: O&M Projects are those projects that the City contracts out to

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<del>Financial data (copies; original in Finance);</del> Correspondence and supporting data					the County or private contractors. City involvement is minimal; usually these are initiated by service request ( <del>filed with City Clerk</del> ). Financial tracking is documented in Finance Dept. records. As a result, these project files contain minimal documentation.  Citation: California Government Code, <u>§ 34090</u>
<u>1514.</u>	Policies and Procedures for Engineering Operations (Internal)	S + 10	P	P	V, H	Scope note: This record series is for policies and procedures for Engineering operations developed by this Department.  At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, <u>§ 34090</u>
<del>16.</del>	<del>Policies and Procedures for Engineering Operations (External)</del>	<del>S + 10</del>	<del>P</del>	<del>P</del>	<del>H</del>	<del>Scope note: This record series is for legal guidelines, policies and procedures governing Engineering operations received from outside organizations. Original is in the originating organization.</del>  <del>At the end of the office retention period, records will be digitized for permanent retention.</del>

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DEPARTMENT: <b>Public Works/Engineering Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<del>Citation: California Government Code, §34090</del>
<del>17</del> <u>15</u> .	Street Name Files: Files, organized by street name/address, contain a history of public works improvements and activity in the public right-of-way at each location, including: Right-of-way documentation copies Soils reports NPDES-related documentation Photographs, memos and supporting documentation	P	-	P	H	Citation: California Government Code, <u>§34090</u>
<del>18</del> <u>16</u> .	Tract/Address Reports Files: Files, organized by tract number, contain all soils and geology-related documentation for property at each tract, including: Soils reports; Geology reports; Grading plans; Correspondence and backup data.	P	-	P	V	Citation: California Government Code, <u>§34090</u>

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**RECORDS RETENTION SCHEDULE  
CITY OF CALABASAS**

DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>1.</del>	<del>As-Built Plans and Drawings:- Utilities; Sprinklers; Irrigation systems.</del>	<del>P</del>	<del>-</del>	<del>P</del>	<del>V</del>	<del>Citation: California Government Code, §34090</del>
<u>21.</u>	Capital Improvement Program (CIP) Files: Contract files, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds and insurance documentation (official in Finance); Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals; Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans and drawings; Right-of-way documentation (official in City Clerk); Progress reports; Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.  Citation: California Code of Civil Procedure, <u>§337.15;</u> <u>Government Code, §34090</u>

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DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>					DATE: <del>September 25,</del> 2013 <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<del>32</del> .	Homeowners Association (HOA) Correspondence Files <a href="#">Includes records requests &amp; proposals.</a> <a href="#">Maintained electronically</a>	<u>2 + AR</u>	-	<u>2 + AR</u>	-	Citation: California Government Code, <a href="#">§34090</a>
<del>43</del> .	Homeowners Association (HOA) Fiscal Year Summaries Files, organized by year/HOA name, contain summary records of expenditures for landscape maintenance services and usage, by category. These are used for budgeting, planning and Reporting <a href="#">Maintained Electronically</a>	5	-	5	-	Citation: California Government Code, <a href="#">§34090</a>
<del>54</del> .	Landscape Assessment District Administrative Files: District formation documentation; Annual Engineering Reports to the City; Administrative rules and procedures; Assessment roles; Assessment computations; District maps and drawings; City Council documentation (copies; official in City Clerk); Correspondence, memos and supporting documentation. <u>  </u>	2	P	P	-	Citation: California Government Code, <a href="#">§34090</a>
<del>65</del> .	Landscape Assessment District Ballots:  Includes documentation of balloting to approve or disapprove changes in assessment methodology and/or amounts. Ballots ("Prop 218 compliance	C	2	C + 2	-	Note: Files are retained for completion of the balloting plus 2 years (C + 2). Citation: California

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DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	ballots") are distributed to property owners when changes are proposed. Includes voted ballots, correspondence, and supporting documentation.					Government Code, <a href="#">§34090</a>
<del>7.</del>	<del>Landscape Assessment District Calculation Records:— Files contain data used to calculate expenditures for each district (as shown in the record series "Homeowners Association Fiscal Year Summaries"), including: — Budgeting/allocation data; — Accounting records (copies; official in Finance); —</del>	<del>1</del>	<del>4</del>	<del>5</del>	<del>-</del>	<del>Citation: California Government Code, §34090</del>
<del>86.</del>	Landscape Maintenance Contracts Files Files document annual contracts with landscape maintenance contractors, including: Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Service requests/responses documentation; Billing information; Correspondence and supporting data. <u>Maintained Electronically</u>	5	-	5	-	Citation: <u>California Government Code, § 34090</u> ; California Code of Civil Procedure, <u>§337</u>
<del>97.</del>	Landscape Maintenance Project Files: Contract files, including: Contracts, amendments and supporting data	C + 1	P	P	H	At the end of the office retention period, records will be

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DEPARTMENT: <b>Public Works/Landscape Maintenance District Division</b>					DATE: <del>September 25, 2013</del> <u>June 12, 2019</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	(originals held by City Clerk Dept.); Bonds and insurance documentation (official in Finance); Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports; Design records, including: Design research data Survey data; Calculations; Drawings; Plans and drawings Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data					digitized for permanent retention.  Citation: <a href="#">California Government Code, § 34090</a> : California Code of Civil Procedure, <a href="#">§337.15</a>

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Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
<b>All City Departments</b>			
3	City Commission Agenda Packets	Changed retention	Agenda packets are maintained in perpetuity in Granicus
4	City Commissions - Minutes, Agendas and Resolutions	Added citation	
7	Department Budget Files	Changed retention	Finance Department maintains original budget submissions
7e	E-mail Correspondence	Added as a new records series with a retention period of two years	
12	Purchasing Files (Department Copies)	Changed retention	Finance Department maintains originals
13	Subject/Reference Files	Updated title and contents	
14	Time sheets (department copies)	Changed retention and added citation	Finance Department maintains originals

<b>Administrative Services</b>			
1	CDBG Files	Updated citation	
2	CDBG Loan Files	Updated citation	
7	Engineering, Operations and Maintenance	Updated citation	

<b>Human Resources</b>			
1	Employee Benefits Administration Records	Updated title and contents	Added to Record Series No. 2
2	Personnel Files	Updated title and contents	
3	Osha Logs/Reports	Updated citation	
4	Personnel Policies and Procedures	Updated title and contents and changed retention	
5	Recruitment files	Updated citation	
6	Salary Surveys	Updated title and contents	
7	Special Project Files	Updated title and contents	
8	Training Files	Updated citation	
9	Workers Compensation Claim Files	Changed retention and updated citation	
10	Risk Management - Workers Compensation Insurance Administrative Records	Updated title and contents	

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
11	Risk Management - Workers Compensation Insurance Policies	Removed	Included in Record Series No. 10
12	Personnel Medical Filed: Pre-employment Physicals, other Medical records	Added new record series	
13	EDD Form - Report of New Hires	Added new record series	
14	1095c (Employer-Provided Health Insurance Offer and Coverage)	Added new record series	
<b>City Attorney</b>			
1	City Attorney Opinions	Updated citation	
2	City Council Executive Session/Closed Session Files	Updated title and contents and citation	A the end of the office retention period, recrods will be degitized for permanent retention
3	Civil Litigation Case Files	Updated citation	
4	Civil Litigation Case Files (Historical)	Updated citation	
5	Civil Litation Case Resolution Documentation	Updated citation	
6	Work Requests Files	Updated citation	
7	Work Requests Files (Real Property-Related	Updated citation	
<b>City Clerk Detached from Administrative Services)</b>			
2	Agreement, Contracts and Leases	Updated title and contents and citation	
3	Bids/Proposals Files (Successful Bidders)	Updated citation	
5	CEQA Legal Notices	Updated citation	
6	City Census Data and Demographics	Updated citation	
10	City Commissions and Committees - Maddy Act Reports	Updated retention	These reports are maintained in electronic format
13	City Council Conference Records	Changed retention	Finance maintains original expense reports/invoices
15	City Council Meetings - Agenda Packets (Electronic)	Updated title and contents	
16	City Council Meetings - Agenda Packets (Hard copy)	Updated title and contents	
18	City Council Meetings - Notices	Updated retention	
22	City Departments Files (Projects, Programs, Events, Issues and Activities)	Updated retention	

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
42	Correspondence and memos	Updated title and contents and retention	
43	Organizations Files - Government Agencies	Updated title and contents and retention	
44	Organizations Files - Professional Organizations	Updated title and content sand retention	
46	Public Hearings Notices	Updated retention	These notices are maintained in electronic format
47	Public Records Requests	Updated title and content	
55	Records Management - Stored Records Lists	Added citation	
58	Risk Management - Claims (Against City) Files	Updated citation	
60	Sheriff's Reports/Fire Department Reports (Monthly)	Updated retention	These reports are maintained in electronic format
64	Oaths of Office (City Council)	Added new record series	
65	Training Certificates (City Council): Ethics Training, Sexual Harassment Prevention Training	Added new record series	
66	FPPC Form 801 (Gift to Agency Report)	Added new record series	
67	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	Added new record series	
68	FPPC Form 803 (Behested Payment Report)	Added new record series	
69	FPPC Form 804 (Agency Report of New Positions)	Added new record series	
70	FPPC Form 805 (Agency Report of Consultants)	Added new record series	
71	FPPC Form 806 (Agency Report of Public Official Appointments)	Added new record series	

Community Development/Building Safety Division			
1	Calabasas Enterprise Land Management System	Updated title and content and citation	
2	Code Enforcement - Case Files	Updated citation	
5	Earthquake Records - Inspections/Address Log	Updated retention	
6	Earthquake Records - Inspectors Logs	Updated retention	
7	House Numbering Maps	Updated retention	
9	Plans and Drawings (Commercial and Required Multi-Family Structures)	Updated retention	
10	Plans and Drawings (Single Family Residential Structures)	Updated retention and citation	

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
<b>Community Development/Planning Division</b>			
6	Project Files (Conditional Use Permits)	Updated title and contents	
20	Project Files (Temporary Use Permits)	Updated retention	
21	Project Files (Tentative Tract Maps)	Updated title and contents	
<b>Community Services</b>			
1	Accident Reports/Incident Reports	Updated retention	
2	Uncollected registration fees/bounced checks	Removed	Finance maintains originals
3	Community Services Grant Programs Files	Updated record series number	
4	Daily Financial Reconciliation Files	Updated record series number and title and contents	
5	Department Director - Agreements and Contracts	Updated record series number	
6	Department Director - Park Master Plans Files	Updated record series number	
7	Department Director - Parks/Facilities Construction Projects Files	Updated record series number	
8	Department History Files	Updated record series number	
9	External Committees/Organizations Files	Updated record series number and title and contents	
10	Facilities Daily Revenue Reports	Updated record series number	
11	Facilities Reservation Forms & Liability Waivers	Updated record series number and title and contents	
12	Monthly distribution Reports	Removed	Finance maintains originals
13	Payroll Reports (contract Instructors)	Removed	Finance maintains originals
14	Personnel applications for employment (unsolicited)	Removed	HR maintains originals
15	Personnel - Instructor Contracts	Updated record series number	
16	Personnel - Service Contracts	Updated record series number	
17	Personnel - Volunteers Livescan Response Reports	Updated record series number and title and contents	
18	Post Office/Bulk Mail Receipts	Removed	Finance maintains originals
19	Program Evaluations (Class Evaluations)	Updated record series number	
20	Program Proposals	Updated record series number and title and contents	
21	Program Registrations Database	Updated record series number and title and contents	

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
22	Program Registrations	Updated record series number and title and contents	
23	Programs Files (City-Participation	Updated record series number	
24	Programs Files (City-Participation	Removed	Duplicate of Record Series No. 23
25	Refunds Reports	Removed	Finance maintains originals
26	Art In Public Places	New record series added	

<b>Community Services/Creekside</b>			
1	Pre-School Attendance/Sign-In Sheets	Updated title and contents	
3	Pre-School Restroom Charts	Updated title and contents	
4	Pre-School Registration Packages	Updated title and contents	

<b>Community Services/Senior Center (Added)</b>			
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<b>Community Services/Tennis &amp; Swim Center</b>			
2	Personnel applications for employment (unsolicited)	Removed	HR maintains originals
3	Facility Plans and Drawings	Updated record series number	
4	Facility Use Applications	Updated record series number and title and contents	
5	Health Inspection Records	Updated record series number	
6	In-Service Training Programs Files	Updated record series number	
7	Memberships Administrative Records	Updated record series number	
8	Memberships Records (Individual Members)	Updated record series number	
9	Parks and Recreation Commission Agendas and Minutes	Updated record series number; changed retention and updated citation	Originals are maintained with Community Services and in Granicus
10	Personnel Department files	Removed	HR maintains originals
11	Program Proposals Files	Updated record series number	
12	Swimming Pool Daily Logs	Updated record series number	
13	Tennis Club Financial Administration Files	Updated record series number, retention and notes	
14	Tot Lot Attendance/Sign in Sheets	Removed	These haven't used in years. Obsolete record.

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
15	Vendors/Suppliers Files	Updated record series number, title and content and retention	
13	Tennis Court Reservation Sheets	Added new record series	
14	Confined Space Entries	Added new record series	

<b>Finance</b>			
Item No.	Record Series	Action	Notes
1	1099s	Updated citation	
3	Audit and Tax Reports	Updated citation	
7	Bank Reconciliations Files	Updated title and contents, citation and retention	
9	Bond Files (Performance bonds for recoverable projects)	Updated citation	
11	Budget Development Files	Updated retention	
14	Comprehensive Annual Financial Reports Work Files	Updated retention	
15	Financial Reports (Daily/Periodic Printouts)	Updated retention	
18	Grants Reimbursements Files	Updated retention and citation	
21	Local Agency Investment Fund (LAIF) Records	Updated retention	
22	Payroll Employee Information Input/Output	Removed	These records and processed/maintained through ADP
23	Payroll - Employee Payroll Files	Updated records series number, retention and citation	
24	Payroll - Employee Time Records	Updated records series number, title and contents and citation	
25	Payroll - Payroll Reports	Updated records series number, title and contents and citation	
26	Payroll - Payroll Tax Reports	Updated records series number, title and contents and citation	
27	Payroll - W-2s Records	Updated records series number, title and contents, retention and citation	
28	Property Taxes Records	Updated records series number, title and contents, and citation	
29	Purchase Order Logs	Removed	Obsolete – these are no longer used

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
30	Purchase Orders	Updated records series number, title and contents, retention and citation	
31	Recoverables Files	Updated records series number, title and contents and retention	
32	Revenues Records	Updated records series number	
33	Risk Management Certificates of Insurance	Removed	Covered in Record Series No. 34
34	Risk Management – City-Owned Insurance Records	Updated records series number	
35	Risk Management – SCJPIA Administrative Files	Updated records series number and retention	
36	Warrant Registers and Revenue Expenditure Reports	Updated records series number, title and contents and retention	

<b>Library (Detached from Administrative Services)</b>			
1	Grants Files	Updated title and contents and citation	
2	Inter-Library Loan Revenues/Financial Records	Upated retention	Finance maintains originals
4	Library Card Applications (Adult Patrons)	Added a note	

<b>Media Operations</b>			
4	City Newsletters Production files	Updated retention	
5	City Web Site	Upated citation	
11	Information Systems Accounting Systems	Removed	Covered by Record Series No. 12. Removed because the new software is unable to read it
12	Information Systems - Computer System Backup Tapes	Updated records series number	
13	Local Originating Programming	Updated records series number, contents and title and retention	
14	Work Requests Forms	Updated records series number	

<b>Public Safety &amp; Emergency Preparedness</b>			
1	Disaster Response Program Records	Updated title and contents	

Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
<b>Public Works/Engineering</b>			
1	Bond files	Removed	Finance and/or City Clerk maintain originals
2	Capital Improvement Program (CIP) Files	Updated title and contents, record series number and citation	
3	Capital Improvement Program (CIP) Plans and Drawings	Updated record series number	
4	Capital Improvement Program (CIP) Right-of-Way	Updated record series number	
5	Disaster Incidents Files	Updated record series number	
6	Encroachment/Excavation Permit	Updated title and contents and record series number	
7	Federal Highway Administration (FHWA) Funding	Updated record series number and citation	
8	Final Maps, Plans, and Drawings	Updated record series number	
9	Grading Records	Updated record series number and title and contents	
10	Grants/Funding Files	Updated record series number	
11	Land Development Projects Files	Updated record series number	
12	NPDES - Compliance Files (by calendar year)	Updated record series number and citation	
13	NPDES - User Files	Updated record series number and citation	
14	Operations and Maintenance (O&M) Projects Files	Updated record series number and title and contents	
15	Policies and Procedures for Engineering Operations	Updated record series number	
16	Policies & Procedures for Engineering Ops (external)	Removed	Not City records
17	Street Name Files	Updated record series number	
18	Tract/Address Reports Files	Updated record series number	

<b>Public Works/Landscape</b>			
1	As Built Plans/Drawings, etc	Removed	Originals are maintained by Engineering
2	Capital Improvement Program (CIP) Files	Updated record series number	



Records Retention Schedule  
2019 Modification Summary

Item No.	Record Series	Action	Notes
3	Homeowners Association (HOA) Correspondence Files	Updated record series number title and contents and retention	
4	Homeowners Association (HOA) Fiscal Year Summaries	Updated record series number	
5	Landscape Assessment District Administrative Files	Updated record series number	
6	Landscape Assessment District Ballots	Updated record series number	
7	Landscape Assessment District Calculation Records	Removed	Covered by number 4
8	Landscape Maintenance Contracts Files	Updated record series number title and contents and citation	
9	Landscape Maintenance Project Files	Updated record series number and citation	



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

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**DATE: JUNE 3, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER**  
**MICHAEL MCCONVILLE, MANAGEMENT ANALYST**



**SUBJECT: ADOPTION OF RESOLUTION NO. 2019-1634, AMENDING THE CITY OF CALBASAS HUMAN RESOURCES GUIDELINES, SECTION 3.09(I) E-MAIL USE POLICY.**

**MEETING DATE: JUNE 12, 2019**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 2019-1634, approving an amendment to the City of Calabasas Human Resources Guidelines Section 3.09(I) E-mail Use Policy.

**BACKGROUND:**

The City of Calabasas Human Resources Guidelines Section 3.09, Appropriate Use of City Computer & Related Equipment and Acceptable Internet and E-mail Use Policy, direct staff on proper procedures and policies as it relates to usage of City issued hardware and software, as well as appropriate electronic correspondence practices. Human Resources Guidelines Section 3.09(I) specifically states that deleted City e-mail messages will be stored for up to 90 days.

The adoption of Resolution No. 2019-1633 revises the Records Retention Schedule to add Record Series No. 7e, which increases the time of retention of deleted City e-mails from 90 days to two years. Up until this revised change, the Records

Retention Schedule did not mention e-mail retention, as this subject was cited by Human Resources Guidelines Section 3.09(l) E-mail Use Policy.

**DISCUSSION/ANALYSIS:**

With City Council revising the Records Retention Schedule via the adoption of resolution No. 2019-1633, the City's retention policy as it relates to deleted e-mail correspondence will no longer be governed in accordance with the City's the Human Resources Guidelines. As such, it is necessary to amend the City of Calabasas Human Resources Guidelines Section 3.09(l) Email Use Policy, so that it may conform with the City's revised Record Retention Schedule.

**FISCAL IMPACT/SOURCE OF FUNDING:**

There is no fiscal impact.

**REQUESTED ACTION:**

Staff recommends that the City Council adopt Resolution No. 2019-1634, approving an amendment to the City of Calabasas Human Resources Guidelines Section 3.09(l), E-mail Use Policy.

**ATTACHMENTS:**

1. Resolution No. 2019-1634
2. Human Resources Guidelines Excerpt, Section 3.09(l)

**ITEM 3 ATTACHMENT 1  
RESOLUTION NO. 2019-1634**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, AMENDING THE CITY OF  
CALABASAS HUMAN RESOURCES GUIDELINES  
SECTION 3.09(I) E-MAIL USE.**

**WHEREAS**, the adoption of Resolution No. 2019-1633 revises the Records Retention Schedule with the addition of Item No. 7e, which increases the time of retention for deleted City e-mails from 90 days to two years; and

**WHEREAS**, the City of Calabasas Human Resources Guidelines, Section 3.09(I), the existing subsection in place notifying employees of e-mail retention, must subsequently be amended to conform with the revised City of Calabasas Records Retention Schedule.

**NOW, THEREFORE, THE CITY OF CALABASAS DOES HEREBY RESOLVE** to amend the City of Calabasas Human Resources Guidelines, adopted by Resolution No. 2009-1191, as follows:

**3.09 Appropriate Use of City Computer & Related Equipment and Acceptable Internet and E-mail Use Policy**

(I) E-mail messages are considered “transitory” documents (work-in-progress), and therefore are not subject to minimum records retention requirements. E-mails are intra-agency correspondence not retained by the City in the ordinary course of business and are regularly deleted and purged from the system; therefore, they fall under Government Code Section 6254 (a). Electronic mail is not backed up on a permanent basis. The City stores electronic mail only to the degree that allows the City to restore current electronic mail in the event of a systems failure. For file management and storage purposes, e-mail messages should only be retained for as long as needed. In most instances, this means deleting messages as soon as they have been read, and shortly after being sent. However, be advised that the deletion of a message or file may not fully eliminate the message from the system. City e-mail software (MS Outlook) will retain deleted messages in the “deleted items folder” in accordance with Record Series Number 7e of the City of Calabasas Records Retention Schedule.

**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of June 2019.

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David J. Shapiro, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

## ITEM 3 ATTACHMENT 2

### Excerpt from City of Calabasas Human Resources Guidelines

#### *3.09 Appropriate Use of City Computer & Related Equipment and Acceptable Internet and E-mail Use Policy*

...

- (l) E-mail messages are considered “transitory” documents (work-in-progress), and therefore are not subject to minimum records retention requirements. E-mails are intra-agency correspondence not retained by the City in the ordinary course of business and are regularly deleted and purged from the system; therefore, they fall under Government Code Section 6254 (a). Electronic mail is not backed up on a permanent basis. The City stores electronic mail only to the degree that allows the City to restore current electronic mail in the event of a systems failure. For file management and storage purposes, e-mail messages should only be retained for as long as needed. In most instances, this means deleting messages as soon as they have been read, and shortly after being sent. However, be advised that the deletion of a message or file may not fully eliminate the message from the system. City e-mail software (MS Outlook) will retain deleted messages in the “deleted items folder” in accordance with Record Series Number 7e of the City of Calabasas Records Retention Schedule for up to 90 days as defined by the software.



**CITY *of* CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: MAY 30, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: RON AHLERS, CHIEF FINANCIAL OFFICER  
LESLEY PELKA, CPA, ACCOUNTING SUPERVISOR**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2019-1630, LEVYING SPECIAL TAXES WITHIN THE CITY OF CALABASAS COMMUNITY FACILITIES DISTRICT NO. 98-1, SPECIAL TAX REFUNDING BONDS, SERIES 2018; AND ADOPTION OF RESOLUTION NO. 2019-1629, LEVYING SPECIAL TAXES WITHIN THE CITY OF CALABASAS COMMUNITY FACILITIES DISTRICT NO. 2001-1, SPECIAL TAX REFUNDING BONDS, SERIES 2017**

**MEETING**

**DATE: JUNE 12, 2019**

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**SUMMARY RECOMMENDATION:**

It is recommended that Council approve the attached Resolutions levying special taxes for the City of Calabasas Facilities Districts (CFD) 98-1, Special Tax Refunding Bonds 2018 and CFD2001-1, Special Tax Refunding Bonds 2017 for fiscal year 2019/20.

**BACKGROUND:**

1. The City formed the City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds 2018 which authorized the levy of special taxes for specified parcels within the District (Calabasas Park Centre) in accordance with the Mello-Roos Community Facilities Act of 1982. The

District was formed to refinance facilities located in and previously financed by Community Facilities District 98-1. The 98-1 bond issue was refunded on January 16, 2018 under Special Tax Refunding Bonds, Series 2018 and the principal amount financed was \$3,476,055. The District is in the 2<sup>ND</sup> year of a 12 year term. CFD payments are not debts of the City.

2. The City also formed the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds 2017 which authorized the levy of special taxes for specified parcels within the District (New Millennium Homes/Baldwin). The District was formed to refinance bonds previously issued in 2001 (CFD 2001-1 – The Oaks Mello-Roos) to finance a portion of the cost of construction and acquisition of public facilities of benefit to the property. The 2001-1 bond issue was refunded on December 5, 2017 under Special Tax Refunding Bonds, Series 2017 and the principal amount financed was \$18,062,930. The District is in the 2<sup>ND</sup> year of a 15 year term. CFD payments are not debts of the City.

**DISCUSSION/ANALYSIS:**

The attached resolutions will authorize the levy of the special taxes within the Community Facilities Districts for fiscal year 2019/20. The list of parcels subject to the special tax needs to be filed with the County by August 10, 2019 for placement on the tax roll.

**FISCAL IMPACT/SOURCE OF FUNDING:**

None

**REQUESTED ACTION:**

Staff requests that the City Council approve Resolution Nos. 2019-1630 and 2019-1629, levying special taxes for the City of Calabasas Facilities Districts 98-1, Special Tax Refunding Bonds 2018 and 2001-1, Special Tax Refunding Bonds 2017, respectively for fiscal year 2019/20.

**ATTACHMENTS:**

Resolution No. 2019-1629  
Resolution No. 2019-1629 Attachment

Resolution No. 2019-1630  
Resolution No. 2019-1630 Attachment



**ITEM 4 ATTACHMENT A  
RESOLUTION NO. 2019-1629**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, LEVYING SPECIAL TAXES  
WITHIN CITY OF CALABASAS COMMUNITY FACILITIES  
DISTRICT NO. 2001-1, SPECIAL TAX REFUNDING  
BONDS, SERIES 2017.**

**WHEREAS**, the City Council (the "City Council") of the City of Calabasas (the "City") has formed City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017 (the "Community Facilities District"), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the "Act"); and

**WHEREAS**, the City Council, as the legislative body of the Community Facilities District, is authorized under the Act to levy special taxes (the "Special Taxes") to pay for the costs of certain facilities and to authorize the issuance of bonds secured by the Special Taxes under the Act; and

**WHEREAS**, the City Council, pursuant to Ordinance No. 2001-165, adopted by the City Council of the City on July 18, 2001, authorized and levied the Special Taxes within the Community Facilities District; and

**WHEREAS**, Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcels subject to the special tax levy including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor; and

**WHEREAS**, the City Council desires to levy the Special Taxes within the Community Facilities District for Fiscal Year 2019/20.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Calabasas as follows:

**Section 1.** All of the above recitals are true and correct.

**Section 2.** The City Council hereby levies the Special Taxes for the Fiscal Year 2019/20 as outlined and set forth in Attachment hereto. The City Clerk of the City is hereby authorized and directed to file with the Los Angeles County Auditor/Controller, a certified list of all parcels subject to the Special Tax levy

including the amount of the Special Tax to be levied on each parcel for Fiscal Year 2019/20.

**Section 3.** The officers and agents of the City are, and each of them hereby is authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the levy of the Special Taxes for Fiscal Year 2019/20 as provided in this Resolution.

**Section 4.** All actions heretofore taken by the officers and agents of the City with respect to the levy of the Special Taxes for Fiscal Year 2019/20 are hereby approved, confirmed and ratified.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

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

**PASSED, APPROVED AND ADOPTED** this 12th day of June, 2019.

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David J. Shapiro, Mayor

ATTEST:

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*Master Municipal Clerk  
California Professional Municipal Clerk*

APPROVED AS TO FORM:

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Scott H. Howard  
Colantuono, Highsmith & Whatley  
City Attorney

**CITY OF CALABASAS**  
**Community Facilities District No. 2001-1**  
**Special Tax Refunding Bonds - Series 2017**  
**Fiscal Year 2019/2020 - Levy Worksheet**

Description	2019/20 Amount	2018/19 Amount	Increase/(Decrease)
Principal	\$1,118,000.00	\$1,087,050.00	\$30,950.00
Interest	412,230.82	441,037.64	(28,806.82)
<i>Subtotal</i>	\$1,530,230.82	\$1,528,087.64	\$2,143.18
Agency administrative costs	\$45,000.00	\$45,000.00	\$0.00
Trustee/Paying Agent costs	3,000.00	3,000.00	0.00
County collection fees (1)	182.75	182.75	0.00
Arbitrage calculation costs	0.00	0.00	0.00
Continuing disclosure costs	2,620.00	1,909.55	710.45
Administration costs	11,937.00	18,841.35	(6,904.35)
Administration expenses	399.94	608.11	(208.17)
<i>Subtotal</i>	\$63,139.69	\$69,541.76	(\$6,402.07)
Special Tax B	\$67,605.39	\$67,289.56	\$315.83
Special Tax B Reimbursement	(67,289.56)	(79,711.95)	12,422.39
Escaped Levy	0.00	0.00	0.00
Delinquency Management Charges	0.00	0.00	0.00
Reserve Fund credit	0.00	0.00	0.00
Special Tax Fund credit	0.00	0.00	0.00
Installment Rounding	0.00	0.00	0.00
<i>Subtotal</i>	\$315.83	(\$12,422.39)	\$12,738.22
<b>Total Annual Levy</b>	<b>\$1,593,686.34</b>	<b>\$1,585,207.01</b>	<b>\$8,479.33</b>
<b>County Apportionment (2)</b>	<b>\$1,593,503.59</b>	<b>\$1,585,024.26</b>	<b>\$8,479.33</b>
<b>Parcels</b>	<b>531</b>	<b>531</b>	<b>0</b>

- (1) The Los Angeles County collection charge for Fiscal Year 2019/20 is \$0.25 per parcel, plus \$50 per District.  
(2) Amount to be disbursed by Tax Collector if 100% collection is made.

Fund/Account	4/30/2019	4/30/2018	Notes
Special Tax Fund - City Held	\$2,408,960.00	\$2,485,441.57	
Special Tax Fund - Trustee Held	0.00	0.00	
Bond Fund	559.00	1.25	
Reserve Fund	894,504.00	1,210,091.33	
Administrative Expense Fund	0.00	0.00	
Cost of Issuance Fund	0.00	1,395.66	
<b>Total</b>	<b>\$3,304,023.00</b>	<b>\$3,696,929.81</b>	

**Levy Approval**

*Bob Adler*

Approved by:

*6.3.2019*

Date

**ITEM 4 ATTACHMENT B  
RESOLUTION NO. 2019-1630**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, LEVYING SPECIAL TAXES  
WITHIN CITY OF CALABASAS COMMUNITY FACILITIES  
DISTRICT NO. 98-1, SPECIAL TAX REFUNDING BONDS,  
SERIES 2018.**

**WHEREAS**, the City Council (the "City Council") of the City of Calabasas, California (the "City"), has formed City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018 (the "Community Facilities District"), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the "Act"); and

**WHEREAS**, the City Council, as the legislative body of the Community Facilities District, is authorized under the Act to levy special taxes (the "Special Taxes") to pay for the costs of certain facilities and to authorize the issuance of bonds secured by the Special Taxes under the Act; and

**WHEREAS**, the City Council, pursuant to Ordinance No. 99-138, adopted by the City Council of the City on January 20, 1999, as amended by Ordinance No. 99-139, adopted by the City Council of the City on February 3, 1999, authorized and levied the Special Taxes within the Community Facilities District; and

**WHEREAS**, Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcels subject to the special tax levy including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor; and

**WHEREAS**, the City Council desires to levy the Special Taxes within the Community Facilities District for Fiscal Year 2019/20.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Calabasas, California, as follows:

**Section 1.** All of the above recitals are true and correct.

**Section 2.** The City Council hereby levies the Special Taxes for the Fiscal Year 2019/20 as outlined and set forth in Attachment hereto. The City Clerk of the City is hereby authorized and directed to file with the Los Angeles County

Auditor/Controller, a certified list of all parcels subject to the Special Tax levy including the amount of the Special Tax to be levied on each parcel for Fiscal Year 2019/20.

**Section 3.** The officers and agents of the City are, and each of them hereby is authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the levy of the Special Taxes for Fiscal Year 2019/20 as provided in this Resolution.

**Section 4.** All actions heretofore taken by the officers and agents of the City with respect to the levy of the Special Taxes for Fiscal Year 2019/20 are hereby approved, confirmed and ratified.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

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 12<sup>th</sup> day of June 2019.

---

David J. Shapiro, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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Scott H. Howard  
Colantuono, Highsmith & Whatley  
City Attorney

**CITY OF CALABASAS**  
**Community Facilities District No. 98-1**  
**Special Tax Refunding Bonds - Series 2018**  
**Fiscal Year 2019/2020 - Levy Worksheet**

Description	2019/20 Amount	2018/19 Amount	Increase/(Decrease)
Principal	\$275,228.00	\$265,307.00	\$9,921.00
Interest	<u>77,440.94</u>	<u>84,869.54</u>	<u>(7,428.60)</u>
<i>Subtotal</i>	\$352,668.94	\$350,176.54	\$2,492.40
Agency administrative costs	\$19,020.00	\$19,570.00	(\$550.00)
Trustee/Paying Agent costs	4,000.00	4,000.00	0.00
County collection fees (1)	51.00	51.00	0.00
Arbitrage calculation costs	2,250.00	2,250.00	0.00
Continuing disclosure costs	2,620.00	1,916.86	703.14
Bond Administration	6,747.00	6,980.92	(233.92)
Administration expenses	226.05	225.31	0.74
Other costs / Rounding	<u>0.00</u>	<u>(31.50)</u>	<u>31.50</u>
<i>Subtotal</i>	\$34,914.05	\$34,962.59	(\$48.54)
Del. management charges	\$0.00	\$0.00	\$0.00
Manual adjustments	0.00	0.00	0.00
Reserve Fund credit	0.00	0.00	0.00
Special Tax Fund credit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00
<b>Total Annual Levy</b>	<b>\$387,582.99</b>	<b>\$385,139.13</b>	<b>\$2,443.86</b>
<b>County Apportionment (2)</b>	<b>\$387,531.99</b>	<b>\$385,088.13</b>	<b>\$2,443.86</b>
No. of Parcels Levied	4	4	0

- (1) The Los Angeles County collection charge for Fiscal Year 2019/20 is \$0.25 per parcel, plus \$50 per District.  
(2) Amount to be disbursed by Tax Collector if 100% collection is made.

Fund/Account	4/30/2019	4/30/2018	Notes
Special Tax Fund - City held	\$351,771.00	\$548,468.49	
Special Tax Fund - Bank held	0.00	0.00	
Bond Fund	615.00	0.13	
Administrative Expense Fund	2.00	0.00	
Reserve Fund	347,686.00	347,748.38	
Cost of Issuance Fund	0.00	1,537.94	
<b>Total</b>	<b>\$700,074.00</b>	<b>\$897,754.94</b>	

**Levy Approval**



Signature

6.3.2019

Date



*CITY of CALABASAS*

**CITY COUNCIL AGENDA REPORT**

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**DATE: MAY 30, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: RECOMMENDATION TO AWARD A CONSTRUCTION CONTRACT FOR THE 2019 STREET RESURFACING PROJECT, SPECIFICATION NO. 18-19-04, TO PALP, INC. DBA EXCEL PAVING FOR THE TOTAL AMOUNT OF \$999,272**

**MEETING**

**DATE: JUNE 12, 2019**

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**SUMMARY RECOMMENDATION:**

Staff recommends that City Council award the 2019 Street Resurfacing Project, Specification No. 18-19-04, to PALP, Inc. DBA Excel Paving for the total amount of \$999,272, which includes a 15% contingencies for unforeseen conditions, construction management and material testing services.

**DISCUSSION/ANALYSIS:**

Streets selected for this year's pavement rehabilitation project were based on the City's 2013 Pavement Management System (PMS) Report and field observations. The PMS report had been completed by IMS Infrastructure Management Services, Llc in March 2013. The report is posted in the City's website. All streets in the report are ranked with a Pavement Condition Index (PCI) between 0-100 with 100 being best. Streets with a PCI of less than 65 were targeted for the pavement resurfacing project.

Bids for the 2019 Street Resurfacing Project were received on May 29, 2019. The decision to award the project was based on the lowest responsible and responsive bidder.

Four sealed bids were received with the lowest bidder being PALP, Inc. DBA Excel Paving with the bid amount of \$868,932.35. A copy of the bid results received are included and provided in Attachment A.

Excel Paving is well known in the region and is regarded as a reputable construction company. They also have a good working history with the City. Staff has checked the references provided in the submitted bid package and received satisfactory reports about the company and past projects.

Staff recommends increasing the project amount by \$130,339.65 for contingency. The additional 15% contingency amount is to address unforeseen conditions that may arise for the project during the construction phase. In addition, the contingency will cover material testing & construction management. The proposed amount is reasonable for a project of this magnitude and scope.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Fund for this project will be through the local Gas Tax and SB 1 (Road Maintenance and Rehabilitation Program) funds. Three Hundred fifty thousand dollars (\$350,000) will be from the SB 1 funds. The remaining amount of \$649,272 will be funded through the local Gas Tax Fund. The requested funds should be appropriated to the Capital Improvements Project account for this project and that the budget be modified and adjusted accordingly.

**REQUESTED ACTION:**

Staff recommends that City Council award the 2019 Street Resurfacing Project, Specification No. 18-19-04, to PALP, Inc. DBA Excel Paving for the total amount of \$999,272, which includes a 15% contingencies for unforeseen conditions, construction management and material testing services.

**ATTACHMENTS:**

- Attachment A - Bid Results
- Attachment B - Construction Contract with Excel Paving



# ITEM 5 ATTACHMENT A

## RECEIVED BID LIST CIP # 18-19-04

**PROJECT TITLE:** 2019 Street Resurfacing Project

**BID OPENING DATE:** 5/29/19

CONTRACTOR	AMOUNT	BID BOND/ CASHIERS	CHECK ACKNOWLEDGED ADDENDUMS
Palp, Inc. DBA Excel Paving	\$868,932.35	x	x
Granite Const. Co.	\$1,050,000.00	x	x
All American Asphalt	\$911,128.00	x	x
Hardy & Harper	\$889,000.00	x	x

**COMMENTS:**

**NAME:** MARICELA HERNANDEZ

**TITLE:** CITY CLERK

**DATE:** 5/29/19

**TIME:** 2:10PM

# **ITEM 5 ATTACHMENT B ARTICLES OF AGREEMENT**

## **2019 STREET RESURFACING PROJECT SPECIFICATION NO. 18-19-04, AGREEMENT IN THE CITY OF CALABASAS, CALIFORNIA**

THIS 2019 STREET RESURFACING PROJECT, SPECIFICATION NO. 18-19-04, AGREEMENT (“AGREEMENT”) is made and entered into for the above-stated project this 12th day of June, 2019, BY AND BETWEEN the City of Calabasas, a municipal corporation, hereafter designated as “AGENCY”, and PALP, INC. DBA EXCEL PAVING, a California Corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

### **ARTICLE I: Contract Documents**

The contract documents for the 2019 STREET RESURFACING PROJECT SPECIFICATION NO. 18-19-04, shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

### **ARTICLE II: Scope of Work**

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be

made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

### **ARTICLE III: Compensation**

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of **\$868,932.35 (Eight Hundred Sixty Eight Thousand, Nine Hundred, Thirty Two Dollars and Thirty Five Cents)** unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

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

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

### **ARTICLE IV: Labor Code**

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of

CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

#### **ARTICLE V: Work Site Conditions**

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than \$25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

- (1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.
- (2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.
- (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

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

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT, but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

#### **ARTICLE VI: Insurance**

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

## **ARTICLE VII: Indemnification**

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the “Indemnitees”) from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively “Liabilities”), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR’s Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the “Indemnitors”), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer’s or partner’s joint and several liability hereunder.

## **ARTICLE VIII: Binding Effect**

AGENCY and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party’s duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

## **ARTICLE IX: Dispute Resolution**

A. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

B. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

C. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial

arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

**ARTICLE X: Independent CONTRACTOR**

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

**ARTICLE XI: Taxes**

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

**ARTICLE XII: Notices**

All notices and communications shall be sent in writing to the parties at the following addresses:

AGENCY: BENJAMIN K. CHAN  
CITY OF CALABASAS  
100 Civic Center Way  
Calabasas, CA 91302-3172

CONTRACTOR: CURTIS P. BROWN III  
PALP, INC. DBA EXCEL PAVING  
2230 Lemon Avenue  
Long Beach, CA 90806

**ARTICLE XIII: Entire Agreement**

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.



## **ARTICLE XIV: Authority to Contract**

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

## **ARTICLE XV: General Provisions**

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

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of

public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

CONTRACTOR: PALP, INC. DBA EXCEL PAVING

\_\_\_\_\_  
Curtis P. Brown III, President  
CONTRACTOR's License No. 688659 "A"

AGENCY:

\_\_\_\_\_  
David J. Shapiro  
Mayor of the  
City of Calabasas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Gary J. Lysik  
City Manager of the  
City of Calabasas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Yalda  
Public Works Director of the  
City of Calabasas

\_\_\_\_\_  
Date

ATTESTED:

\_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk of the  
City of Calabasas

\_\_\_\_\_  
Date

APPROVED AS  
TO FORM:

\_\_\_\_\_  
Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney of the  
City of Calabasas

\_\_\_\_\_  
Date

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

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**PAYMENT BOND  
2019 STREET RESURFACING PROJECT  
SPECIFICATION NO. 18-19-04  
IN THE CITY OF CALABASAS, CALIFORNIA**

WHEREAS, the City of Calabasas, as AGENCY has awarded to PALP, INC. DBA EXCEL PAVING., as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY and STATE of CALIFORNIA in the sum of **\$868,932.35 (Eight Hundred Sixty Eight Thousand, Nine Hundred, Thirty Two Dollars and Thirty Five Cents)** which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY and STATE of CALIFORNIA in an amount to be fixed by the court.

This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY and STATE of CALIFORNIA may have.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CONTRACTOR\*                      Curtis P. Brown III, President  
   PALP, INC. DBA Excel Paving  
   2230 Lemon Avenue  
   Long Beach, CA 90806  
   (562) 599-5841

Surety\*                                \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

\*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney must be attached.

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**FAITHFUL PERFORMANCE BOND  
 2019 STREET RESURFACING PROJECT  
 SPECIFICATION NO. 18-19-04  
 IN THE CITY OF CALABASAS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS That PALP, INC. DBA EXCEL PAVING, hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and \_\_\_\_\_, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF CALABASAS, CALIFORNIA, hereinafter referred to as the "AGENCY", and STATE of CALIFORNIA in the sum of **\$868,932.35 (Eight Hundred Sixty Eight Thousand, Nine Hundred, Thirty Two Dollars and Thirty Five Cents)** which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: 2019 STREET RESURFACING PROJECT, SPECIFICATION NO. 18-19-04 CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and STATE of CALIFORNIA and judgment is recovered, said Surety shall pay all costs incurred by AGENCY and STATE of CALIFORNIA in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CONTRACTOR\*                      Curtis P. Brown III, President  
    PALP, INC. DBA Excel Paving  
    2230 Lemon Avenue  
    Long Beach, CA 90806  
    (562) 599-5841

Surety\*                            \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

\*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney must be attached.

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)



**MAINTENANCE BOND  
2019 STREET RESURFACING PROJECT  
SPECIFICATION NO. 18-19-04  
IN THE CITY OF CALABASAS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of Calabasas, as AGENCY has awarded to PALP, INC. DBA EXCEL PAVING as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of **\$434,466.18 (Four Hundred, Thirty Four Thousand, Four Hundred, Sixty Six Dollars and Eighteen Cents)**, which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CONTRACTOR\*

Curtis P. Brown III, President  
PALP, INC. DBA Excel Paving  
2230 Lemon Avenue  
Long Beach, CA 90806  
(562) 599-5841

Surety\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney must be attached.

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**NON-COLLUSION AFFIDAVIT**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the \_\_\_ day \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_

\_\_\_\_\_  
Curtis P. Brown III  
President  
PALP, INC. DBA EXCEL PAVING

Business Address:  
PALP, INC. DBA Excel Paving  
2230 Lemon Avenue  
Long Beach, CA 90806  
(562) 599-5841

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# **WORKERS' COMPENSATION INSURANCE CERTIFICATE**

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

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

DATE: \_\_\_\_\_

PALP, INC. DBA Excel Paving

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attest:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

NOTE: See Section 7 Responsibility of the CONTRACTOR, Paragraph 7-3 of the Standard Specifications for insurance carrier rating requirements.

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## ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

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

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with a Best's rating of A+ VIII or greater.**

**It is agreed that the City of Calabasas, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.**

\_\_\_\_\_  
Authorized Insurance Agent

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



CITY of CALABASAS

**CITY COUNCIL AGENDA REPORT**

**Date: JUNE 3, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR  
HEATHER MELTON, LANDSCAPE DISTRICTS MAINTENANCE  
MANAGER**

**SUBJECT: PUBLIC HEARING TO SOLICIT INPUT ON THE PROPOSED LEVY OF  
ASSESSMENTS FOR LANDSCAPE AND LIGHTING ACT DISTRICTS 22,  
24, 27, AND 32 FOR THE 2019/2020 FISCAL YEAR**

**MEETING**

**DATE: JUNE 12, 2019**

---

**SUMMARY RECOMMENDATION:**

That the Council will hold a public hearing with respect to the increased assessments and levy of assessments in connection with Landscape Lighting Act District Nos. 22, 24, 27, & 32. Once City Council has considered all oral and written testimony and protests with respect to the proposed assessment increase for Fiscal Year 2019-20, it can close the public hearing, setting June 17, 2019 as the date for the tabulation of ballots; Council will reconvene on June 26, 2019 to declare and certify the results of that tabulation.

**BACKGROUND:**

The Landscape and Lighting Act of 1972 regulates the annual administration of special assessment districts. The City of Calabasas administers four Landscape Lighting Act Districts, as follows:

- Landscape Lighting Act District No. 22 – Calabasas Park Area (LLAD 22)
- Landscape Lighting Act District No. 24 – Lost Hills Road & The Saratogas (LLAD 24)



Landscape Lighting Act District No. 27 – Las Virgenes Road (LLAD 27)  
Landscape Lighting Act District No. 32 – Agoura Road/Lost Hills Road  
Commercial District (LLAD 32)

**DISCUSSION/ANALYSIS:**

On April 24, 2019, the City Council approved resolutions initiating annual proceedings in connection with these districts and declaring the council's intention to impose assessments for Fiscal Year 2019-20. The Preliminary Engineer's Report approved by Council called for a ballot for an assessment increase for Classic Calabasas Park Zone in LLAD 22 and Mont Calabasas Zone in LLAD 27. Consequently, pursuant to Proposition 218, a mail ballot proceeding was conducted for both Zones in order to seek property owner approval of the proposed increase.

On May 22, 2019, the City Council held a meeting to receive public comment regarding the proposed increase in the assessment of the Classic Calabasas Park Zone and Mont Calabasas Zone.

The formal public hearing, with respect to the annual assessments and assessment increase for the Classic Calabasas Park Zone of LLAD 22 and Mont Calabasas Zone of LLAD 27, will be held tonight. Property owners will have the opportunity to return their ballots until the end of the public input portion of the June 12, 2019 public hearing. Following public comment, Council will extend the public hearing to the June 26, 2019 council meeting so that the ballots may be tallied.

On Monday, June 17, 2019 at 6:00 pm in the Calabasas City hall Conference Room, the ballot count/tally of the Prop 218 Process for the Classic Calabasas Park Zone in Landscape Lighting Act District No. 22 (LLAD 22) and Mont Calabasas Zone in Landscape Lighting Act District No. 27 (LLAD 27) will be held. Ballot counts and results will be read at the Extended Public Hearing, held on June 26, 2019.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The Landscape Lighting Act District Program is funded through dedicated special assessment funds.

**REQUESTED ACTION:**

Hold a public hearing with respect to the levy of assessments. Once the hearing is closed, extend the public hearing to June 26, 2019 so that the ballots may be tallied on June 17, 2019.

**ATTACHMENTS:**

Engineer's Report



CITY of CALABASAS

# City of Calabasas

## Landscaping Lighting Act District Nos. 22, 24, 27 & 32 (1972 Act Districts)

### FISCAL YEAR 2019/2020 ENGINEER'S REPORT

Intent Meeting: April 24, 2019  
Public Hearing: June 12, 2019  
Extended Public Hearing: June 26, 2019

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500 | 800.755.6864  
F 951.587.3510

[www.willdan.com/financial](http://www.willdan.com/financial)



**ENGINEER'S REPORT AFFIDAVIT**

**Landscaping Lighting Act District Nos. 22, 24, 27 & 32  
(1972 Act Districts)**

City of Calabasas  
Los Angeles County, State of California

This Report describes the Landscaping Lighting Act District Nos. 22, 24, 27 & 32 therein including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2019/2020, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 23 day of May, 2019.

Willdan Financial Services  
Assessment Engineer  
On Behalf of the City of Calabasas

By: Stacey Reynolds  
Stacey Reynolds, Senior Project Manager  
District Administration Services

By: Richard Kopecky  
Richard Kopecky  
R. C. E. # 16742



# TABLE OF CONTENTS

<b>I. INTRODUCTION</b>	<b>1</b>
DISTRICT CHANGES FOR FISCAL YEAR 2019/2020	2
ANNUAL CONSUMER PRICE INDEX ADJUSTMENT	2
REPORT CONTENT AND ANNUAL PROCEEDINGS	3
<b>II. PLANS AND SPECIFICATIONS</b>	<b>5</b>
IMPROVEMENT AUTHORIZED BY THE 1972 ACT	5
DESCRIPTION OF IMPROVEMENTS	6
IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS	6
<b>III. METHOD OF APPORTIONMENT</b>	<b>8</b>
DEFINITIONS	8
ASSESSMENT METHODOLOGY	9
ASSESSMENT RANGE FORMULA	9
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 22	10
GENERAL BENEFIT	10
SPECIAL BENEFIT	10
PARCEL CLASSIFICATION	11
FORMULA OF ASSESSMENT	12
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 24	12
GENERAL BENEFIT	12
SPECIAL BENEFIT	13
PARCEL CLASSIFICATION	13
FORMULA OF ASSESSMENT	13
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 27	14
GENERAL/SPECIAL BENEFIT	14
PARCEL CLASSIFICATION	14
FORMULA OF ASSESSMENT	15
METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT No. 32	15
GENERAL/SPECIAL BENEFIT	15
PARCEL CLASSIFICATION	15
FORMULA OF ASSESSMENT	16
<b>IV. DISTRICT BUDGET</b>	<b>17</b>
ESTIMATE OF COSTS	17
<b>V. DISTRICT BOUNDARY MAPS</b>	<b>19</b>
<b>EXHIBIT A- 2019/2020 PRELIMINARY ASSESSMENT ROLL</b>	<b>24</b>
<b>EXHIBIT B- MAINTENANCE COSTS AND ASSESSMENT BY ZONE</b>	<b>25</b>
<b>EXHIBIT C- ASSESSMENT RATES HISTORY</b>	<b>27</b>

## I. Introduction

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The City of Calabasas under the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the “1972 Act”), and the provisions of the California Constitution Article XIII D (the “Constitution”), annually levies and collects special assessments for the City’s maintenance assessment districts designated as:

### **Landscaping Lighting Act District Nos. 22, 24, 27 & 32 (1972 Act Districts)**

The County of Los Angeles formed the Districts pursuant to the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500et seq.), prior to the incorporation of the City of Calabasas. In July 1995, the County of Los Angeles transferred the following four Districts to the City of Calabasas:

***Landscaping Lighting Act District No. 22 (Calabasas Park Area) (Formed in 1979)***

***Landscaping Lighting Act District No. 24 (Lost Hills Road and The Saratogas) (Formed in 1984)***

***Landscaping Lighting Act District No. 27 (Las Virgenes Road) (Formed in 1984)***

***Landscaping Lighting Act District No. 32 (Agoura Road/Lost Hills Road Commercial District)  
(Formed in 1989)***

This report presents the engineering analysis for the annual administration of the four Districts. Through the levy and collection of benefit assessments, the four Districts fund maintenance and operation of landscape improvements. For Fiscal Year 2019-20, Landscape Lighting Act District Nos. 22, 24, 27 and 32 assessments will be levied based on the previously approved methodology, at the same rate as was in effect in Fiscal Year 2018-19, plus a CPI inflation adjustment as recommended by the City of Calabasas’ Chief Financial Officer. As the assessments are levied on the basis of benefit, they are not considered a tax, and, therefore, are not governed by Article XIII A of the Constitution of the State of California. The assessments are governed by Articles XIII D of the Constitution.

In accordance with the 1972 Act, the Districts utilize benefit zones (“Zones”) to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the Districts. Within the boundaries of the Districts, parcels are assigned to various Zones each of which is associated with a set of improvements and/or type of improvements that provide special benefit to properties within that Zone.

These 1972 Act Districts fund landscape maintenance services and are funded by annual benefit assessments levied against each parcel in each District. The word “lighting” was apparently included in their names as a reference to the Landscaping and Lighting Act of 1972.

### **HISTORICAL INFORMATION**

In Fiscal Year 1997-98, assessment ballot proceedings were conducted pursuant to Proposition 218 (Articles XIII C and XIII D of the California Constitution) for each of the four Districts. There was not a majority protest against any of the assessments, and the assessment methodology was approved by the City Council. The approved methodology reserved to the City Council the right each year to implement an inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the Consumer Price Index (CPI), does not constitute an assessment increase for purposes of Proposition 218, because landowners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting’s authorized these adjustments.

**Landscape Lighting Act District No. 22**

In fiscal year 2002-03, fifteen (15) parcels located in the City of Calabasas were annexed into the Commercial Area, Calabasas Road. The Assessor Parcel Numbers are as follows:

Annexed Assessor Parcel Numbers		
2068-002-023	2069-009-021	2069-009-900
2068-002-035	2069-009-027	2069-032-025
2069-009-008	2069-009-029	2069-032-027
2069-009-012	2069-009-030	2069-032-900
2069-009-020	2069-009-031	2069-032-901

In Fiscal year 2009-10, Zone 15, Park Sorrento Condominium HOA was detached from LLAD 22.

In Fiscal year 2011-12, Zone 18, Calabasas Ridge HOA was detached from LLAD 22.

In Fiscal Year 2018-19, the District attempted to increase the assessment rate for Classic Calabasas Park. In compliance with Proposition 218, the proposed rate was submitted to the property owners via mailed ballots. The ballots were tabulated on June 18, 2018, where majority protest denied the increase in assessment.

**Landscape Lighting Act District No. 24**

In fiscal year 2000-01, Mira Monte (Tract No. 52150) (Assessor’s Parcel No. 2064-004-91 and its successor parcels) was annexed into LLAD 24, and Calabasas View HOA, was detached from LLAD 24.

In fiscal year 2002-03, two hundred seventy (270) parcels in Saratoga Ranch and Saratoga Hills HOAs were annexed into LLAD 24.

**Landscape Lighting Act District No. 27**

In Fiscal Year 2016-17, the City of Calabasas, at the request of Mont Calabasas member homeowner association (HOA) Board of Directors, proposed annexing Mont Calabasas HOA Zone into Landscaping Lighting District No. 27 (LLAD27). In compliance with Proposition 218, the proposed annexation into the District and assessment was submitted to the property owners via mailed ballots. The ballots were tabulated at the June 22, 2016 Council Meeting and 77.78% of the ballots returned were in favor of annexation. By Resolution No. 2016-1504, the Council adopted Mont Calabasas annexation into District No. 27

**Landscape Lighting Act District No. 32**

In Fiscal Year 2000-01 Mira Monte (Tract No. 52150) (Assessor’s Parcel No. 2064-004-91 and its successor parcels) was detached from LLAD 32 and annexed into LLAD 24.

**DISTRICT CHANGES FOR FISCAL YEAR 2019/2020**

**Landscape Lighting Act District No. 22**

In fiscal Year 2019/2020 there will be balloting procedures held for the Landscape and Lighting Act District No. 22, for the Classic Calabasas Park zone. The Fiscal Year 2018/2019 rate will be increased by 11.50% for Fiscal Year 2019/2020 if approved by property owners. The new rate and total assessment are reflected in the Budget and Rate Tables for the District/Zone. If majority protest exists, the District will revert to the previously approved rate for Fiscal Year 2018/2019 plus an inflationary increase of 3.81%.

**Landscape Lighting Act District No. 27**

In fiscal Year 2019/2020 there will be balloting procedures held for the Landscape and Lighting Act District No. 27, for the Mont Calabasas zone. The Fiscal Year 2018/2019 rate will be increased by 41.23% for Fiscal Year 2019/2020,

2020/2021 and 2021/2022 if approved by property owners. In Fiscal Year 2022/2023 the rate will revert back to the previously approved maximum rate including any inflationary adjustments. The new rate and total assessment are reflected in the Budget and Rate Tables for the District/Zone. If majority protest exists, the District will revert to the previously approved rate for Fiscal Year 2018/2019 plus an inflationary increase of 3.81%.

### **ANNUAL CONSUMER PRICE INDEX ADJUSTMENT**

The maximum assessment rate may increase each fiscal year based on the annual change in the Consumer Price Index (CPI), during the preceding year, for All Urban Consumers, for the Los Angeles-Long Beach-Anaheim areas, published by the United States Department of Labor, Bureau of Labor Statistics (or a reasonably equivalent index should the stated index be discontinued).

Assessments for the Districts are subject to an increase each year equal to the 12-month average percent change in the annual Consumer Price Index, All Urban Consumers, for the Los Angeles-Long Beach-Anaheim areas ("CPI"), from January 1st through December 31st of the fiscal year prior to the subject fiscal year. Future annual budgets within this limit may be approved by the City Council without additional property owner ratification. A CPI increase may be exceeded only by a majority parcel owner approval. For Fiscal Year 2019-20, Landscape Lighting Act District Nos. 22, 24, 27, and 32 assessments will be increased by 3.81% annual CPI inflation adjustment per the City of Calabasas' Chief Financial Officer.

### **REPORT CONTENT AND ANNUAL PROCEEDINGS**

This Engineer's Annual Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and presented to the City Council for their consideration and approval of the proposed improvements and services to be provided within the District and the levy and collection of annual assessments related thereto for fiscal year 2019/2020. If any section, subsection, sentence, clause, phrase, portion, or zone, of this Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Report and each section, subsection, subdivision, sentence, clause, phrase, portion, or zone, thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions, or zones, might subsequently be declared invalid or unconstitutional.

This Report outlines the Districts Zone structures, the improvements, and the proposed assessments to be levied in connection with the benefits the properties will receive from the maintenance and servicing of the District improvements for fiscal year 2019/2020. The annual assessments to be levied on properties within the Districts provide a funding source for the continued operation and maintenance of landscaping improvements within various zones of benefit ("Zones") that provide special benefits to the properties within the Districts and each respective Zone. Each fiscal year, the City establishes the assessments for the Districts based on an estimate of the costs to maintain, operate and service the improvements and based upon available revenues including fund balances, general benefit contributions and additional City contributions and assessment limits. The costs of the improvements and the proposed annual assessments budgeted and assessed against properties within the Districts may include, but are not limited to the estimated expenditures for regular annual maintenance and repairs; incidental expenditures related to the operation and administration of the District; deficits or surpluses from prior years; revenues from other sources; and the collection of funds for operational reserves or for periodic maintenance and improvement rehabilitation projects as authorized by the 1972 Act. Each parcel is assessed proportionately for only those improvements, services and expenses for which the parcel will receive special benefit.

Each District outlined in this Report is a reflection of the various improvements and the types of improvements and services to be provided by the Districts for the properties that are directly associated with and benefit from those improvements. The net annual cost to provide the improvements for each District are allocated to the benefiting properties within that District using a weighted method of apportionment (refer to Assessment Methodology, Method of Apportionment) that calculates the proportional special benefit and assessment for each parcel as compared to other properties that benefit from the improvements in the Districts and services.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (“APN”) by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the District assessments.

At a noticed annual Public Hearing, the City Council will accept all public comments and written protests regarding the District and the annual levy of assessments. Based on those public comments and written protests, the City Council may order amendments to the Report or confirm the Report as submitted. Following final approval of the Report and confirmation of the assessments the Council will, by Resolution, order the improvements to be made and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel.

As required by the 1972 Act, this Engineer’s Report describes the improvements to be provided, maintained and serviced by the District, an estimated budget for the District improvements, and the proposed assessments to be levied upon each assessable lot or parcel within the District for fiscal year 2019/2020.

While the budgets outlined in this Report reflect the estimated costs necessary to fully and adequately provide for the maintenance and operation of the improvements within the District, many of these estimated costs and associated services cannot be funded by the current special benefit assessment revenues and the City contribution for those improvements or portions thereof determined to be general benefits. Therefore, in addition to the City’s contribution for general benefit costs, in some Districts, at the discretion of the City Council, the City may also provide additional funding to support the improvements and/or implement service reductions. To fully fund the improvements that are considered special benefits, it may be necessary in the future to increase assessment revenues which would require the support of the property owners for new or increased assessments through a ballot proceeding conducted under the provisions of the California Constitution Article XIII D.



## II. Plans and Specifications

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The lines and dimensions of each lot or parcel within the Districts are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the year when this Report is prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

Plans and specifications showing each District's exterior boundaries; and indicating the general nature, location and extent of improvements.

Several items related to the Districts are on file and available for review at the City of Calabasas Public Works Department, Landscape Maintenance Division office.

For Landscape Lighting Act District No. 22, each member HOA has an individual maintenance contract. The member HOAs have been designated as "Zones"; each Zone has been given a number. The City has on file for each Zone a maintenance contract listing the work contracted and a diagram(s) detailing maintenance service work areas.

### **IMPROVEMENT AUTHORIZED BY THE 1972 ACT**

As applicable or may be applicable to the Districts, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.

- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

## DESCRIPTION OF IMPROVEMENTS

As authorized by the 1972 Act, the improvements provided by the Districts and associated with each Zone incorporate various improvements that are maintained and serviced for the benefit of real property within the Districts. The maintenance of the improvements may also include various appurtenances that may include but is not limited to entry monuments; various types of fencing; retaining walls; ornamental lighting or other ornamental fixtures; signage; and irrigation, drainage, and electrical equipment. The work to be performed within each respective Zone may include but is not limited to (as applicable), the personnel, materials, equipment, electricity, water, contract services, repair and rehabilitation of the improvements and incidental expenses required to operate the District and provide the improvements and services for each Zone. The improvements provided within the District and for which parcels receive special benefits are generally described in the following

*Note: The four Districts do not necessarily provide every service authorized under the 1972 Act. For example, while these Districts provide electrical current to power irrigation systems, fountains, landscape lighting, Calabasas Lake aeration systems, and Association Park lake sidewalk lighting, they do not fund LLAD residential or commercial district street lighting.*

## IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS

The purpose of the District is to fund the maintenance and servicing of parkway landscape improvements installed in connection with development of properties within the District. The landscape improvements maintained by each District are generally described as follows:

### **Landscape Lighting Act District No. 22**

LLAD 22 provides for the maintenance of landscape of the common areas and open space areas located within member homeowner associations (HOA) referred to as “Zones”. The HOA common areas are either owned in common or privately owned, with easements granted to the District for landscape maintenance purposes. The maintenance of landscape also includes greenbelt and slope areas as well as annual weed abatement/brush clearance for fuel reduction/fire safety.

### **Landscape Lighting Act District No. 24**

LLAD 24 provides maintenance of landscape within street right-of-way and open space areas. The open space areas include slopes and creek banks. Maintenance of landscape on streets within right-of-way includes parkways, center medians, adjacent turf areas, trees, and annual weed abatement/brush clearance for fuel reduction/fire safety.

Roadways with landscape in the public right-of-way includes landscaped center medians, trees, and adjacent turf areas that are conditions of development and are maintained by the District to soften and mitigate the impacts of traffic on the residential tracts within the District. The landscape improvements are located on the residential roadway serving the Malibu Lost Hills community, including Lost Hills Road south of Malibu Hills Road to Las Virgenes Road, Calabasas Hills Road, Meadow Creek Lane, portions of Las Virgenes Road, and designated slope areas along Las Virgenes Creek.

### **Landscape Lighting Act District No. 27**

LLAD 27 provides maintenance of landscape within street right-of-way. Maintenance of landscape on streets within right-of-way includes parkways, center medians, and street trees.

The area of landscape improvements generally referred to as Las Virgenes Road are: On Las Virgenes Road, the east sidewalk and center medians beginning at 3560 Las Virgenes Road and continuing north to Thousand Oaks Blvd.; on Las Virgenes Road north of Thousand Oaks Blvd., the east sidewalk area north to the end of Las Virgenes Rd.; at the northwest corner of Thousand Oaks Blvd. and Ruthwood Drive the public right-of-way area located immediately behind the sidewalk; on the south side of Thousand Oaks Blvd., the sidewalk area from Las Virgenes Road to the flood control channel; and the sidewalk area on the north side of Thousand Oaks Blvd. from Las Virgenes Road to Ruthwood Drive.

For the Mont Calabasas HOA Zone, the improvements include the maintenance of Las Virgenes Road as described above and in addition, provides for the maintenance of landscape of common areas and open space areas located within the Zone. The HOA common areas are either owned in common or privately owned, with easements granted to the District for landscape maintenance purposes. The maintenance of landscape may also include greenbelt and slope areas, as well as annual weed abatement/brush clearance for fuel reduction/fire safety.

### **Landscape Lighting Act District No. 32**

LLAD 32 provides maintenance of landscape within street right-of-way. Maintenance of landscape on streets within right-of-way includes center medians and street trees.

The landscape improvements maintained by the District are located on the major streets serving the Lost Hills Commercial Area, including Agoura Road from the west side of Malibu Hills Road to the eastern boundary of 26750 Agoura Road, Malibu Hills Road, Shadow Hills Road, and the portion of Lost Hills Road from Interstate 101 to the south side of Malibu Hills Road.

### **District Updates**

In November of 2018, The Woolsey Fire severely damaged and affected many of the improvement areas within the Landscape Lighting Act Districts, including significant damages to medians within District No. 24 and significant loss of trees within District No. 27, due to removal of burned trees, for safety reasons.

### III. METHOD OF APPORTIONMENT

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Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The City must separate the general benefits from the special benefits conferred on a parcel; a special benefit being a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the district.

In Fiscal Year 1997-98, the four Districts conducted an assessment ballot proceeding pursuant to Proposition 218; the assessment methodology was approved by a majority of District parcel owners and the City Council. The City reserves the right to implement the previously approved inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the annual Consumer Price Index (CPI), does not constitute an assessment increase for purposes of Proposition 218, because parcel owners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

Each District will be discussed in terms of background, special benefit, general benefit, and assessment formula. Certain terms used throughout the Method of Assessment are defined below.

#### DEFINITIONS

**Special Benefit:** Articles XIII C and XIII D of the California Constitution define special benefit as "a particular and distinct benefit over and above the general benefits conferred on real property located in the District or to the public at large. General enhancement of property value does not constitute 'special benefit.'" The following Method of Apportionment of Assessment for each District analyzes the special benefit each parcel receives from the improvements funded in each District. The cost of landscape maintenance is distributed to parcels in each District based on the special benefit each parcel receives by an assessment formula. Within the Districts, zones of benefit may be designated based on spreading the cost of the improvements associated with each Zone over the parcels within that Zone.

Each assessed parcel within each District receives a particular and distinct Special Benefit from the improvements. The operation and maintenance of the landscape improvements provides a Special Benefit to the parcels within each District even though there may not be landscaping immediately adjacent to a particular parcel. Special Benefits associated with landscaped improvements are:

- The proper maintenance of landscape along streets provides noise abatement and visual barriers to reduce the negative impact of the streets upon nearby parcels within the District.
- Landscape improvements provide environmental enhancement to nearby parcels through erosion control, dust and debris control, and weed abatement for fire safety.
- The aesthetic desirability of parcels within the District is specifically enhanced by the presence of well-maintained open space, greenbelts, street medians, and frontage landscape.
- Having properly maintained landscape readily accessible to properties within the District means the owners of the assessed parcels may enjoy the benefits of having such improvements available for use while avoiding the effort and expense of individually installing and maintaining similar improvements.
- Where the District is providing maintenance along easements on privately held property, it is providing landscape services that otherwise would be direct expenses of the owners of such property.
- State and City laws generally hold property owners individually responsible for the safe and proper maintenance of their frontages.

**Zones:** Landscape Lighting Act District No. 22 (1972 Act District) Calabasas Park Area has been divided into “Zones” of benefit by individual communities or neighborhoods that receive distinct Special Benefit. In most cases, Zones are defined by the boundaries of a homeowners’ association. In a few cases, the Zone is based on master plan boundaries (Old Town Master Plan) or street boundaries. The landscape maintenance activities that provide a Special Benefit are separately identified by the City for each Zone. Based on an assessment formula, the cost of these landscape maintenance activities is then spread to the parcels within that Zone.

**Assessment Units:** The assessment units assigned to each parcel are used in the assessment formula to compute the assessment amount. If the zone has one single land use, then each parcel is assigned one assessment unit. Where more than one land use exists within a zone, traffic generation factors are used as a means to define the benefit a single-family residence receives as compared to an apartment or a commercial property. The following traffic generation factors for the City of Calabasas and resulting Assessment Units are incorporated in this Report. Per Parcel

Land Use	Traffic Generator Factor	Assessment Unit
Single Family Residential (Houses and Condominiums)	10 trips per day	1.0 (10 trips/10 trips) per parcel
Multi-Family Residential (Apartments)	6 trips per day	0.6 (6 trips/10 trips) per unit
Commercial Parcel	40 trips per day	4.00 (40 trips/10 trips) per acre

Note: Traffic Generation Factor is based on information provided by the City of Calabasas in 1997-98. Due to minor changes in development in the area since this time, these results continue to be representative of the traffic generated in the assessment district.

## ASSESSMENT METHODOLOGY

Proposition 218 requires the City to ballot property owners to obtain consent for the increased assessment exceeding the anticipated maximum permissible increase per assessment formula, for example CPI (Consumer Price Index) increase.

## ASSESSMENT RANGE FORMULA

Section 22573 of the 1972 Act states that “The net amount to be assessed upon lands within an assessment district may be proportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements.”

Section 22547 of the 1972 Act permits the designation of benefit zones within any individual assessment district if “... by reasons or variations in the nature, location, and extent of improvements, the various areas will receive different degrees of benefit from the improvements.” Thus, the 1972 Act requires the levy of true “assessment” rather than a “special tax”.

Within each District, it is determined that each parcel benefits equally from the services provided. Therefore, costs of providing services (as well as a proportional share of incidental expenses) are spread evenly across each parcel in that District but not exceeding the maximum permissible assessment rates as approved by the property owners.

Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The City must separate the general benefits from the special benefits conferred on a parcel; a special benefit being a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the district.

In Fiscal Year 1997-98, the four Districts conducted an assessment ballot proceeding pursuant to Proposition 218; the assessment methodology was approved by a majority of District parcel owners and the City Council. The City reserves the right to implement the previously approved inflation adjustment in these Districts. Implementation of the annual inflation adjustment, which is based on the annual Consumer Price Index (CPI), does not constitute an assessment

increase for purposes of Proposition 218, because parcel owners in the Fiscal Year 1997-98 assessment ballot and subsequent balloting's authorized these adjustments.

The Method of Assessment for each District is provided in the following pages below.

## **METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 22**

The following methodology described pertains to Landscape Lighting Act District No. 22 (1972 Act). The landscape services provided to all properties within the district boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

### **GENERAL BENEFIT**

Articles XIII C and XIII D of the California Constitution require that the benefit to the public at large be identified for any improvements being funded through an assessment district. This so-called "general" benefit may not be assessed to the parcels through an assessment district. The following Method of Apportionment of Assessment for the District analyzes the benefit to the public at large from the landscape improvements provided by the City for the District.

In LLAD 22, certain portions of improvements are identified as providing general benefit. The costs associated with these improvements are not included in the LLAD 22 budget assessed to parcels in the District. Instead, these costs are funded through Landscape Maintenance District No. 22 (LMD 22), via an existing ad valorem tax levy. Proposition 218 does not govern the ad valorem levy, and the proceeds of this ad valorem levy may be used toward any landscape improvements providing general benefit within the LMD 22/LLAD 22 boundary.

The following landscape improvements provide general benefit and are funded solely by LMD 22, via the existing ad valorem tax levy and are not funded by LLAD 22. Maintenance of landscape on major thoroughfare roadways, including portions of Calabasas Road, Civic Center Way, Park Capri, Park Entrada, Park Granada, median islands on Park Helena and Park Sienna, Park Ora, certain parkway areas on Park Sorrento, Parkway Calabasas, Association Park, Calabasas Lake, and natural areas such as McCoy Creek, and open space areas within the district boundary.

The roadways are thoroughfares for the community, providing access to schools, shops, freeways, and recreational facilities, and therefore, confer a General Benefit to the community. The landscape along these streets includes parkway landscape that serves to improve the stabilization of slopes adjacent to these roadway sections within the District.

### **SPECIAL BENEFIT**

With the exception of the major public thoroughfare roadways located within the boundaries of District LLAD 22 as described above in General Benefit, all of the areas maintained by LLAD 22 are either owned in common or are privately owned and are solely accessible to (or primarily accessible to) owners of the assessed properties, their tenants, and/or guests. These areas have easements granted to LLAD 22 for landscape maintenance purposes.

The local landscape improvements associated within member homeowner associations, provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within member homeowner associations are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit.

In order for the methodology to be in compliance with Articles XIII C and XIII D of the California Constitution, a thorough study of the landscape funded by the District was performed in 1997-98. The District was divided by tracts into member homeowner associations and a commercial district that are called "Zones". These Zones receive distinct special benefit. In a few cases, the Zone is based on master plan boundaries (Old Town Master Plan) or street boundaries. Each Zone's specific usage and landscape maintenance activities were identified to determine the level of special benefit each property receives within that Zone.

The landscape maintenance activities that provide a Special Benefit have been determined for each Zone. The LLAD 22 Zones are as follows:

LLAD 22 Zones			
Bellagio	Calabasas Country Estates	Calabasas Hills	Calabasas Park Estates
Calabasas Rd. Commercial*	Clairidge	Classic Calabasas Park	Las Villas
Oak Creek	Oak Park	The Oaks of Calabasas **	Palatino
Westridge	Vista Pointe		

\* Calabasas Rd. Commercial includes Old Town

\*\*The Oaks of Calabasas Zone is comprised of The Oaks of Calabasas and The Estates of The Oaks of Calabasas HOAs.

A complete landscape maintenance service level was developed for each Zone to determine the Zone’s aggregate LLAD 22 assessment levy and detail the Special Benefit each Zone receives from the District.

The aggregate LLAD 22 assessment levy for each Zone includes costs associated with maintaining improvements that specially benefit the given Zone. Many of the costs are for local landscape improvements that can be accessed only by member homeowner association parcel owners, their tenants, or guests. In virtually all cases, the improvements were part of a condition of development and the assessed properties are responsible for the ongoing landscape maintenance.

### PARCEL CLASSIFICATION

These costs are apportioned to each parcel within each Zone based on the Special Benefit associated with the type of land use. The benefit relationship between land uses is based on the assignment of vehicle trip generation factors. Trip rates are used as a measure of benefit because they are a representative land use comparison factor for the type of improvements being funded, namely street landscape, slopes, common areas, parks, and open space. From the traffic generation factors Assessment Units are calculated. The Assessment Unit for each land use is computed based on its traffic generation compared to the traffic generated by a single-family residence.

*Single Family Residence* parcels in the City of Calabasas generate an average of 10 trips per day. A parcel is classified as a Single-Family Residential use upon recordation of a subdivision map for houses or condominiums. The Single-Family Residences are assigned the base Assessment Unit of 1 and are used as the basis of comparison for all other land uses in the District.

*Multiple Family Residential* parcels the City of Calabasas generate an average of 6 trips per day, or 0.6 Assessment Unit per unit. Therefore, the Assessment Units assigned to a multiple family parcel would be the product of the number of dwelling units on a parcel and 0.6 Assessment Units per unit. For instance, a 20-unit apartment house would be assigned  $20 \times 0.6 = 12$  Assessment Units.

*Residential Vacant* (un-subdivided but buildable) property receives a Special Benefit from the improvements as a result of the increased desirability of a parcel that is located in an area with landscape and park amenities. In addition, vacant parcels specially benefit from the availability of a landscape program and access to the City’s landscape manager.

*Commercial* property within the City of Calabasas generates on average 40 trips per day. Therefore, the Assessment Units assigned to a commercial property is 4.0 Assessment Units per acre. At this time, all commercial properties in the District are within the Calabasas Road/ Old Town Commercial Zone, which also encompasses the Old Town Master Plan area. The commercial properties in the Calabasas Road/ Old Town Commercial Zone receive benefit from Calabasas Road maintenance. The cost for these specific improvements will be distributed to the properties within the Zone based on each parcel's land area (acreage).

*Public Agency* parcels within the District that have people working on the premises and have parkway landscape maintained by the District, benefit from the landscape improvements to their parkway maintenance, as do other similar parcels. The only Public Agency parcels subject to the assessment are the Civic Center and the Tennis and Swim Center. For purposes of the assessment, these parcels are considered part of the Calabasas Road Commercial/Old Town Master Plan Zone. Therefore, the Civic Center and the Tennis and Swim center will receive the same per acre charge as the Commercial properties in the Calabasas Road Commercial/Old Town Master Plan Zone.

*Homeowner's Association and Common Area* parcels within the District are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' properties do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the property owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area property is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the properties that benefit from the Zone's improvements and maintenance.

### **FORMULA OF ASSESSMENT**

The District budget requirements for the special benefit improvement costs have been assembled in order to determine the aggregate levy of assessment for Landscape Lighting Act District No. 22 (1972 Act) by Zone. The total aggregate levy for each LLAD 22 Zone is divided by the number of assessment units to determine the assessment amount per unit. The assessment amount per unit is multiplied by the number of assessment units assigned to the parcel to determine each parcel's assessment. See Exhibit B for the Landscape Lighting Act District No. 22 (1972 Act) Assessments by Zone.

For example, a Zone that only has single-family residence parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

### **METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 24**

The following methodology described pertains to the Landscape Lighting Act District No. 24 (1972 Act) herein referred to in this section as LLAD 24. The landscape services provided to all properties within the district boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

#### **GENERAL BENEFIT**

Articles XIII C and XIII D of the California Constitution require that the benefit to the public at large be identified for any improvements being funded through an assessment district. This so-called "general" benefit may not be assessed to the parcels through an assessment district. The following Method of Apportionment of Assessment for the District analyzes the benefit to the public at large from the landscape improvements provided by the City for the District.

Other residential areas of the City that are not included in an assessment district receive a minimal standard of City-funded landscape maintenance. The standard City landscaping for streets includes minimal median and parkway landscape. The City policy, therefore, is to have homeowner associations or landscaping and lighting districts fund certain landscaping maintenance, enhancements, and servicing. As a result, there is no general benefit from the funded improvements.



## SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The maintenance of landscape improvements within street right-of-way and open space located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit, and the special benefits associated with the landscaped improvements include:

- The aesthetic desirability of parcels within the District is specifically enhanced by the presence of well-maintained open space, greenbelts, street medians, and frontage landscaping.
- Public rights-of-way with landscaped center medians, trees, and adjacent turf areas maintained by the District provide noise abatement and visual barrier to mitigate the negative impact of streets upon nearby parcels within the District.
- The special benefits derived from the maintenance of these landscape improvements provide environmental enhancement to nearby parcels through erosion control, dust and debris control, and weed abatement for safety.
- Additional special benefits of landscape maintenance are described earlier in this Report.

## PARCEL CLASSIFICATION

*Residential Parcels* within the District all receive direct and special benefit. All of the parcels in this District are residential and each parcel is assigned 1 Assessment Unit per parcel.

*Public Agency* parcels within the District that have people working on the premises and have parkway landscape maintained by the District that benefit from the landscape improvements to their parkway maintenance, similar to other parcels. However, at this time, there are no Public Agency parcels in LLAD 24.

*Homeowner's Association and Common Area* parcels within the District are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' parcels do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the parcel owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area property is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the properties that benefit from the Zone's improvements and maintenance.

## FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to each Zone within the District was performed. Specific usage and services were identified by zones of benefit to determine the level of benefit received by each Zone within the District. The District was divided into naturally bounded communities, usually by tracts, but sometimes by street boundaries, and within each community, there is a single residential land use.

The Zones located within the District are as follows:

LLAD 24 Zones			
Archstone Calabasas	Deer Springs	El Encanto	Lone Oak
Mira Monte	Saratoga Hills	Saratoga Ranch	Steeplechase

The assessment per assessment unit is determined by dividing the total aggregate levy by Zone by the number of assessment units in the Zone. The assessment per parcel is determined by multiplying the assessment per assessment unit by the number of units assigned to the parcel. See Exhibit B for the Landscape Lighting Act District No. 24 (1972 Act) Assessments by Zone.

For example, a Zone that only has residential parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{Zone Total Levy Amount}}{\text{Zone Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

## **METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 27**

The following methodology described pertains to Landscape Lighting Act District No. 27 (1972 Act) herein referred to in this section as LLAD 27.

### **GENERAL/SPECIAL BENEFIT**

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements within the street right-of-way located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The special benefits of landscape maintenance are described earlier in this Report.

Other residential areas of the City that are not included in an assessment district receive a minimal standard of City-funded landscape maintenance. The standard City performed landscape for arterial streets in the City includes minimal median and parkway landscape maintenance. The City policy, therefore, is to have fronting property in the District fund the enhanced landscape maintenance, operation, and servicing of arterial streets. The parcels in the District are funding only the cost of their frontage landscape maintenance. As a result, there is no General Benefit from the funded improvements.

### **SPECIAL BENEFIT - MONT CALABASAS HOA ZONE**

The Mont Calabasas HOA Zone special benefit includes the maintenance of landscape within Las Virgenes Road street right-of-way. In addition, the special benefit also includes areas to be maintained by LLAD 27 which are either owned in common or are privately owned and are solely accessible to (or primarily accessible to) owners of the assessed properties, their tenants, and/or guests. These areas have easements granted to LLAD 27 for landscape maintenance purposes.

The local landscape improvements associated within the Mont Calabasas HOA Zone, provide special benefits to the properties within the Mont Calabasas HOA, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within the member homeowner association are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The specific usage and landscape maintenance activities were identified to determine the level of special benefit each property receives within the Mont Calabasas HOA Zone.

### **PARCEL CLASSIFICATION**

*Public Agency* parcels within the District that have people working on the premises and have parkway landscape maintained by the District that benefit from the landscape improvements to their parkway maintenance, similar to other parcels. There are no Public Agency parcels in LLAD 27 at this time.

*Homeowner's Association and Common Area* parcels within the District that are not assessed. These parcels include large park parcels, small sliver parcels, and parking lot parcels that cannot be developed. These 'unbuildable' parcels do not receive a special benefit from the District's improvements and are not assessed. In many cases, the common area parcels provide the same use and function that the District funded improvements provide. In addition, the parcel owners paying the Homeowner's Association bill are already paying for the District's funded improvements by their parcel's assessment. The common area parcel is incidental to the primary residential parcels. Therefore, the assessment will go directly to the source and assess the parcels that benefit from the Zone's improvements and maintenance.

## FORMULA OF ASSESSMENT

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to zones of benefit within the District was performed. Specific usage and services were identified for each Zone to determine the level of benefit received by each Zone within LLAD 27. The District was divided into naturally bounded neighborhoods, usually by tracts, but sometimes by street boundaries, and each parcel is assigned 1 assessment unit. The Zones are as follows:

LLAD 27 Zones			
Casden Malibu Canyon LP	Las Virgenes Park	Las Virgenes Village	Mont Calabasas

### Assessment Formula (Las Virgenes Road)

The following Zones receive special benefit: Casden Malibu Canyon LP, Las Virgenes Park, Las Virgenes Village and Mont Calabasas. The assessment per assessment unit (parcel) is determined by dividing the total aggregate levy by the total number of assessment units (parcels) in the Zones.

### Assessment Formula (Mont Calabasas Zone)

Costs of services for maintaining Mont Calabasas landscape of common areas and open space areas located and specific to Mont Calabasas HOA Zone are spread only across the parcels in that Zone. Each developed residential parcel within the Zone is allocated an equal share of costs applicable to that zone. The assessment per assessment unit (parcel) is determined by dividing the total aggregate levy by the total number of assessment units (parcels) in the Zone.

For example, a Zone that only has residential parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

Zone Total Levy Amount \_\_\_\_\_ = Assessment Amount per Unit (Parcel)

Zone Total Assessment Units (Parcels)

## METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 32

The following methodology described pertains to the Landscape Lighting Act District No. 32 (1972 Act) herein referred to in this section as LLAD 32.

### GENERAL/SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The landscape improvements of the common areas located within member homeowner associations are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit. The special benefits of landscape maintenance are described earlier in this Report.

### PARCEL CLASSIFICATION

Because there is basically a single land use in the District, commercial, each parcel is assigned 1 assessment unit. The assessment levy is spread equally to each parcel. The only nonconforming land use in the District is related to the Community Center, which is owned by the City of Calabasas and the City of Agoura Hills. The Community Center parcel's frontage landscape will be funded by the District, similar to the commercial properties in the District. Therefore, the Community Center benefits from the assessment and will be assessed as a parcel.

*Common Area or Easement* parcels within the District include primarily open space parcels that cannot be developed and parking lots that are considered 'unbuildable'. These parcels do not receive special benefit and will not be assessed. In many cases, the common area parcels provide the same use and function that the District funded

improvements provide. Furthermore, these parcels are incidental to the primary parcels. Therefore, the assessment will go directly to the source and assess the parcels that benefit from the Districts improvements and maintenance.

#### **FORMULA OF ASSESSMENT**

In order for the methodology to be in compliance with Articles XIII C and XIII D enacted by Proposition 218, in 1997-98 a thorough study of the landscape provided to the District was performed. Specific usage and services were identified to determine the level of benefit each parcel within the District receives. These costs are apportioned to each parcel based on the Special Benefit associated with the type of land use. Two land uses exist in LLAD 32: Commercial and Public Agency (a sheriff station and a community center).

The assessment per assessment unit is determined by dividing the total aggregate levy by parcel by the number of assessment units in the District. The assessment per parcel is determined by multiplying the assessment per assessment unit by the number of units assigned to the parcel. See Exhibit D for the Landscape Lighting Act District No. 32 (1972 Act) Assessments by parcel.

For example, a District that only has commercial land use parcels is assigned 1 assessment unit per parcel, and the assessment per parcel is calculated as follows:

$$\frac{\text{District Total Levy Amount}}{\text{District Total Assessment Units (Parcels)}} = \text{Assessment Amount per Unit (Parcel)}$$

## IV. DISTRICT BUDGET

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### ESTIMATE OF COSTS

Section 22569 of the 1972 Act requires the Engineer's Report to contain an estimate of the costs of the Improvements including:

- total costs of improvements including incidental expenses,
- the amount of the surplus to be carried over from a previous fiscal year,
- the amount of any contributions to be made from sources other than the assessment,
- the amount, if any, to be collected in annual installments for the estimated cost of improvements,
- the net amount to be assessed within the Assessment District.

Estimates of these amounts are as follows:

#### **Cost of Improvements:**

As mentioned earlier, some zones are assessed at fixed annual rate without the CPI adjustment. In such areas, the level of service (i.e., gardening and watering) is reduced so that the costs of providing services does not exceed assessment revenues. For the areas where the CPI adjustments have been approved, an attempt is made to provide the same levels of service from year to year.

The Community Services Department oversees the operation of the landscape maintenance while outside contractors as well as in-house staff are used to maintain these areas. The expenditures are listed in the fiscal year 2019-2019 budget listed below. Contract maintenance expenses are based on actual contractual costs. Water and electricity utility bills and routine supplies are estimated based on current expenditures.

#### **Incidental Expenses:**

Incidental expenses to be paid with assessment amounts of the Assessment District for FY 2019-2019 ("Incidental Expenses") are included in the definition of "incidental expenses" as defined in Section 22526 of the 1972 Act.

Four types of incidental expenses are included in the costs associated with the Maintenance District: (i) compensation for special counsel providing advice in connection with the establishment of the Maintenance District, (ii) costs of the preparation of this Report, including preparation of plans, specifications, estimates, diagram, and assessment ("Assessment Engineering"), (iii) costs associated with printing, advertising, and the giving of published, posted, and mailed notices, including the balloting required by Article XIID of the California Constitution, and (iv) compensation payable to the County of Los Angeles for the collection of assessments. The budget shows the total amounts for incidental expenses for Fiscal Year 2019-2020.

#### **Contribution from Other Sources**

This is included to subsidize any shortfalls for Zones in the District.

#### **Annual Installments**

The entire amount of the net assessment that will be assessed in FY 2019-20.

The estimated budget for Fiscal Year 2019-20 for each District is shown in the table below. The beginning fund balance estimated for July 1, 2019, is projected from 2018-2019 budget year. These fund balances are used to finance all work from July 1, 2019 until June 30, 2020. The first deposit from the County Assessor's Office to the District's accounts is December 2019. The projected carryover from FY 2019-2020 will be the beginning fund balance for Fiscal Year 2019-2020 and so forth.

<b>City of Calabasas Landscape Act District Nos. 22, 24, 27, &amp; 32</b>				
<b>Sources and Uses for FY 2019-2020</b>				
	<u>LLAD 22</u>	<u>LLAD 24</u>	<u>LLAD 27</u>	<u>LLAD 32</u>
<b><u>Sources</u></b>				
Beginning Balance (Est.)	\$ 882,000	\$ (2,975)	\$ (8,513)	\$ (3,127)
Benefit Assessment	3,113,398	207,837	373,446	34,399
Other City Funds	-	-	-	-
Interest	20,300	200	3,700	(100)
<b>Total Sources</b>	<b>\$ 4,015,698</b>	<b>\$ 205,062</b>	<b>\$ 368,633</b>	<b>\$ 31,172</b>
<b><u>Uses</u></b>				
City Administration Costs (Salaries, Consultants, Incidental Costs, Etc.)	\$ 130,800	\$ 11,300	\$ 4,900	\$ 3,100
Utilities (Irrigation Water & Electrical to Power Irrigation Controllers)	848,000	41,100	9,900	4,300
Maintenance Contracts/Pest Control,	1,086,400	64,000	165,600	9,000
	382,600	24,700	6,800	2,300
Fire Break/Brush Clearance	153,400	3,300	-	-
General Benefit Landscape Improvements	1,000,000	-	-	-
<b>Total Uses</b>	<b>\$ 3,601,200</b>	<b>\$ 144,400</b>	<b>\$ 187,200</b>	<b>\$ 18,700</b>
<b>Ending Balance Carryover</b>	<b>\$ 414,498</b>	<b>\$ 60,662</b>	<b>\$ 181,433</b>	<b>\$ 12,472</b>

\*Other City Funds – funds the maintenance of general benefit landscape improvements. See LLAD No. 22 General Benefit.

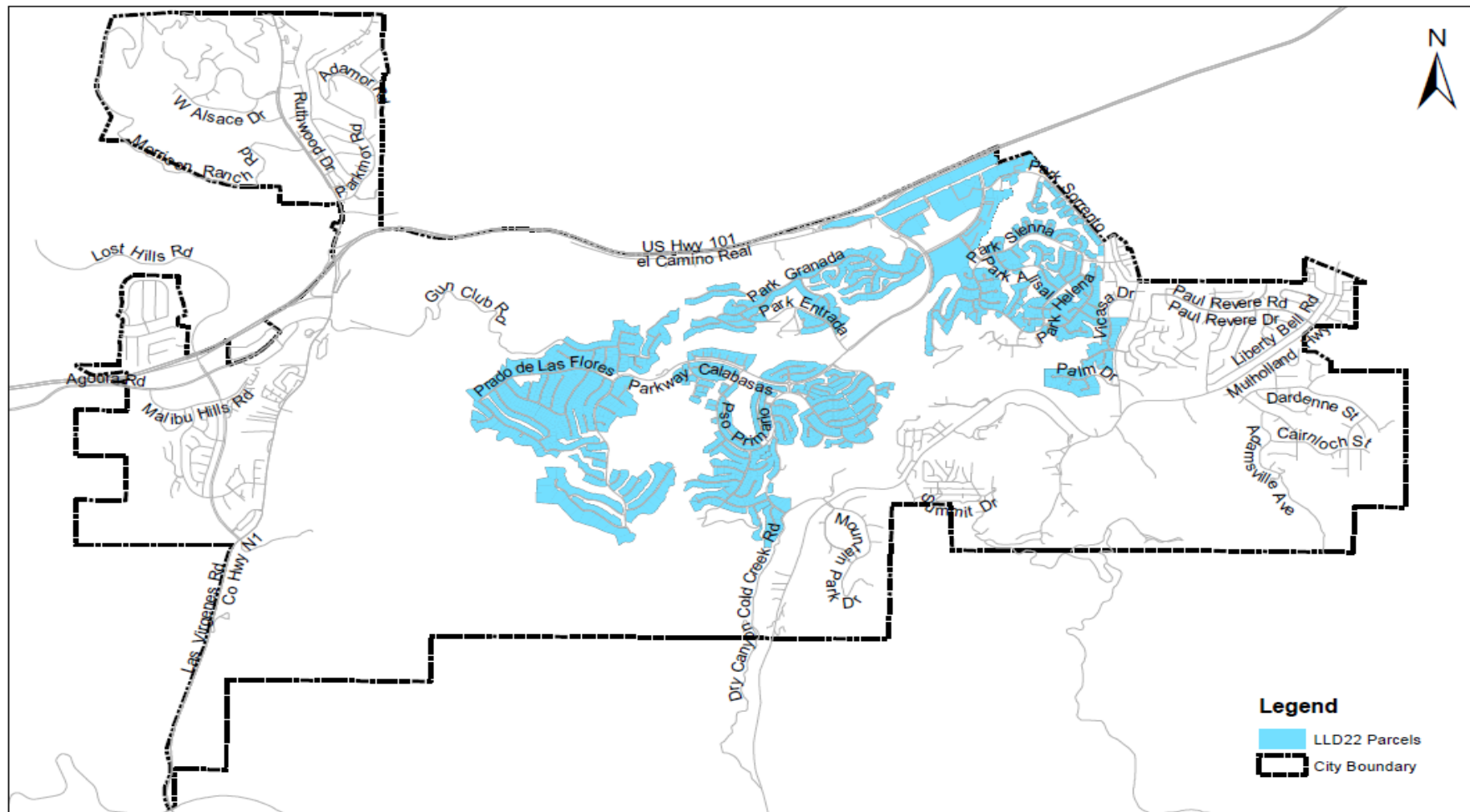
The City of Calabasas' Chief Financial Officer provided the FY 2019-20 Budget Sources and Uses, and Consumer Price Index increase 3.81%. The detailed records for the costs, utilities, maintenance contracts and other uses are on file at the City of Calabasas

## V. DISTRICT BOUNDARY MAPS

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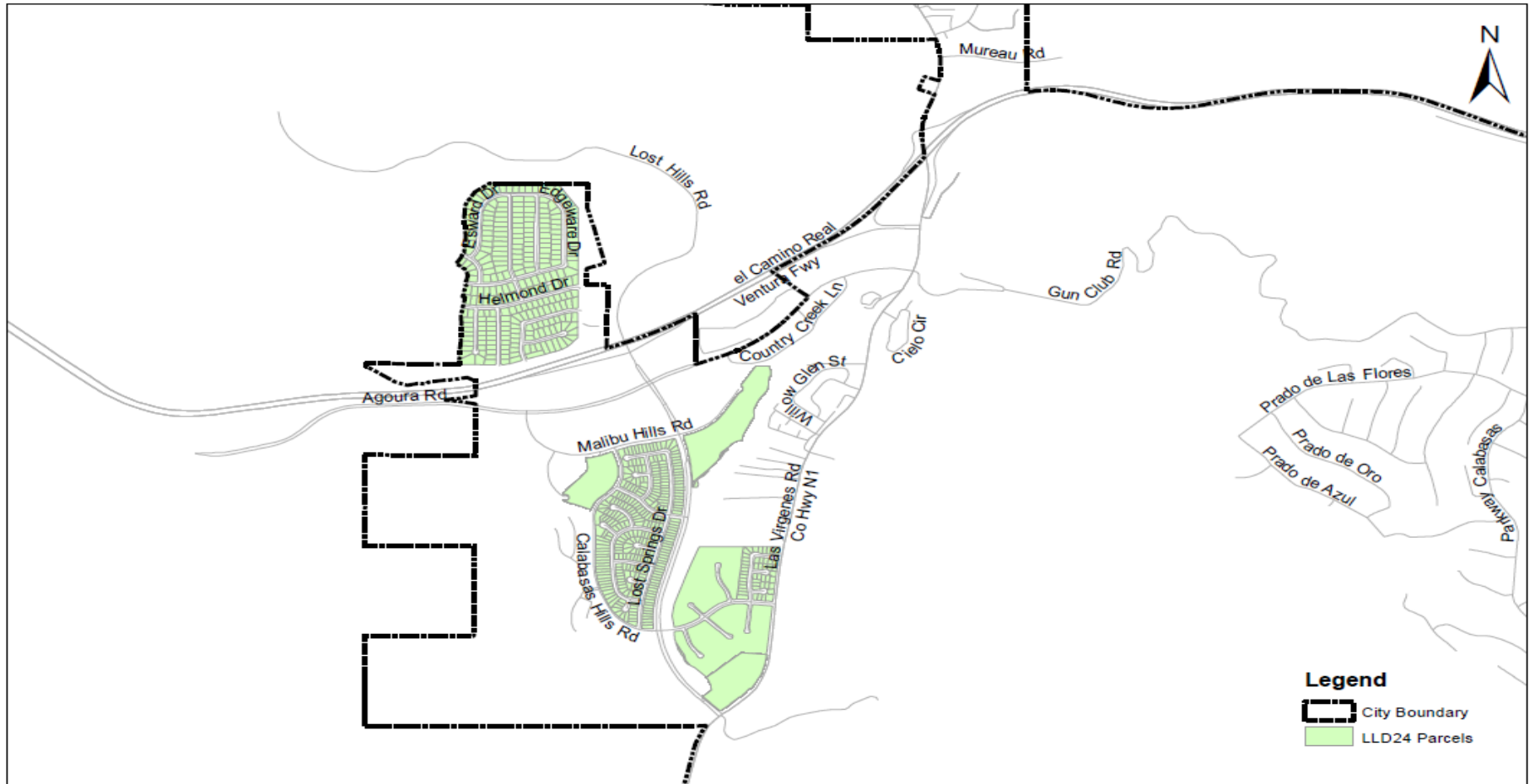
Reference is hereby made to the Assessor's Maps of the County of Los Angeles for an exact description of the lines and dimensions of each parcel within the Assessment District.

## City of Calabasas Landscaping and Lighting District No. 22 Boundary Map

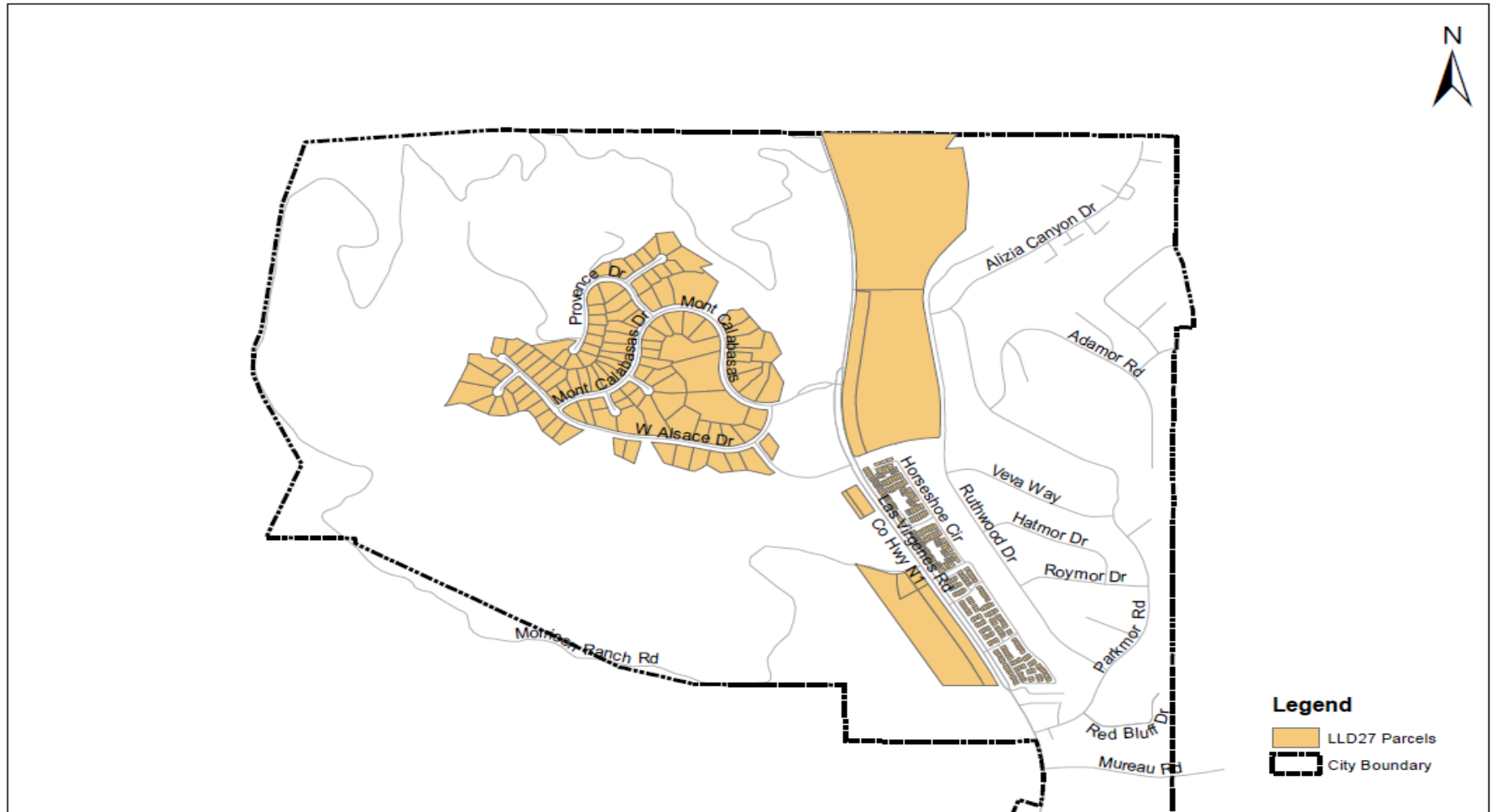




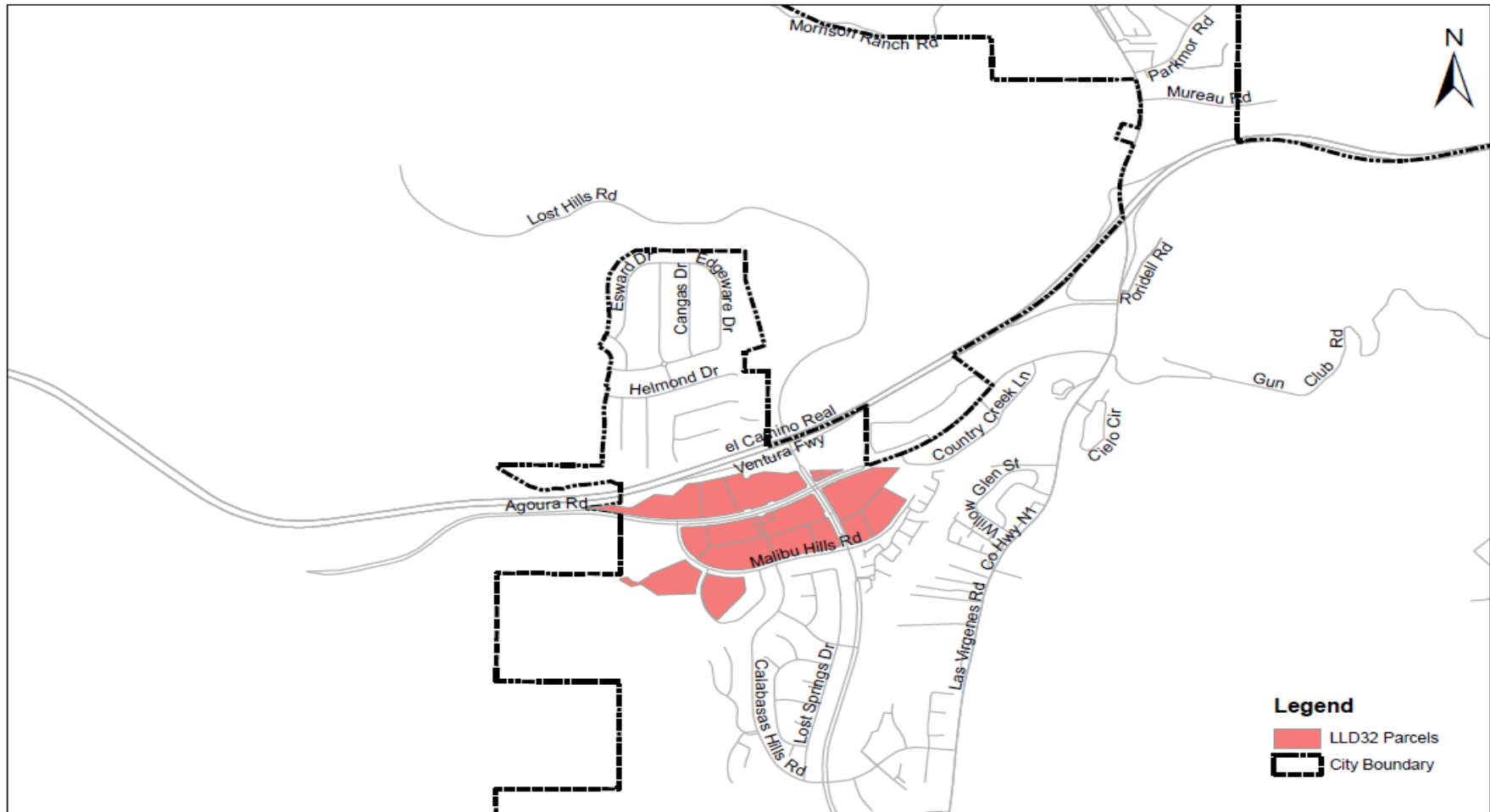
## City of Calabasas Landscaping and Lighting District No. 24 Boundary Map



## City of Calabasas Landscaping and Lighting District No. 27 Boundary Map



## City of Calabasas Landscaping and Lighting District No. 32 Boundary Map



## **Exhibit A- 2019/2020 ASSESSMENT ROLL**

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Parcel identification, for each lot or parcel within the District, shall be the parcel as shown on the Los Angeles County Assessor's map for the year in which this Report is prepared.

The land use classification for each parcel has been based on the Los Angeles County Assessor's Roll. A listing of parcels assessed within this District, along with the proposed assessment amounts, has been submitted to the City Clerk, under a separate cover, and by reference is made part of this Report.

Annexation of territory to an existing assessment district is provided by the 1972 Act, commencing with Section 22605. The 1972 Act further provides that an assessment district may consist of contiguous or non-contiguous areas. Annexation proceedings are limited to the territory proposed to be annexed. The history of annexations and detachments are listed above under the historical information section page 4.

## Exhibit B- Maintenance Costs and Assessment by Zone

### Landscape Lighting Act District No. 22

ZONE	FY 19-20 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	No. of AU's	No. of Acres	FY 18-20 Maximum Rate (3.81% CPI Increase)	FY 19-20 Maximum Rate (3.81% CPI Increase)	Per Parcel/ Acre	Balloted FY19/20 Maximum Rate
Bellagio	\$162,248.00	SFR	160	160		\$976.84	\$1,014.05	Parcel	N/A
Calabasas Country Estates	66,784.26	SFR	37	37		\$1,738.74	\$1,804.98	Parcel	N/A
Calabasas Hills	399,678.30	SFR	490	490		\$785.74	\$815.67	Parcel	N/A
Classic Calabasas Park <sup>(1)</sup>	434,861.84	SFR	458	458		\$851.55	\$883.99	Parcel	\$949.48
Calabasas Park Estates	467,508.50	SFR	425	425		\$1,059.65	\$1,100.02	Parcel	N/A
Calabasas Rd Comm / Old Town	33,586.96	Commercial/ Vacant	143	390	97.38	\$332.26	\$344.91	Acre	N/A
Calabasas Rd Comm / Old Town	3,879.90	MFR	1	45		\$83.06	\$86.22	AU	N/A
Calabasas Rd Comm / Old Town	6,207.84	SFR	72	72		\$83.06	\$86.22	AU	N/A
Clairidge	139,090.71	SFR	33	33		\$4,060.18	\$4,214.87	Parcel	N/A
Las Villas	125,383.20	SFR	89	89		\$1,357.10	\$1,408.80	Parcel	N/A
Oak Creek	8,460.05	Condo	17	17		\$479.39	\$497.65	Parcel	N/A
Oak Park	191,912.12	Condo	268	268		\$689.81	\$716.09	Parcel	N/A
Palatino	97,880.40	SFR	120	120		\$785.74	\$815.67	Parcel	N/A
The Oaks of Calabasas	455,143.86	SFR	558	558		\$785.74	\$815.67	Parcel	N/A
Vista Pointe	326,057.13	SFR	189	189		\$1,661.86	\$1,725.17	Parcel	N/A
Westridge	194,715.09	SFR	111	111		\$1,689.81	\$1,754.19	Parcel	N/A
<b>TOTAL</b>	<b>\$3,113,398.16</b>		<b>3,098</b>	<b>3,462</b>	<b>97.38</b>				

<sup>(1)</sup> Classic Calabasas Park FY 19-20 assessment reflects prop 218 balloted rate subject to June 2019 Public Hearing. Variance from budget due to county even penny requirement and rounding.

**Landscape Lighting Act District No. 24**

ZONE	FY 19-20 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	Dwelling Units	FY 18-19 Maximum Rate (2.79% CPI Increase)	FY 19-20 Maximum Rate (3.81% CPI Increase)
Deer Springs	\$45,990.00	Residential	300	300	\$147.68	\$153.30
Steeplechase	36,945.30	Residential	240	241	\$147.68	\$153.30
El Encanto	6,591.90	Residential	43	43	\$147.68	\$153.30
Archstone Calabasas	91,980.00	Residential	2	600	\$147.68	\$153.30
Lone Oak	7,358.40	Residential	48	48	\$147.68	\$153.30
Mira Monte (Tract 52150)	5,212.20	Residential	34	34	\$147.68	\$153.30
<b>District 24 Subtotal</b>	<b>\$194,077.80</b>		<b>667</b>	<b>1,266</b>		
Saratoga Ranch	\$2,191.28	Residential	43	43	\$49.09	\$50.96
Saratoga Springs	11,567.92	Residential	227	227	\$49.09	\$50.96
<b>Saratogas Subtotal</b>	<b>\$13,759.20</b>		<b>270</b>	<b>270</b>		
<b>District Total</b>	<b>\$207,837.00</b>		<b>937</b>	<b>1,536</b>		

Variance from budget due to county even penny requirement and rounding.

**Landscape Lighting Act District No. 27**

ZONE	FY 19-20 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 18-19 Maximum Rate (2.79% CPI Increase)	FY 19-20 Maximum Rate (3.81% CPI Increase)	Balloted FY19/20 Rate
Casden Malibu Canyon	\$343.92	3	\$110.44	\$114.64	N/A
Las Virgenes Park	16,508.16	144	\$110.44	\$114.64	N/A
Las Virgenes Village	18,571.68	162	\$110.44	\$114.64	N/A
Mont Calabasas	12,610.40	110	\$110.44	\$114.64	N/A
<b>Total</b>	<b>\$48,034.16</b>	<b>419</b>			

ZONE	FY 19-20 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 18-19 Asmt Rate (2.79% CPI Increase)	FY 19-20 Asmt Rate (3.81% CPI Increase)	Balloted FY19/20 Rate
Mont Calabasas <sup>(1)</sup>	\$325,411.90	110	\$2,094.65	\$2,174.45	\$2,958.29
<b>Total Mont Calabasas</b>	<b>\$325,411.90</b>	<b>110</b>			
<b>LLAD Total</b>	<b>\$373,444.06</b>	<b>419</b>			

<sup>(1)</sup> Mont Calabasas FY 19-20 assessment reflects prop 218 balloted rate subject to June 2019 Public Hearing. On or before Fiscal Year 2022/2023, depending on project completion, the rate will revert back to the previously approved maximum rate in Fiscal Year 2019/2020 including any inflationary adjustments.

Variance from budget due to county even penny requirement and rounding.

**Landscape Lighting Act District No. 32**

ZONE	FY 19-20 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	FY 18-19 Asmt Rate (2.79% CPI Increase)	FY 19-20 Asmt Rate (3.81% CPI Increase)
Single Parcels	\$30,576.64	Commercial	16	\$1,840.91	\$1,911.04
Parcel Splits	3,822.04	Commercial	4	\$920.45	\$955.51
<b>TOTAL</b>	<b>\$34,398.68</b>		<b>20</b>		

Variance from budget due to county even penny requirement and rounding.

## Exhibit C- Assessment Rates History

### Landscape Lighting Act District No. 22

Fiscal Year	Prop 218 Assessment Increases & Annual CPI Increase per Parcel	Bellagio	Calabasas County Estates	Calabasas Hills	Classic Calabasas Park	Calabasas Park Estates	Calabasas Ridge (Detached from District 11-12)	Cal Road Commercial/ Old Town Master Plan Area (Formed 1997-98)	Clairidge (Formed 1996-97)	Creekside (Detached from District 1997-98)	Las Villas	Oak Creek	Oak Park	Palatino	Park Sorrento (Detached from District 2009-10)	The Oaks of Calabasas	The Oaks II (Vacant Land Asmt per acre)	Vista Pointe	Westridge	
1995-1996		\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43		N/A	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	\$621.43	N/A	\$621.43	\$621.43	
1996-1997		621.43	621.43	621.43	621.43	621.43	621.43		621.43	621.43	621.43	621.43	621.43	621.43	621.43	621.43	N/A	621.43	621.43	
1997-1998		621.43	621.43	621.43	621.43	621.43	1,023.73	172.92 per acre	2,500.00	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	621.43	621.43
1998-1999		621.43	621.43	621.43	621.43	621.43	1,023.73	172.92 per acre	2,500.00	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	621.43	621.43
1999-2000		621.43	621.43	621.43	621.43	621.43	1,023.73	172.92 per acre	2,500.00	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	621.43	621.43
2000-2001		621.43	621.43	621.43	621.43	621.43	1,023.73	172.92 per acre	2,500.00	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	621.43	621.43
2001-2002	Prop 18-Majority Vote	Yes	Yes				Yes	No	Yes										Yes	Yes
2001-2002	Final Assessments	772.56	764.03	621.43	621.43	621.43	1,948.37	Not Assessed	3,211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	1,314.35	779.26
2002-2003	Prop 18-Majority Vote							Yes												
2002-2003	Final Assessments	772.56	764.03	621.43	621.43	621.43	1,948.37	262.76 per acre	3,211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	1,314.35	779.26
2003-2004		772.56	764.03	621.43	621.43	621.43	1,948.37	262.76 per acre	3,211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	1,314.35	779.26
2004-2005		772.56	764.03	621.43	621.43	621.43	1,948.37	262.76 per acre	3,211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	1,314.35	779.26
2005-2006		772.56	764.03	621.43	621.43	621.43	1,948.37	262.76 per acre	3,211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43		19.15	1,314.35	779.26
2006-2007	Prop 18-Majority Vote										Yes									No
2006-2007	Final Assessments	772.56	764.03	621.43	621.43	761.88	1,948.37	262.76 per acre	3,211.15	NAP	1,073.31	379.12	545.54	621.43	362.78	621.43		19.15	1,314.35	779.26
2007-2008	Final Asmts & CPI Increase for all Zones	805.48	1,031.87	647.91	647.91	794.35	2,031.40	273.96 per acre	3,348.00	NAP	1,118.05	395.80	588.79	647.91	378.24	647.91		N/A All land developed- The Oaks	1,370.36	812.47
2008-2009	Prop 18-Majority Vote		Yes		Yes	No										No				Yes
2008-2009	Final Asmts & CPI Increase for all Zones	831.90	1,364.87	669.16	700.69	820.40	2,098.03	282.95 per acre	3,457.81	NAP	155.75	408.25	587.45	669.18	390.65	669.16			1,415.31	1,439.12
2009-2010	Prop 18-Majority Vote		No																	
2009-2010	Final Asmts & CPI Increase for all Zones	861.27	1,413.05	692.78	725.42	849.36	2,172.09	292.94 per acre	3,579.87	NAP	1,196.55	422.66	608.19	692.78	NAP	692.78			1,465.27	1,439.12
2010-2011	Prop 18-Majority Vote	No	Yes																	
2010-2011	Final Asmts for all Zones (no CPI increase)	861.27	1,533.05	692.78	725.42	849.36	2,172.09	292.94 per acre	3,579.87	NAP	1,196.55	422.66	608.19	692.78	NAP	692.78			1,465.27	1,439.12
2011-2012	Asmts for all Zones (no CPI increase)	861.27	1,533.05	692.78	725.42	849.36	2,172.09	292.94 per acre	3,579.87	NAP	1,196.55	422.66	608.19	692.78	NAP	692.78			1,465.27	1,439.12
2011-2012	Survey Ballot Ridge voted to be Removed from LLAD 22						NAP													
2012-2013	Asmts for all Zones (2.67% CSI increase)	884.27	1,573.98	711.28	744.79	872.04	NAP	300.76	3,675.45	NAP	1,228.50	433.95	624.43	711.28	NAP	711.28			1,504.39	1,529.70
2013-2014	Asmts for all Zones (2.03% CSI increase)	902.22	1,605.93	725.72	759.91	978.71	NAP	306.87	3,750.06	NAP	1,253.44	442.76	637.11	725.72	NAP	725.72			1,534.93	1,560.75
2013-2014	Prop 18-Majority Vote					Yes														
2014-2015	Asmts for all Zones (1.08% CSI increase)	911.97	1,623.28	733.56	795.00	989.29	NAP	310.19	3,790.57	NAP	1,266.98	447.55	644.00	733.56	NAP	733.56			1,551.51	1,577.61
2014-2015	Prop 18-Majority Vote				Yes															
2015-2016	Asmts for all Zones (1.35% CSI increase)	924.29	1,645.20	743.47	805.74	1,002.65	NAP	314.38	3,841.75	NAP	1,284.09	453.60	652.70	743.47	NAP	743.70			1,572.46	1,598.91
2016-2017	Asmts for all Zones (0.91% CPI increase)	932.70	1,660.17	750.24	813.07	1,011.77	NAP	317.24	3,876.71	NAP	1,295.78	457.73	658.64	750.24	NAP	750.24			1,586.77	1,613.46
2017-2018	Asmts for all Zones (1.89% CPI increase)	950.33	1,691.55	764.42	828.44	1,030.89	NAP	323.24	3,949.98	NAP	1,320.27	466.38	671.09	764.42	NAP	764.42			1,616.76	1,643.95
2018-2019	Asmts for all Zones (2.79% CPI increase)	976.84	1,738.74	785.75	851.55	1,059.65	NAP	332.25	4,060.18	NAP	1,357.11	479.39	689.81	785.75	NAP	785.75			1,661.87	1,689.82
2018-2019	Prop 18-Majority Vote				No															
2019-2020	Asmts for all Zones (3.81% CPI increase)	1,014.06	1,804.99	815.68	949.48	1,100.03	NAP	344.91	4,214.88	NAP	1,408.81	497.66	716.09	815.68	NAP	815.68			1,725.18	1,754.20

Note: Classic Calabasas Park FY 19-20 rate reflects prop 218 balloted rate subject to June 2019 Public Hearing



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF  
(818) 878-1808



May 8, 2019

Dr. Gary J. Lysik, City Manager  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302

Dear Dr. Lysik:

Listed below are the year-to-date crime statistic comparisons for the City of Calabasas for the month of April 2019.

## I. CRIME STATISTICS

CRIME	CURRENT MTH	YTD 2019	YTD 2018	CHANGE
Homicide	0	0	0	0
Rape	0	0	2	-2
<b>Robbery</b>				
Armed	2	3	0	2
Strong-Arm	0	2	0	3
Assault	0	0	3	-3
<b>Burglary</b>				
Residential	2	15	12	3
Business	1	6	3	3
Garage/Out-Building	0	4	5	-1
Vehicle (locked)	8	21	22	-1
<b>Theft</b>				
Grand (\$950 +)	8	16	14	2
Petty	9	31	28	3
Vehicle (unlocked)	1	3	34	-31
Grand Theft Vehicle	1	6	7	-1
Arson	0	1	0	1
Domestic Violence Felony	0	0	0	0
<b>Total Part I Crimes</b>	<b>32</b>	<b>108</b>	<b>130</b>	<b>-22</b>
<b>Percent Change</b>				<b>-16.9%</b>
Domestic Violence Misdemeanor	2	14	8	6
Swatting	0	0	0	0

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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— Since 1850 —



## II. NOTEWORTHY INCIDENTS

A subject, resident of San Francisco, was arrested for armed robbery in the 26500 block of Agoura Road. The suspect entered the location and selected alcohol items which he placed inside his jacket and waistband of his pants. An employee approached the suspect and asked the suspect to remove the stolen items from his person. The suspect held one of the alcoholic bottles in a threatening manner as though he was going to hit the employee over the head with the bottle. The employee feared that the suspect would assault him and backed away. (19-02293)

A robbery occurred in the 26700 block of Agoura Road. The employee had locked all the doors to the store and began to put the showcase items into an open safe. The employee looked behind her and saw the suspect pointing a gun at her. The suspect, a male Black in his 30's wearing a blue bandana and a blue backpack, reached inside the safe and took jewelry. The suspect demanded at gunpoint that the employee walk him toward the back door exit. The suspect exited via the back door exit. (19-01978)

Two subjects, residents of Porter Ranch and Northridge, were arrested for possession of a stolen vehicle, forgery, possession of burglary tools/weapons and identity theft in the area of Ceanothus Place and Meadow Creek Lane. A call for service was received regarding a suspicious vehicle in the area. The vehicle was described as a white, four door, Mercedes with a partial license plate of "AM0". A deputy responded and found a vehicle matching the description and contacted the two subjects inside. During the investigation, the vehicle was discovered to have been stolen from the jurisdiction of the Los Angeles Police Department Hollywood Division and when stolen the vehicle did not have license plates. Credit cards, debit cards, personal documents, check books and wallets belonging to several different individuals were also found in the vehicle. Property stolen from two vehicle burglaries in the 3800 block of Lupine Lane were found in possession of the suspects, as well as, property stolen from the 5200 block of Castle Road in La Canada Flintridge in the jurisdiction of LASD Crescenta Valley Station (CVS). These suspects are possibly responsible for other vehicle burglaries in the area. (19-02091, 02097, 02142, LASD CVS 00811)

Four incidents of theft of a wallet were reported in the 23700 block of Calabasas Road at the same location. In one incident, the stolen credit card was used at the Canoga Park Nordstrom. In another incident, the victim's stolen credit card was used at a Von's (unknown location). In one incident, the victim stated that the possible suspect was a female White adult with blonde hair and a thick European accent, who approached her in the frozen food aisle and began asking the victim about a frozen product. (19-01690, 02101, 02221, 02222)

Two subjects, residents of Canoga Park, were arrested for possession of a stolen vehicle, identity theft and possession of narcotics in the 4700 block of Las Virgenes Road. The suspects were contacted by deputies regarding parking in a disabled parking space without a disabled placard. During the investigation, it was discovered that the vehicle they were in was stolen from the Woodland Hills area. A wallet with credit cards and other property not in the suspects' names were found inside the vehicle and a credit card used to purchase food items. The wallet had been reported lost by the victim in the Northridge area. Narcotics and paraphernalia were also found inside the vehicle. One suspect had two warrants for theft. (19-02046)

III. TRAFFIC

See attached.

IV. AGENDIZED CAR

See attached

V. CRIME PREVENTION

See attached

VI. JUVENILE INTERVENTION TEAM

See attached.

**VII. ARREST STATISTICS**

The numbers of arrests listed below are the most current available.

	YEAR TO DATE 2019		CURRENT MONTH APRIL	
	ADULT	JUVENILE	ADULT	JUVENILE
Criminal Homicide	0	0	0	0
Forcible Rape	1	0	0	0
Robbery	1	0	1	0
Aggravated Assault	0	0	0	0
Burglary	3	0	0	0
Larceny Theft	3	0	2	0
Grand Theft Auto	3	0	2	0
Arson	0	0	0	0
Forgery	0	0	0	0
Fraud and NSF checks	8	0	5	0
Sex Offenses, Felonies	0	0	0	0
Sex Offenses, Misdemeanors	0	0	0	0
Non-Aggravated Assaults	3	0	0	0
Domestic Violence, Felony	0	0	0	0
Domestic Violence, Misd.	9	0	1	0
Weapon Laws	2	0	1	0
Offenses Against Family	1	0	1	0
Narcotics	26	1	10	0
Liquor Laws	0	0	0	0
Drunk/Alcohol/Drugs	1	0	1	0
Disorderly Conduct	0	0	0	0
Vagrancy	0	0	0	0
Gambling	0	0	0	0
Drunk Driving Vehicle/Boat	6	0	0	0
Vehicle/Boating Laws	38	0	10	0
Vandalism	0	0	0	0
Warrants	28	0	13	0
Receiving Stolen Property	1	0	1	0
Federal Offenses W/O Money	0	0	0	0
Federal Offenses With Money	2	0	0	0
Felonies, Miscellaneous	0	0	0	0
Misdemeanors, Miscellaneous	6	0	0	0
<b>ARREST TOTALS</b>	<b>142</b>	<b>1</b>	<b>48</b>	<b>0</b>

Sincerely,

ALEX VILLANUEVA, SHERIFF



Salvador Becerra, A/Captain  
Malibu/Lost Hills Station

**LOST HILLS JUVENILE INTERVENTION UNIT  
ACTIVITY REPORT FOR APRIL 2019  
CALABASAS**

**A. SCHOOL ISSUES**

Assist Calabasas High re: case.

Assist AE Wright re: case.

Assist Bay Laurel Elementary re: incident.

Cite out Calabasas High student re: tobacco product(s) on campus.

Assisted Calabasas High re: 242 pc.

Assisted Calabasas High re: student possibly involved in narcotic activity.

Assisted teacher from Viewpoint re: possible student concern.

**B. INTERVENTIONS**

Conducted an intervention/discussion with students and parents at Community 360 re: "sexting" issue.

Assist/counsel parent from Calabasas re: questions/concerns.

Counsel parent re: teen issue from Calabasas High.

Conducted an intervention with parent and student from Calabasas High.

**C. COMMUNITY / CRIMINAL ISSUES**

1. We conducted a monthly parental resource class at Lost Hills Sheriff's Station. This program was developed by our unit and is designed to educate parents about: 1) The current trends in juvenile behavior and delinquency, 2) Alcohol/narcotic awareness and recognition, 3) School policy and campus issues, 4) Gang awareness and negative peer relations, 5) Parental rights and responsibilities and, 6) Parental responses to incorrigible and/or delinquent behavior. We also address the specific concerns relating to the minor's behavior. We educate the minor and their parents of possible criminal behavior and the legal consequences. We offer suggestions and make recommendations to improve the minor's quality of life.

2. Spoke with numerous citizens and parents who called to question various juvenile concerns and issues in the community. We also provide the parents with various juvenile resource programs within our community.

3. We met with the Sylmar Juvenile Court District Attorney regarding the investigation and filing of criminal charges against juvenile offenders.

4. Met with Acting Captain Salvador Becerra throughout the month in order to keep him up to date

regarding our unit's investigations and current juvenile issues within our city.

5. Entered juveniles into the Juvenile Automated Index system for various violations.
6. Made court appearances to testify as witnesses on the part of the People of the State of California and attended court proceedings in cases generated from the City of Calabasas. We also investigated, prepared, and filed cases with the District Attorney's office. We additionally assisted other investigators in the preparation of cases for court.
7. Met with station narcotic detectives on a regular basis to exchange information regarding juvenile and drug related issues. We have worked with the narcotic detectives on several narcotic cases directly and indirectly involving juveniles.
8. Handled the processing and follow-up of various juvenile referrals brought to the attention of this unit (i.e., Juvenile Information Forms, Field Interview Cards, Juvenile Automated Index, and citations for various juvenile contacts with uniform personnel).
9. Conducted our normal checks of juvenile problem areas in the city during weekend evenings and responded to juvenile related calls for service.
10. Updated the Gang Book and briefed the captain on criminal activity trends.
11. Registered 4 sexual predators and updated information in database.
12. Participated in the SST program.
13. Meeting at LVUSD re: "Choices" program.
14. Assisted LVUSD re: podcast for student safety and wellness.
15. Assisted Traffic Department re: EAP.
16. Assist patrol re: felony arrest.
17. Active shooter training.
18. Assist Detective Bureau re: supplemental reports/filing at Sylmar Court.
19. Assist records unit with sealing records check.
20. Prepare court information for testifying.
21. Prepare EAP for LVUSD Tobacco Sting.
22. LVUSD SARB hearing at Station re: student living in Topanga.
23. LAPD training re: gang trends against children.

24. Assist Detective Bureau re: burglary suspects in custody.
25. Training with LAPD re: entry/tactical shooting.
26. Tobacco sting with LVUSD dean of safety.
27. Assist patrol re: ride along with potential applicant.
28. Assist Detective Bureau re eSCAR memo submission.
29. Publish and submit STAR news article.
30. Assist patrol re: juvenile ride along/observer.
31. Assist Detective Bureau re: follow up 242 pc student cite out.
32. PDC-NCCF re: print shop for updated J-Team Pamphlets.
33. "Kickin' it With the Sheriff's" kickball event at Round Meadow Elementary.
34. Assist Calabasas re: "We Tips".
35. Assist Detective Bureau re: close out two 242pc cases from Calabasas High.
36. Assist patrol re: violent mental illness patient.



<b>COLLISION SUMMARY*</b>	<b>This Month</b>	<b>Month Year Prior</b>	<b>Total YTD</b>	<b>Total Prior YTD</b>	<b>Change +/-</b>
<b>Total Collisions - Excluding Private Property</b>	11	16	54	81	-27
Fatal Collisions	0	0	0	0	0
Injury Collisions	1	7	15	25	-10
Property Collisions	10	9	39	56	-17
Private Property Collisions	4	3	15	14	+1
DUI Collisions with Injuries	0	0	0	1	-1
DUI Collisions with Property Damage	0	0	0	1	-1
<b>Total Pedestrian Collisions</b>	0	1	1	3	-2
Pedestrians Killed	0	0	0	0	0
Pedestrians Injured	0	1	1	3	-2
<b>Total Hit &amp; Run Collisions</b>	2	3	9	10	-1
Hit & Run Fatalities	0	0	0	0	0
Hit & Run Injuries	0	1	1	1	0
Hit & Run Property Only	2	2	8	9	-1
<b>CITATION SUMMARY*</b>	<b>This Month</b>	<b>Month Year Prior</b>	<b>Total YTD</b>	<b>Total Prior YTD</b>	<b>Change +/-</b>
<b>Traffic Total</b>	257	318	930	1218	-288
Hazardous Violations	123	166	415	608	-193
Non-Hazardous Violations	36	37	153	199	-46
Parking Violations	98	115	357	405	-48
DUI Arrests	0	0	5	6	-1

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

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**  
"A Tradition of Service"  
OFFICE CORRESPONDENCE

DATE: 05-13-19

FROM: David Huelsen, Traffic Investigator TO: Salvador Becerra, A/Captain  
Malibu/Lost Hills Station Malibu/Lost Hills Station

SUBJECT: April Motor Activity Report City of Calabasas

During the month of April the motorcycle officers wrote 92 citations. The citations break down into the following categories:

Unsafe Speed	31
Other Hazard	32
Other Non-Hazard	18
Signs and Signals	10
Fail to Yield	1

DHH:



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

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*City of CALABASAS  
Date Range Reported: 4/1/2019 to 4/30/2019*

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**Total No. of Collisions: 11 Injury: 1 Non-Injury: 10 Fatal: 0 Private Property: 4**

**Total No. of Citations: 159 Hazardous Cites: 123 Non-Hazardous Cites: 36**

**Collisions by Reporting Districts**

<u>Reporting District</u>	<u>No.</u>	<u>Location</u>
2241	3	at Separate Locations
2242	2	at Separate Locations
2243	1	at Agoura Rd and Las Virgenes Rd
2244	1	4505 Las Virgenes Rd
2245	2	at Separate Locations
2248	2	at Separate Locations

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**Collision Occurred Most Frequently On:**

<u>Street Name</u>	<u>Number of Collisions</u>
Las Virgenes Rd 2 at at Separate Locations	2
Agoura Rd 1 at Las Virgenes Rd	1
Lost Hills Rd 1 at Las Virgenes Rd	1
Park Granada 1 at Calabasas Rd	1
Poppyseed Ln 1 at Meadow Creek Ln	1
Valmar Rd 1 at Park Ora	1

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**Primary Collision Factors:**

<u>Violations</u>	<u>Description</u>	<u>Number of Collisions</u>
		4
21703	Following Too Closely	3
22100(a)	Right Turn At Intersection, Improper Position	2
24002(a)	Unsafe Condition Of Vehicle	1
21804(a)	Failure To Yield Exiting Private Property Or Alley	1

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***Violations Most Frequently Cited:***

<u>Violations</u>	<u>Description</u>	<u>Number of Citations</u>
22350	Unsafe Speed	34
22450(a)	Failure To Stop For Posted Stop Sign	29
5200(a)	License Plates, Two On A Vehicle Front/Rear	25
4000(a)(1)	Vehicle Registration Required	19
23123.5(a)	Texting While Driving	15
38300	Off-Highway Vehicle, Disobey Signs	12
14601.1(a)	Driving With Suspended License	9
23123(a)	Using Wireless Hand Held Phone While Driving	8
16028(a)	Proof Of Financial Liability-Traffic Accident	6
21461(a)	Obey Traffic Control Sign	6
12500(a)	Unlicensed Driver	5
21650	Failure To Drive On Right Half Of Roadway	2
22349(a)	Speeding, Excess Of 65 Mph	2
26708(a)(		2
14601.2(a)	Driving With Suspended License, Dui	1
16020(a)	Proof Of Insurance In Vehicle At All Times	1
21453(a)	Red Signal; Failure To Stop	1
21453(c)	Red Arrow; Failure To Obey	1
21700	Obstructing Drivers View	1
21806(a)	Fail To Yield To Emergency Vehicle	1
22107	Unsafe Turning Movement	1
22526(a)	Gridlock:blocking Intersection	1
22526(b)	Blocking Intersection, Left Turn	1
24252(a)	Maintain Required Lighting	1
24600(e)	Taillamps Red Vis 1000' (Mfr Post-1968)	1
27360(a)	Parent Allow Child < 8 Yrs Without Child Seat	1
4462(b)	Evidence Of Registration, Wrong Vehicle	1
5201.1(c)	Altering License Plate To Avoid Detection	1

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***Collisions Involving Pedestrians: 0***

**Most Frequent Violations**

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***Collisions Involving Bicyclists: 0***

**Most Frequent Violations**

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

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**Monthly Traffic Collision Report**

*5/14/2019 City of CALABASAS*

*Date Range Reported: 4/1/2019 to 4/30/2019*

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**Collisions**

Total Non-Injury Collisions	10
Total Injury and Fatal Collisions	1
Total Collisions (Injury + Non-Injury)	11

**DUI Collisions**

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

**Non-DUI Collisions**

Number of Non-DUI Collisions with Fatalities	0
Number of Non-DUI Collisions with Injuries	1
Number of Non-DUI Collisions Involving Property Damage	10
Total Number of Non-DUI Collision Deaths	0
Total Number of Non-DUI Collision injuries	1

**Vehicle/Pedestrian Collisions**

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

**Vehicle/Bicycle Collisions**

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

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### **Hit & Run Collisions**

Total Number of Hit & Run Fatalities	0
Total Number of Hit & Run Injuries	0
Total Number of PDO Hit & Run Collisions	2

### **Traffic Citations**

Total Number of Radar Citations Issued	8
Total Number of Bicycle Citations Issued	0
Total Number of Pedestrian Citations Issued	0
Total Number of Safety Belt Citations Issued	0
Total Number of Child Restraint Citations Issued	1
Total Number of Financial Responsibility Citations Issued	7
Total Number of Hazardous Citations Issued	122
Total Number of Non-Hazardous Citations Issued	36
Total Number of Citations Issued	158

### **Parking Citations**

Total Number of Parking Citations Issued	0
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### **Miscellaneous**

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

### **Enforcement Index**

Enforcement Index	122.0
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**L.A. County Sheriff's Department  
Lost Hills & Malibu Station**

**From 4/1/2019 to 4/30/2019**

**Total Collisions: 11**

**Injury Collisions: 1**

**Fatal Collisions: 0**

**Collision Summary Report**

**5/14/19**

**Page 1 of 2**

<b>919-01682-2248-250</b>	<b>4/2/2019</b>	<b>11:06</b>	Tuesday	VALMAR RD - PARK ORA	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Head-On		Other Motor Vehicle	Improper Turning	22100(a)	Hit & Run: Misde	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Making Left Turn	Female	Age: 51	2016 CADILLAC	STA	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Driver	South	Proceeding Straight	Male	Age:	BMW	UNK		No Injury
	Veh Type:		Sobriety: Impairment Not Kno		Assoc Factor: Violation			Not Stated	
<b>919-01717-2245-472</b>	<b>4/3/2019</b>	<b>17:08</b>	Wednesday	PARK GRANADA - CALABASAS RD	45'	Direction: South	Daylight	Cloudy	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Following Too Closely	21703	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Proceeding Straight	Male	Age: 54	2004 NISSAN	MAXIMA	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Violation			Cell Phone Not In Use	
<b>Party 2</b>	Driver	North	Proceeding Straight	Male	Age: 54	1995 HONDA	CIVIC	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent			Cell Phone Not In Use	
<b>919-01735-2241-471</b>	<b>4/4/2019</b>	<b>16:46</b>	Thursday	4029 LAS VIRGENES RD - PRIVATE PROPERTY	'	Direction:	Daylight	Clear	Pty at Fault:1
	Hit Object		Fixed Object	Other Equipment	24002(a)	Hit & Run: No	Other Visible Injury	# Inj: 1	# Killed: 0
<b>Party 1</b>	Driver	South	Proceeding Straight	Male	Age: 66	2017 MAZDA	CX5	Sport Utility Vehicle	Other Visible Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>919-01867-2242-250</b>	<b>4/10/2019</b>	<b>10:00</b>	Wednesday	POPPYSEED LN - MEADOW CREEK LN	528'	Direction: North	Dark - Street Lig	Clear	Pty at Fault:1
	Sideswipe		Other Motor Vehicle	Unknown		Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	Other		Age:					No Injury
	Veh Type:		Sobriety: Impairment Not Kno		Assoc Factor: Violation			Cell Phone Not In Use	
<b>Party 2</b>	Parked Vehicle	Parked		Age:	2009 HYUNDAI	GENESIS		Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: Not Applicable		Assoc Factor: None Apparent			Cell Phone Not In Use	
<b>919-01877-2241-472</b>	<b>4/10/2019</b>	<b>15:05</b>	Wednesday	LAS VIRGENES RD - RT 101 NBOFF/R	500'	Direction: South	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Following Too Closely	21703	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Proceeding Straight	Female	Age: 59	2015 HONDA	CR-V	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Driver	North	Stopped In Road	Male	Age: 34	2018 TOYOTA	CAMRY	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>919-01751-2245-472</b>	<b>4/11/2019</b>	<b>14:42</b>	Thursday	4775 PARK GRANADA - PRIVATE PROPERTY	'	Direction:	Daylight	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Other Improper Driving		Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Backing	Male	Age: 61	2017 BMW	540i	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	

<b>Party 2</b>	Driver	East	Backing	Female	Age: 36	2018 KIA OPTIMA	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>919-02005-2243-472</b>	<b>4/17/2019</b>	<b>08:30</b>	Wednesday	LAS VIRGENES RD - AGOURA RD		18'	Direction: North	Daylight
	Sideswipe		Other Motor Vehicle	Improper Turning		22100(a)	Hit & Run: No	Property Damage Only
								Clear
								Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	South	Making Right Turn	Female	Age: 22	2013 FORD FOCUS	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Driver	South	Proceeding Straight	Female	Age: 20	2007 SCION TC	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>919-02066-2242-472</b>	<b>4/20/2019</b>	<b>14:10</b>	Saturday	LOST HILLS RD - LAS VIRGENES RD		0'	Direction: Not Stated	Daylight
	Rear-End		Other Motor Vehicle	Following Too Closely		21703	Hit & Run: No	Property Damage Only
								Clear
								Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	East	Stopped In Road	Female	Age: 24	2013 TOYOTA COROLLA	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Driver	East	Proceeding Straight	Female	Age: 19	2014 CHEVROLET CRUZE	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>919-02198-2248-250</b>	<b>4/25/2019</b>	<b>01:51</b>	Thursday	22295 MULHOLLAND HWY - PRIVATE PROPERTY		'	Direction:	Dark - Street Lig
	Broadside		Parked Motor Vehicle	Other Improper Driving				Clear
								Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	North	Proceeding Straight	Male	Age:	2017 TOYOTA COROLLA	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: Impairment Not Kno		Assoc Factor: None Apparent		Unknown	Cell Phone Not In Use	
<b>Party 2</b>	Parked Vehicle		Parked		Age:	2001 FORD F-150	Pickups & Panels	No Injury
Veh Type: Pickup Truck		Sobriety: Not Applicable		Assoc Factor: None Apparent			Cell Phone Not In Use	
<b>919-02245-2244-250</b>	<b>4/29/2019</b>	<b>11:20</b>	Monday	4505 LAS VIRGENES RD -		'	Direction:	Daylight
	Sideswipe		Parked Motor Vehicle	Unknown				Clear
								Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver		Other		Age:			No Injury
Veh Type:		Sobriety: Impairment Not Kno		Assoc Factor: Violation			Cell Phone Not In Use	
<b>Party 2</b>	Parked Vehicle		Parked		Age:	2013 MINI COOPER	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: Not Applicable		Assoc Factor: None Apparent			Not Stated	
<b>919-02301-2241-472</b>	<b>4/30/2019</b>	<b>11:25</b>	Tuesday	AGOURA RD - LAS VIRGENES RD		244'	Direction: West	Daylight
	Broadside		Other Motor Vehicle	Auto R/W Violation		21804(a)	Hit & Run: No	Property Damage Only
								Clear
								Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	South	Making Left Turn	Male	Age: 54	2017 FIAT 124 SPORT SPI	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Vision Obscureme		Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Driver	East	Proceeding Straight	Female	Age: 52	2016 LEXUS RX450H	Sport Utility Vehicle	No Injury
Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use	

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

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**DATE: JUNE 3, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER**  
** SC. SPARKY COHEN, BUILDING OFFICIAL**  
** TATIANA HOLDEN, P.E., SENIOR CIVIL ENGINEER**

**SUBJECT: ADPOTION OF RESOLUTION NO. 2019-1638, A RESOLUTION OF THE CITY COUNCIL OF CALABASAS, CALIFORNIA, UPDATING THE CITYWIDE FEE SCHEDULE TO ESTABLISH FEES FOR THE PUBLIC WORKS DEPARTMENT AND THE BUILDING AND SAFETY DIVISION**

**MEETING**

**DATE: JUNE 12, 2019**

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2019-1638, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide Fee Schedule to establish fees for the Public Works Department and the Building and Safety Division.

**DISCUSSION/ANALYSIS:**

At the meeting of May 22, 2019, the City council conducted a public hearing and introduced Ordinance No. 2019-377. The ordinance is to add Chapter 8.36 to Title 8 of the Calabasas Municipal Code related to prohibiting the use of shared On-Demand Motorized Scooters in the City. The proposed ordinance includes provisions for establishing a fee for impounding shared on-demand scooters that park, leave standing or lying, or abandon in a public area, public right-of-way, or on public property anywhere within the City. The impound fee is a separate fee from the penalty for violating or failing to comply with any of the requirements of the ordinance. The cost to impound the shared on-demand scooter under the requirements of Chapter 17 of the Calabasas Municipal Code shall be recovered



from violators. The estimated cost to impound the scooter(s) is \$350 for each incident.

In January 2017, City Council adopted Resolution No. 2017-1534. As stated per the original staff report provided and submitted by then CFO (Chief Financial Officer) Dr, Lysik, "The fees reflected in the Citywide Fee Schedule are established to approximate recovery of the costs for the City to conduct regular governmental activities. Thus, it is important for the rates in the Schedule of Fees to be adjusted as the costs for performing those activities change, which is why the annual CPI adjustment is being requested."

There have been few modifications and new fees incorporated to the Citywide Fee Schedule for various Departments/Divisions. With the current addition to the Citywide Fee Schedule for the E Scooter impound fees, there are a few fees that require an update and/or modification in regards to the Public Works Department and the Building and Safety Division in Community Services. Those fees are as follows:

<b>BUILDING &amp; SAFETY FEE SCHEDULE</b>	<b>FY 2019 UPDATE</b>
3.5.28 Administrative Fee – Hourly Rate for Miscellaneous Work	\$136.00 **

\*\* *New Fee*

<b>PUBLIC WORKS FEE SCHEDULE</b>	<b>FY 2019 UPDATE</b>
1.2 Improvement Processing Base Deposits ***	
1.2.1. Plan Check	\$765.00 + 7.5% of the first \$50,000 of the cost of the improvement + 6.1% of the next \$100,000 of the cost of the improvement + 4.5% thereafter of the estimated cost of the improvement

\*\*\* *Erroneously omitted from original fee schedule*

**FISCAL IMPACT/SOURCE OF FUNDING:**

By approving Resolution 2019-1638, the Citywide Fee Schedule will be current with the newly adopted fees providing revenue for the City while assisting with the offset of any costs for services provided that may be incurred.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2019-1638, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide Fee Schedule to establish fees for the Public Works Department and the Building and Safety Division.

**ATTACHMENTS:** Attachment A: Resolution No. 2019-1638

# Item 8 Attachment A

## RESOLUTION NO. 2019-1638

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA UPDATING THE CITYWIDE FEE SCHEDULE TO ESTABLISH FEES FOR THE PUBLIC WORKS DEPARTMENT AND THE BUILDING AND SAFETY DIVISION

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

**WHEREAS**, a fee study was prepared to determine the cost of impounding the shared on-demand scooters and was presented to the City Council as an attachment to the staff report for this item; and

**WHEREAS**, the City Council desires to establish the impound fee as \$350.00 based on the prepared fee study to each ownership of the device for each incident, and

**WHEREAS**, a revision of the Citywide Fee Schedule originally submitted on January 11, 2017, to reflect current required fees for services provided by the City; and

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

- A. The impound fee is established as \$350.00 for the on demand shared scooters to each ownership of the device for each incident.
- B. Additional and updated fees for the Public Works Department and Building & Safety Division will be incorporated into the Citywide Fee Schedule, as attached within Exhibit A to this Resolution and incorporated by reference herein.
- C. The City Council determines that the amount of the fee for the on demand shared scooters does not exceed the cost of the services for which it is charged, as estimated by the fee study, which is attached as Exhibit B to this Resolution and incorporated by reference herein.
- D. The City Clerk is directed to add these fees to the Citywide Fee Schedule.
- E. The fees established by and within this Resolution shall take effect upon the adoption of this Resolution.

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

**PASSED, APPROVED, AND ADOPTED** this 12<sup>th</sup> day of June 2019.

\_\_\_\_\_  
David J. Shapiro, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

**ATTACHMENTS:**

- Exhibit A: Citywide Fee Schedule
- Exhibit B: Impound Fee Study

# Item 8 Exhibit A

## PUBLIC WORKS FEE SCHEDULE

		----- FY 2019 UPDATE -----	
1. PUBLIC WORKS			
		2.79%	COLA
1.1 Mapping and Related Document Fees			
1.1.1 Tract and Parcel Maps			
1.1.1.1 Tact and Parcel Maps	\$	3,645.00 +	\$ 36.70 per lot
1.1.1.2 Each map check after 3rd submittal	\$	429.00	
1.1.2 Deferred Monuments - Review	\$	543.00	
1.1.3 Certificate of Correction - Document Analysis, Clearance, and Processing	\$	543.00	
1.1.4 Certificate of Compliance			
1.1.4.1 Document analysis, clearance, and processing	\$	607.00	
1.1.4.2 Verification of Compliance with Conditions of Approval or Certificate of Compliance	\$	482.00	
1.1.5 Lot Line Adjustment - Document analysis, verification of compliance	\$	1,581.00 +	\$ 181.00 per parcel
1.1.6 Grant of Waiver - Document analysis, verification of compliance	\$	1,581.00 +	\$ 181.00 per parcel
1.1.7 Miscellaneous documents - Document analysis, clearance and processing	\$	848.00	
1.2 Improvement Processing Base Deposits			
1.2.1 Plan Check	\$	765.00 +	7.5% of the first \$50,000 of the cost of the improvement + 6.1% of the next \$100,000 of the cost of the improvement + 4.5% thereafter of the estimated cost of the improvement
1.2.2 Plan check and Inspection Services			Actual cost plus 15%
1.2.3 Permit Issuance Fee	\$	57.60	
1.2.4 Application Processing Fee			Actual cost of application processing
1.3 Traffic Plans and Studies			
1.3.1 Traffic Plans and Studies			
1.3.1.1 Traffic study review	\$	848.00 +	\$209.50 per intersection
1.3.1.2 Signal plan check	\$	1,581.00	
1.3.1.3 Signing and striping plan check	\$	1,058.00	
1.3.1.4 Major traffic control plan review	\$	524.00	
1.3.2 Inspections			
	\$	765.00 +	7.5% of the first \$50,000 of the cost of the improvement + 6.1% of the next \$100,000 of the cost of the improvement + 4.5% thereafter of the estimated cost of the improvement
1.3.3 Time Extension of Agreement	\$	1,058.00	
1.3.4 Deferred Construction Agreement Fee	\$	1,058.00	
1.3.5 Guarantee Period			Actual cost plus a \$1,000 deposit.
1.4 Encroachment Permits			
1.4.1 Issuance Fee	\$	31.50	plus \$500.00 deposit for Engineering Review
1.4.2 Permit / Inspection Fee			
1.4.2.1 Construction of curb, gutter, or sidewalk (<= 100 linear feet)	\$	52.30	
1.4.2.2 Construction of curb, gutter, or sidewalk (> 100 linear feet)	\$	52.30 +	\$ 0.52 per linear foot over 100 linear feet.
1.4.2.3 Construction of residential driveway	\$	52.30	each opening
1.4.2.4 Construction of commercial driveway	\$	136.00	each opening
1.4.2.5 Asphalt or concrete highway paving (<=100 sq. ft.)	\$	79.60	
1.4.2.6 Asphalt or concrete highway paving (>100 sq. ft.)	\$	79.60 +	\$ 0.78 per sq. ft. over 100 sq. ft.
1.4.2.7 Use of City Right-of-Way	\$	52.30	
1.4.2.8 Use of City Right-of-Way (annual blanket permit)	\$	189.00	

## PUBLIC WORKS FEE SCHEDULE

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

## PUBLIC WORKS FEE SCHEDULE

		----- FY 2019 UPDATE -----
1.11.1.1 Conceptual Design Review	\$	848.00
1.11.1.2 Final Design Review - SFR (up to 500 cubic yards)	\$	555.00
1.11.1.3 Final Design Review - SFR (over 500 cubic yards)	\$	1,079.00
1.11.2 Geology / Geotechnical		
1.11.2.1 Conceptual Design Review	\$	1,372.00
1.11.2.2 Final Design Review - SFR	\$	1,822.00
1.11.3 Grading Plan Review		
1.11.3.1 Conceptual Design Review	\$	1,581.00
1.11.3.2 Final Design Review - SFR <= 500 cubic yards, rough grading	\$	1,079.00
1.11.3.3 Final Design Review - SFR <= 500 cubic yards, precise grading & drainage	\$	2,241.00
1.11.3.4 Final Design Review - SFR > 500 cubic yards, rough grading	\$	1,958.00
1.11.3.5 Final Design Review - SFR > 500 cubic yards, precise grading & drainage	\$	2,430.00
1.11.4 Other Plan Reviews		
1.11.4.1 On-site Septic Review	\$	2,241.00
1.11.4.2 Segmented Gravity Retaining Wall	\$	1,079.00
1.12 Mapping and Related Document Fees		
1.12.1 Tract and Parcel Maps		
1.12.1.1 Tact and Parcel Maps	\$	3,645.00 + \$36.70 per lot
1.12.1.2 Each map check after 3rd submittal	\$	429.00
1.12.2 Deferred Monuments - Review	\$	545.00
1.12.3 Certificate of Correction - Document Analysis, Clearance, and Processing	\$	545.00
1.12.4 Certificate of Compliance		
1.12.4.1 Document analysis, clearance, and processing	\$	607.00
1.12.4.2 Verification of Compliance with Conditions of Approval or Certificate of Compliance	\$	482.00
1.12.5 Lot Line Adjustment - Document analysis, verification of compliance	\$	1,581.00 + \$181.20 per parcel
1.12.6 Grant of Waiver - Document analysis, verification of compliance	\$	1,581.00 + \$181.20 per parcel
1.12.7 Miscellaneous documents - Socument analysis, clearance and processing	\$	848.00
1.13 Meeting, Change Orders, and As-Built Reviews		
1.13.1 Change Order reviews, as-built plan reviews, and meeting requested by applicant		Hourly fee rate plus 15%
1.14 Car Wash Permit		
1.14.1 Issuance Fee	\$	138.00
1.14.2 Certificate Fee per Operating Unit	\$	57.60
1.15 Perferential Parking Permit		
1.15.1 Issuance Fee	\$	78.50 per year
1.15.2 Permit Replacement Fee	\$	15.70
1.16 Shuttle Pass		
1.16.1 Transit Pass	\$	123.00
1.16.2 Pass Replacement Fee	\$	26.00
1.16.3 Transit ticket	\$	1.00
1.16.4 Transit Pass with Rebate	\$	58.00
1.1 Summer Transit Pass	\$	77.00

## PUBLIC WORKS FEE SCHEDULE

	-----	FY 2019 UPDATE	-----	
1.17 Geotechnical Exploratory Permit				
1.17.1 Issuance Fee	\$	52.30		
1.17.2 Application Processing Fee			Actual Cost of Application Processing	
1.18 Miscellaneous Fee				
1.18.1 Roll-off Trash Collection fee	\$	529.00		
1.18.2 Impound Fee for removal of on-demand shared scooters to each ownership of the device per incident	\$	350.00		
1.19 Grading Permit Fees				
1.19.1 Issuance fee	\$	57.60		
1.19.2 Fee				
1.19.2.1 Cubic yards (1 - 100)	\$	203.00		
1.19.2.2 Cubic yards (101 - 1,000)	\$	203.00 + \$ 102.70 /100 cubic yards in excess of 100 cubic yards		1,127.30
1.19.2.3 Cubic yards (1,001 - 10,000)	\$	1,127.30 + \$ 85.80 /1,000 cubic yards in excess of 1,000 cubic yards		1,899.50
1.19.2.4 Cubic yards (10,001 - 100,000)	\$	1,899.50 + \$ 54.50 /10,000 cubic yards in excess of 10,000 cubic yards		2,390.00
1.19.2.5 Cubic yards ( greater than 100,001)	\$	7,291.00 + \$ 137.20 /100,000 cubic yards in excess of 100,000 cubic yards		

# BUILDING & SAFETY FEE SCHEDULE

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

## 3. BUILDING PERMIT FEES

### 3.1 Issuance Fee

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

### 3.2 Plan Check Fees

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

### 3.3 Strong Motion Fees

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

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

### 3.5 Other Fees

3.5.1 Issuance fee for each inspection application receipt	\$	34.50			
3.5.2 Site inspection not otherwise covered herein by a fee and which is regulated by a County Ordinance	\$	524.00			
3.5.3 Inspection of any use, occupancy, or change in use or occupancy - Group R or M occupancies	\$	272.00			
3.5.4 Occupancy groups other than R or M					
3.5.4.1 Less than 5,000 square feet	\$	681.00			
3.5.4.2 Between 5,001 and 10,000 square feet	\$	817.00			
3.5.4.3 Between 10,001 and 100,000 square feet	\$	1,351.00			
3.5.4.4. Above 100,000 square feet	\$	2,053.00			
3.5.5 Inspection of the repair or rehabilitation of a building or structure declared substandard	\$	482.00			
3.5.6 Inspection of the demolition of a building	\$	209.00			
3.5.7 Inspection or reinspection of Group A, Division 4 structures (each)	\$	272.00			
3.5.8 Inspection of structures or devices regulated by Chapter 66 (first structure or device)	\$	209.00			
3.5.9 Inspection of structures or devices regulated by Chapter 66 (for each additional structure or device)	\$	32.50			
3.5.10 Application and investigation for relocation building permits as required by Chapter 68					
3.5.10.1 Less than 2,500 square feet	\$	545.00			
3.5.10.2 Greater than 2,500 square feet	\$	1,089.00			
3.5.11 Investigation and/or permit for trailer coaches required by Chapter 69	\$	204.00			
3.5.12 Inspections outside of normal business hours, per hour	\$	126.00			
3.5.13 Inspections for which no fee is specifically indicated, per hour	\$	126.00			
3.5.14 Search of office records and a single copy of a microfilmed permit (first search)					
3.5.14.1 First search and copy	\$	27.20			



## BUILDING & SAFETY FEE SCHEDULE

		----- FY 2019 UPDATE -----
3.5.14.2 For each additional search and copy	\$	3.40
3.5.15 Approval in concept review pursuant to the 1976 Coastal Act (Sec. 30,000 et. seq.)	\$	168.00
3.5.16 Processing geology or engineering reports submitted pursuant to Sec. 308, 309, or 7005		
3.5.16.1 Engineering geology report	\$	524.00
3.5.16.2 Geotechnical engineering report (Soils engineering report)	\$	524.00
3.5.16.3 Geotechnical report (Combination soils engineering and Engineering geology report)	\$	744.00
3.5.16.4 Geotechnical site review without reports	\$	524.00
3.5.17 Processing Coastal engineering reports	\$	482.00
3.5.18 Determining occupant load for purposes of parking requirements pursuant to Title 22	\$	136.00
3.5.19 Reproduction of microfilmed plans	\$	53.50
3.5.19.1 Each additional sheet to be reproduced	\$	1.30
3.5.20 Assignment of house numbers	\$	68.00
3.5.21 Additional plan review required by changes, additions, or revision of approved plans, per hour	\$	136.00
3.5.22 Additional review required beyond the initial and second check of plans or reports, per hour	\$	136.00
3.5.23 Issuance of Certificate of Occupancy	\$	136.00
3.5.24 Issuance of a Temporary Certificate of Occupancy	\$	189.00
3.5.25 Each extension of a Temporary Certificate of Occupance	\$	126.00
3.5.26 Special Inspection Examination		
3.5.26.1 Original	\$	304.00
3.5.26.2 with I.C.B.O. Certification	\$	189.00
3.5.26.3 Special Inspector Certificate renewal	\$	126.00
3.5.27 Written application for use of an alternate material or method of construction		
3.5.27.1 Total amount for review of less than two hours	\$	272.00
3.5.27.2 Hourly rate for review taking longer than two hours	\$	136.00
<b>3.5.28 Administrative Fee - Hourly Rate for miscellaneous work</b>	<b>\$</b>	<b>136.00</b>
3.7 Rehabilitation Processing Fee		
3.7.1 Investigation and processing	\$	408.00
3.7.2 Preparation of Job Specifics	\$	545.00
3.7.3 Board of Supervisors or City Council Approval	\$	278.00
3.7.4 Contract Performance Inspection	\$	220.00
3.7.5 Billing	\$	168.00
3.7.6 Record Special Assessment	\$	168.00
3.7.7 Filing of Special Assessment	\$	278.00
3.8 Electrical Permit Fees		
3.8.1 Issuance Fee	\$	34.50
3.8.2 New residential buildings		
3.8.2.1 New, multi-family residential buildings having three or more living units, per sq. foot	\$	0.12
3.8.2.2 New, single- and two-family residential buildings, per sq. foot	\$	0.14
3.8.3 Private swimming pools		
3.8.3.1 New, private, residential, in-ground swimming pools for single or multi-family occupancies	\$	101.60
3.8.3.2 Other swimming pools, therapeutic whirlpools, spas, hot tubs, and alterations to existing pools	\$	68.00
3.8.4 Carnivals and Circuses		
3.8.4.1 Electric generator and electrically driven rides, each	\$	49.20

## BUILDING & SAFETY FEE SCHEDULE

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

# BUILDING & SAFETY FEE SCHEDULE

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

# Exhibit B

## User Fee Determination

### Cost Analysis Worksheet

User Fee Description	Fund	Account	Agency / Department	Date
E-Scooter Impound Fee			Public Works Department	30-May-19

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

Impound fee for each incident and for each owner. The fee includes contacting the owner of the scooters by the Senior Inspector, pick-up and drop off by two Public Works Maintenance Staff and storage of the scooter in the yard.

**Personnel Costs**

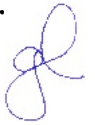
Position	Rates*				Total Burdened Labor Cost / Hr	Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Labor and Fringe Costs	Agency / Dept. Overhead			
<b>Community Development Department</b>							
Community Development Director		46.73%	\$0.00	0.00%	\$0.00		\$0.00
City Planner		46.73%	\$0.00	0.00%	\$0.00		\$0.00
Senior Planner		46.73%	\$0.00	0.00%	\$0.00		\$0.00
Planner		46.73%	\$0.00	0.00%	\$0.00		\$0.00
Associate Planner		46.73%	\$0.00	0.00%	\$0.00		\$0.00
Planning Assistant		46.73%	\$0.00	0.00%	\$0.00		\$0.00
Executive Assistant - Planning		46.73%	\$0.00	0.00%	\$0.00		\$0.00
<b>Public Works Department</b>							
Public Works Director / City Engineer	\$ 99.37	46.73%	\$145.81	0.00%	\$145.81		\$0.00
Deputy Public Works Director	\$ 68.44	46.73%	\$100.42	0.00%	\$100.42		\$0.00
Landscape Maintenance Manager	\$ 56.94	46.73%	\$83.55	0.00%	\$83.55		\$0.00
Senior Civil Engineer	\$ 52.05	46.73%	\$76.37	0.00%	\$76.37		\$0.00
Associate Civil Engineer	\$ 36.97	46.73%	\$54.25	0.00%	\$54.25		\$0.00
Senior Inspector	\$ 41.81	46.73%	\$61.35	0.00%	\$61.35	0.50	\$30.67
Public Works Maintenance Tech	\$ 24.46	46.73%	\$35.89	0.00%	\$35.89	2.00	\$71.78
Executive Assistant II	\$ 34.61	46.73%	\$50.78	0.00%	\$50.78		\$0.00
Executive Assistant I	\$ 32.93	46.73%	\$48.32	0.00%	\$48.32		\$0.00
Assistant Transportation Planner	\$ 33.62	46.73%	\$49.33	0.00%	\$49.33		\$0.00
Total Burdened Personnel Costs per Unit of Service							\$102.45
<b>Other Departments</b>							
City Attorney		46.73%	\$0.00	0.00%	\$0.00		\$0.00
Finance Clerk		46.73%	\$32.02	0.00%	\$32.20		\$0.00
City Clerk		46.73%	\$58.73	0.00%	\$58.73		\$0.00
Total Burdened Costs per Unit of Service							\$0.00

**Base Cost for Administrative Plan Review (commercial)**

Description	Cost Each	Quantity Required	Unit Cost
Storage Fee (LS)	247.55	1	\$247.55
			\$0.00
Total Other Costs per Unit of Service			\$247.55

Total Service Direct Costs \$350.00

**Recommended Fee** **\$350.00**



*CITY of CALABASAS*

CITY COUNCIL AGENDA REPORT

---

**DATE:** MAY 30, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:**  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR /CITY ENGINEER  
JIM JORDAN, DIRECTOR OF PUBLIC SAFETY & EMERGENCY PREPARDNESS

**SUBJECT:** ADOPTION OF ORDINANCE NO. 2019-377 TO ADD CHAPTER 8.36 TO TITLE 8 OF THE CALABASAS MUNICIPAL CODE RELATED TO PROHIBITING THE USE OF SHARED ON-DEMAND MOTORIZED SCOOTERS

**MEETING**

**DATE:** JUNE 12, 2019

---

**SUMMARY RECOMMENDATION:**

That the City Council adopt Ordinance No. 2019-377 to add Chapter 8.36 to Title 8 of the Calabasas Municipal Code related to prohibiting the use of shared On-Demand Motorized Scooters.

**BACKGROUND/ DISCUSSION:**

At the meeting of May 22, 2019, the City council conducted a public hearing and introduced Ordinance No. 2019-377. Upon council discussion, the penalty for violation was revised from subsection 1.16.020(A) to subsection 1.16.020(B) discussed in paragraph B, Section 8.36.050 Enforcement in the ordinance. It is now the appropriate time to adopt the ordinance, which will add Chapter 8.36 to Title 8 of the Calabasas Municipal Code related to prohibiting the use of shared On-Demand Motorized Scooters.

**REQUESTED ACTION:**

That the City Council adopt Ordinance No. 2019-377 to add Chapter 8.36 to Title 8 of the Calabasas Municipal Code related to prohibiting the use of shared On-Demand Motorized Scooters.

**ATTACHMENTS:**

Attachment A: Ordinance No. 2019-377

**ITEM 9 ATTACHMENT A**  
**ORDINANCE NO. 2019-377**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ADDING CHAPTER 8.36 TO TITLE 8 OF THE CALABASAS MUNICIPAL CODE RELATED TO PROHIBITING THE USE OF SHARED ON-DEMAND MOTORIZED SCOOTERS**

**WHEREAS**, the City of Calabasas (the "City"), pursuant to the police powers delegated to it by the California Constitution, has the authority to enact laws that promote the public health, safety and general welfare of its residents; and

**WHEREAS**, cities throughout California have experienced a proliferation of shared on-demand motorized scooters parked and operated in public spaces and in the public right-of-way; and

**WHEREAS**, the rapid increase of use, and offering for use, of motorized, so-called "dockless" scooters has given rise to significant safety concerns from customers illegally riding the scooters on sidewalks, riding scooters without helmets and other safety precautions, and leaving the scooters throughout the public right-of-way, creating tripping hazards, making sidewalks inaccessible to residents with disabilities and other persons with mobility challenges, and impeding the safe flow of pedestrian and vehicle traffic; and

**WHEREAS**, California Vehicle Code section 21225 allows cities to regulate the parking and regulation of motorized scooters; and

**WHEREAS**, the City Council desires to protect the public health, safety, general welfare, and quiet enjoyment of public areas and the public right-of-way in the City by the adoption of this ordinance providing for restrictions on the use, operation and offering of shared on-demand motorized scooters in those spaces.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Recitals.** The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct.

**SECTION 2. CEQA Exemptions.** The City Council hereby finds and determines that there is no possibility the adoption of a shared on-demand motorized scooter prohibition ordinance will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the

CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

**SECTION 3. Code Amendments.** The City Council hereby adds Chapter 8.36 to Title 8 of the Calabasas Municipal Code to read as follows:

**Chapter 8.36 Shared On-Demand Motorized Scooters**

**8.36.010 Purpose**

The purpose of this chapter is to declare that unless specifically permitted by this Code, shared on-demand motorized scooters are prohibited from being placed in the public right-of-way or on public property, operated in the public right-of-way or on public property, or offered for use anywhere in the City, so as to allow for adequate pedestrian traffic flow and to promote public safety. This chapter is intended to be a proper exercise of the City of Calabasas's police power, to operate only upon persons and entities acting within the City's boundaries, and not to regulate inter-city or interstate commerce. It shall be construed in accordance with this purpose and intent.

**8.36.020 Definitions**

“Abandon” means leaving an item unattended for any length of time.

“Public area” means any outdoor area that is open to the public for public use, whether owned or operated by the City or a private party.

“Public right-of-way” means any public alley, parkway, public transportation path, roadway, sidewalk, or street that is owned, granted by easement, operated, or controlled by the City, state, or any other governmental agency.

“Scooter” means any wheeled device that has handlebars and a floorboard designed to be stood upon when riding.

“Shared on-demand motorized scooter” means any wheeled scooter that is designed to either be powered by an electric motor or other power source, or to be powered by human propulsion, that is accessed via an on-demand electronic or other portal, whether through a smart-phone, access code, I.D. card, or similar method, and is operated by a private entity that owns, manages, maintains and insures the devices for shared use by its customers or members, which are available to its customer or members in unstaffed, self-service locations.



### **8.36.030 Prohibited conduct**

It is unlawful to

- A. Display, place, offer, or make available for rent any shared on-demand motorized scooter within the City of Calabasas.
- B. Park, leave standing, leave lying, abandon, or otherwise place a shared on-demand motorized scooter in a public area, public right-of-way, or on public property anywhere within the City in a manner that:
  - 1. Obstructs travel upon or blocks access to a public right-of-way;
  - 2. Poses an immediate public safety hazard; or
  - 3. Is otherwise not expressly permitted by applicable laws or administrative regulations.
- C. Operate a shared on-demand motorized scooter in a sidewalk, public right-of-way, or on public property anywhere within the City.
- D. Operate a shared on-demand motorized scooter on any bicycle path, trail, or bikeway anywhere within the City.
- E. Provide or offer for use a shared on-demand motorized scooter anywhere within the City.

### **8.36.040 Impoundment of devices**

- A. A shared on-demand motorized scooter that is placed, displayed, offered, or made available for rent, or abandoned, in the public right-of-way or a public area in violation of this Chapter shall be subject to immediate impoundment by the City.
- B. Peace officers, traffic control officers, parking enforcement officers, code enforcement officers, those other City officials designated by the City Manager, and any party contracted by the City to impound shared on-demand motorized scooters are authorized to impound any shared on-demand motorized scooter placed, displayed, offered, or made available for rent, or abandoned, in the public right-of-way or a public area in violation of this Chapter.
- C. The City Council may adopt impound fees by resolution, which shall reflect the City's enforcement, investigation, storage and impound costs.
- D. No person shall retrieve any impounded shared on-demand motorized scooter except upon demonstration of proper proof of ownership of the device and payment of applicable impound fees.

**8.36.050 Enforcement**

- A. The City's code enforcement officers and other persons designated by the City Manager shall enforce this chapter and may publish written regulations in the manner required by law for the publication of ordinances and may take any and all other actions rational and necessary to enforce this chapter.
- B. Any person or entity violating or failing to comply with any of the requirements of this chapter shall be guilty of a misdemeanor punishable pursuant to subsection 1.16.020(B) of this Code. Each separate shared on-demand motorized scooter maintained or abandoned in violation of this chapter constitutes a separate violation.
- C. In addition to any other remedies available by law and under this Code, a violation of this chapter is subject to the administrative enforcement provisions of Chapter 1.17 of this Code. Each separate shared on-demand motorized scooter maintained or abandoned in violation of this chapter and each separate day or portion thereof wherein the violation continues constitutes a separate and distinct violation.
- D. The remedies specified in this chapter shall be cumulative and the City may resort to any other remedy available at law or in equity and resort to any one remedy shall not cause an election precluding the use of any other remedy with respect to a violation.
- E. The city attorney or city prosecutor may seek injunctive, legal, or other equitable relief to enforce this chapter.

**SECTION 4.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Calabasas hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 5.** Effective Date:

This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937 and shall supersede any conflicting provision of any City of Calabasas ordinance.

**SECTION 6.** 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.

\_\_\_\_\_  
David Shapiro, Mayor

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott Howard  
Contract City Attorney  
Colantuono, Highsmith & Whatley, PC



# Check Register Report

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Time: 10:24:37AM

Page 1 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Administrative Services</b>					
105107	4/17/2019	US BANK	MARCH 2019 SHRM MEMBERSHIP	209.00	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019 CAPIO MEMBR & YOURMEMBER CAREERS	199.00	Administrative Services
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	104.24	Administrative Services
105167	4/24/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019 CITY CLERKS ASSOCIATION	55.00	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019 MICHAELS STORES	35.04	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019 APL*ITUNES.COM/BILL	6.99	Administrative Services
<b>Total Amount for 7 Line Item(s) from Administrative Services</b>				<b>\$699.27</b>	
<b>Boards and Commissions</b>					
105107	4/17/2019	US BANK	MARCH 2019 RALPHS	23.56	Boards and Commissions
<b>Total Amount for 1 Line Item(s) from Boards and Commissions</b>				<b>\$23.56</b>	
<b>City Attorney</b>					
105071	4/17/2019	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	30,214.43	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	ZEESMAN	11,338.16	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	1,175.00	City Attorney
105141	4/24/2019	HOPKINS & CARLEY	LEGAL SERVICES	868.00	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	75.00	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	BROWN PETITION	50.00	City Attorney
<b>Total Amount for 6 Line Item(s) from City Attorney</b>				<b>\$43,720.59</b>	
<b>City Council</b>					
105107	4/17/2019	US BANK	MARCH 2019 CCCA, CORNER BAKERY, LA PAZ	1,354.05	City Council
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	1,012.66	City Council
105107	4/17/2019	US BANK	MARCH 2019 VIEWPOINT GALA	475.00	City Council
105111	4/17/2019	WEINTRAUB/ALICIA//	REIMBURSE- FUNDRAISER TICKETS	450.00	City Council
105107	4/17/2019	US BANK	MARCH 2019 VPT EDUC FOUNDA	225.00	City Council
105107	4/17/2019	US BANK	MARCH 2019 VPT EDUC FOUNDA	225.00	City Council
105107	4/17/2019	US BANK	MARCH 2019 CALABASAS SELF STORAGE	199.00	City Council
105126	4/24/2019	CONEJO AWARDS	PAPERWEIGHT CUBE	67.57	City Council



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 8 Line Item(s) from City Council</b>				<b>\$4,008.28</b>	
<b>City Management</b>					
105107	4/17/2019	US BANK	MARCH 2019 VIEWPOINT GALA, CCCA, UCR, AIB	2,694.10	City Management
105082	4/17/2019	HERNANDEZ/MARICELA//	REIMB TRAVEL EXP- CCAC	202.32	City Management
105107	4/17/2019	US BANK	MARCH 2019 COINS FOR ANYTHING	135.00	City Management
<b>Total Amount for 3 Line Item(s) from City Management</b>				<b>\$3,031.42</b>	
<b>Civic Center O&amp;M</b>					
105171	4/24/2019	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	1,051.03	Civic Center O&M
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	619.52	Civic Center O&M
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	500.89	Civic Center O&M
105107	4/17/2019	US BANK	MARCH 2019 HOME DEPOT, SHELL	500.53	Civic Center O&M
105078	4/17/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
105133	4/24/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
105107	4/17/2019	US BANK	MARCH 2019 HOME DEPOT, AMAZON	114.04	Civic Center O&M
<b>Total Amount for 7 Line Item(s) from Civic Center O&amp;M</b>				<b>\$3,536.01</b>	
<b>Community Development</b>					
105151	4/24/2019	M6 CONSULTING, INC.	PLAN CHECK SERVICES	34,765.29	Community Development
105130	4/24/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	13,758.27	Community Development
105131	4/24/2019	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	7,800.00	Community Development
105119	4/24/2019	CALABASAS CREST LTD	R.A.P.- MAY 2019	6,720.00	Community Development
105098	4/17/2019	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	4,306.77	Community Development
105130	4/24/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	3,184.83	Community Development
105131	4/24/2019	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	1,748.53	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	1,013.20	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	927.92	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	863.20	Community Development
105131	4/24/2019	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	804.68	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	465.00	Community Development
105073	4/17/2019	CR PRINT	COUNTER INQUIRY FORMS	419.39	Community Development
105135	4/24/2019	FLEYSHMAN/ALBERT//	R.A.P.- MAY 2019	228.00	Community Development
105153	4/24/2019	MEDVETSKY/LINA//	R.A.P.- MAY 2019	228.00	Community Development
105162	4/24/2019	RASCOE/JOAN//	R.A.P.- MAY 2019	228.00	Community Development



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Date: 4/26/2019  
Time: 10:24:57AM  
Page 3 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105148	4/24/2019	LEVY/ESTHER//	R.A.P.- MAY 2019	228.00	Community Development
105175	4/24/2019	YAZDINIAN/SUSAN//	R.A.P.- MAY 2019	228.00	Community Development
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	158.19	Community Development
105090	4/17/2019	LOCAL GOVERNMENT PUBLICATIONS	CA LAND USE - 2019 UPDATE	143.56	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	135.00	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	109.77	Community Development
105107	4/17/2019	US BANK	MARCH 2019 GIBBENS & ASSOCIATES	98.75	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	91.71	Community Development
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	69.26	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	50.75	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	47.36	Community Development
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	35.15	Community Development
105107	4/17/2019	US BANK	MARCH 2019 AMAZON.COM	28.82	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	24.91	Community Development
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	18.34	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	10.95	Community Development
105107	4/17/2019	US BANK	MARCH 2019 SWA INFLIGHT WIFI	8.00	Community Development
<b>Total Amount for 33 Line Item(s) from Community Development</b>				<b>\$78,947.60</b>	

**Community Services**

105104	4/17/2019	THORNTON/JOHN PAUL//	RECREATION INSTRUCTOR	7,996.80	Community Services
105101	4/17/2019	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	3,055.20	Community Services
105092	4/17/2019	MOMENTUM ACADEMIES	RECREATION INSTRUCTOR	2,276.74	Community Services
105107	4/17/2019	US BANK	MARCH 2019 ALBERTSON'S, GLENDALE CTR	1,514.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019 HOME DEPOT	1,345.17	Community Services
105107	4/17/2019	US BANK	MARCH 2019 TARGET, DOLLAR TREE	1,322.43	Community Services
105101	4/17/2019	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	978.50	Community Services
105118	4/24/2019	BARRY KAY ENTERPRISES, INC.	BASKETBALL UNIFORMS	970.17	Community Services
105107	4/17/2019	US BANK	MARCH 2019 AMAZON, COSTCO, COFFEE SVC	912.05	Community Services
105139	4/24/2019	GYPSY HIGHWAY	ENTERTAINMENT- ARTS FEST	900.00	Community Services
105157	4/24/2019	NICHOLSON/TRISSA//	RECREATION INSTRUCTOR	784.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019 CALABASAS SELF STORAGE	748.00	Community Services
105155	4/24/2019	MONAHAN/ANN//	RECREATION INSTRUCTOR	568.40	Community Services
105107	4/17/2019	US BANK	MARCH 2019 STAPLES, CORNER BAKERY	563.97	Community Services
105166	4/24/2019	ULTIMATE EXPOSURES, INC.	B-BALL PHOTOGRAPHS	527.24	Community Services
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	404.05	Community Services
105107	4/17/2019	US BANK	MARCH 2019 SMART & FINAL, AMAZON	315.22	Community Services



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Page 4 of 12

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Reporting Period: 04/11/2019 to 04/26/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105115	4/24/2019	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- SENIOR	306.00	Community Services
105117	4/24/2019	AT&T	TELEPHONE SERVICE	304.97	Community Services
105089	4/17/2019	LITTLEJOHN COMMUNICATIONS INC	PAY PHONE SVC- JAN-MAR 2019	300.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019 CALABASAS CAR CARE	276.14	Community Services
105120	4/24/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	260.22	Community Services
105107	4/17/2019	US BANK	MARCH 2019 WALMART, FENCE FACTORY, HOME DEPOT	256.72	Community Services
105107	4/17/2019	US BANK	MARCH 2019 HOME DEPOT, DIY CENTER	226.34	Community Services
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	197.72	Community Services
105078	4/17/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019 DTV*DIRECTV SERVICE	151.66	Community Services
105107	4/17/2019	US BANK	MARCH 2019 FACILITRON	105.90	Community Services
105124	4/24/2019	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	97.26	Community Services
105117	4/24/2019	AT&T	TELEPHONE SERVICE	97.02	Community Services
105076	4/17/2019	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	96.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019 ALBERTSON'S, DAN'S SUPER SUBS	65.20	Community Services
105107	4/17/2019	US BANK	MARCH 2019 AMAZON MKTP	64.11	Community Services
105136	4/24/2019	GARCIA/BRYAN//	REIMB MILEAGE - MAR 19	21.05	Community Services
105107	4/17/2019	US BANK	MARCH 2019 THE HOME DEPOT	8.86	Community Services
105107	4/17/2019	US BANK	MARCH 2019 APL*ITUNES.COM/BILL	0.99	Community Services
<b>Total Amount for 38 Line Item(s) from Community Services</b>				<b>\$28,576.08</b>	
<b>Finance</b>					
105060	4/17/2019	ADP, INC	PAYROLL PROCESSING	5,398.11	Finance
105150	4/24/2019	LYSIK/CARSON//	CONTRACT SERVICES	2,085.75	Finance
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	245.46	Finance
105107	4/17/2019	US BANK	MARCH 2019 FINANCIAL & OFFICE SYST	231.20	Finance
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	178.41	Finance
105107	4/17/2019	US BANK	MARCH 2019 CALIFORNIA SOCIETY OF MUNI	110.00	Finance
105107	4/17/2019	US BANK	MARCH 2019 AMAZON MKTP	66.71	Finance
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	65.55	Finance
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	29.21	Finance
<b>Total Amount for 9 Line Item(s) from Finance</b>				<b>\$8,410.40</b>	

Library



CITY of CALABASAS

# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 04/11/2019 to 04/26/2019

Date: 4/26/2019

Time: 10:24:57AM

Page 5 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105080	4/17/2019	GALE CENGAGE LEARNING INC	E-BOOKS	3,895.41	Library
105080	4/17/2019	GALE CENGAGE LEARNING INC	E-BOOKS	2,894.12	Library
105158	4/24/2019	OCLC, INC.	MEMBERSHIP DUES- MAR 2019	732.40	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	608.44	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	592.02	Library
105107	4/17/2019	US BANK	MARCH 2019 ILLINOIS LIBRARY ASSOC., RALPH'S, SMART & FINAL	576.13	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	547.98	Library
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	451.63	Library
105075	4/17/2019	DEMCO, INC.	LIBRARY SUPPLIES	446.69	Library
105107	4/17/2019	US BANK	MARCH 2019 UNITED AIR, SOUTHWEST AIR	402.00	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	319.67	Library
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	318.55	Library
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01368	259.68	Library
105120	4/24/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	254.12	Library
105172	4/24/2019	WENGER/DEANNE//	YOGA INSTRUCTOR- LIBRARY	180.00	Library
105067	4/17/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105067	4/17/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	140.49	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY AMAZON	135.20	Library
105091	4/17/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	126.70	Library
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	120.10	Library
105091	4/17/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	108.26	Library
105064	4/17/2019	BARRY KAY ENTERPRISES, INC.	STAFF T-SHIRTS	103.33	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	84.97	Library
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	75.60	Library
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01368	75.60	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	73.50	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	67.07	Library
105091	4/17/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	56.58	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	56.47	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	51.84	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	38.72	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	38.70	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	35.42	Library
105107	4/17/2019	US BANK	MARCH 2019 RALPHS	34.74	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	19.69	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	17.70	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	14.41	Library





CITY of CALABASAS

# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 04/11/2019 to 04/26/2019

Date: 4/26/2019  
Time: 10:24:57AM  
Page 6 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	13.72	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	12.44	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	-21.35	Library
<b>Total Amount for 41 Line Item(s) from Library</b>				<b>\$14,258.50</b>	
<b><u>LMD #22</u></b>					
105063	4/17/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,727.85	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,220.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,870.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,421.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,345.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	777.50	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	647.58	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	179.25	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	160.00	LMD #22
105107	4/17/2019	US BANK	MARCH 2019 TOPANGA LUMBER	73.10	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	63.78	LMD #22
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	51.39	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	42.36	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	8.02	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4.63	LMD #22
<b>Total Amount for 15 Line Item(s) from LMD #22</b>				<b>\$18,591.46</b>	
<b><u>LMD #24</u></b>					
105063	4/17/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	7,104.60	LMD #24
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	143.36	LMD #24
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	3.67	LMD #24
<b>Total Amount for 3 Line Item(s) from LMD #24</b>				<b>\$7,251.63</b>	
<b><u>LMD #27</u></b>					
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	48,235.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27



CITY of CALABASAS

# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 04/11/2019 to 04/26/2019

Date: 4/26/2019  
Time: 10:24:57AM  
Page 7 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	0.92	LMD #27
<b>Total Amount for 10 Line Item(s) from LMD #27</b>				<b>\$166,355.92</b>	
<b>LMD #32</b>					
105063	4/17/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,977.34	LMD #32
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	0.92	LMD #32
<b>Total Amount for 2 Line Item(s) from LMD #32</b>				<b>\$2,978.26</b>	
<b>LMD 22 - Common Benefit Area</b>					
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	735.00	LMD 22 - Common Benefit Area
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	266.55	LMD 22 - Common Benefit Area
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	71.69	LMD 22 - Common Benefit Area
<b>Total Amount for 3 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$1,073.24</b>	
<b>Media Operations</b>					
105109	4/17/2019	VERIZON WIRELESS	TELEPHONE SERVICE	3,930.07	Media Operations
105096	4/17/2019	NICKERSON/LAURA//	CTV HOST SERVICES	1,260.00	Media Operations
105062	4/17/2019	AT&T	TELEPHONE SERVICE	1,100.57	Media Operations
105150	4/24/2019	LYSIK/CARSON//	CONTRACT SERVICES	796.50	Media Operations
105102	4/17/2019	SOLID WASTE SOLUTIONS, INC	FILM PERMITS/SERVICES	786.00	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 AMAZON, ADOBE CLOUD	752.70	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 NATIONAL ASSOCIATION OF	610.00	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 B & H PHOTO	310.98	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 PAYPAL *SCAN NATOA	250.00	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 AMAZON, BOX BROTHERS, FLORENTYNA'S	172.62	Media Operations
105062	4/17/2019	AT&T	TELEPHONE SERVICE	164.68	Media Operations
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	108.12	Media Operations
105137	4/24/2019	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	102.78	Media Operations
105070	4/17/2019	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	90.07	Media Operations
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 04/11/2019 to 04/26/2019

Revised to include US Bank Visa detail

Date: 4/26/2019

Time: 10:24:57AM

Page 8 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 AMAZON	26.26	Media Operations
105107	4/17/2019	US BANK	MARCH 2019 LA TIMES SUBSCRIPTION	8.24	Media Operations
<b>Total Amount for 20 Line Item(s) from Media Operations</b>				<b>\$10,726.55</b>	

**Non-Departmental - Finance**

105108	4/17/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	12,532.00	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019 AMAZON, TRIDIM	5,217.07	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019 DODGERS, CA SEC OF STATE	4,040.00	Non-Departmental - Finance
105095	4/17/2019	NEOFUNDS BY NEOPOST	POSTAGE	2,000.00	Non-Departmental - Finance
105085	4/17/2019	IRON MOUNTAIN, INC.	STORAGE SERVICES	1,611.27	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019 COSTCO, COFFEE WHOLESALE, OFFICE SUPPLY	1,611.14	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019 LIFE STORAGE	1,305.00	Non-Departmental - Finance
105108	4/17/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	876.00	Non-Departmental - Finance
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	641.49	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	588.98	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019 CALABASAS CHAMBER	380.00	Non-Departmental - Finance
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00663	100.30	Non-Departmental - Finance
105134	4/24/2019	FEDERAL EXPRESS CORP.	COURIER SERVICE	91.12	Non-Departmental - Finance
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00663	78.00	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	63.00	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- KZT02095	61.10	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	28.22	Non-Departmental - Finance
105120	4/24/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	19.78	Non-Departmental - Finance
<b>Total Amount for 18 Line Item(s) from Non-Departmental - Finance</b>				<b>\$31,244.47</b>	

**Payroll**

105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	4,171.95	Payroll
105061	4/17/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	918.40	Payroll
105122	4/24/2019	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105127	4/24/2019	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105138	4/24/2019	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105140	4/24/2019	HILL/BOB//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105149	4/24/2019	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105160	4/24/2019	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 04/11/2019 to 04/26/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105169	4/24/2019	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105159	4/24/2019	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- MAY 19	72.00	Payroll
<b>Total Amount for 10 Line Item(s) from Payroll</b>				<b>\$10,208.09</b>	
<b>Police / Fire / Safety</b>					
105145	4/24/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2019	385,245.75	Police / Fire / Safety
105145	4/24/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2019	9,252.34	Police / Fire / Safety
105145	4/24/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2019	387.50	Police / Fire / Safety
<b>Total Amount for 3 Line Item(s) from Police / Fire / Safety</b>				<b>\$394,885.59</b>	
<b>Public Safety &amp; Emergency Preparedness</b>					
105107	4/17/2019	US BANK	MARCH 2019 CORNER BAKERY	212.99	Public Safety & Emergency Preparedness
<b>Total Amount for 1 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$212.99</b>	
<b>Public Works</b>					
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	78,394.20	Public Works
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	52,262.80	Public Works
105079	4/17/2019	FENCECORP, INC.	L.V. CREEK RESTORATION	43,208.67	Public Works
105100	4/17/2019	SANDERS HYDROSEEDING, INC.	LANDSCAPE SERVICES	22,791.13	Public Works
105123	4/24/2019	CHRIS NELSON & ASSOC INC	SURVEY CONSULTING	14,655.00	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LV CRK	4,437.90	Public Works
105164	4/24/2019	SO-CAL PRESSURE WASH	PRESSURE WASHING	3,220.00	Public Works
105173	4/24/2019	WILHELM/RICHARD FRANK//	FIELD INVESTIGTN/DRAFTING SVCS	2,640.00	Public Works
105086	4/17/2019	ISSAKHANI/MARINA//	CONSULTING SERVICES	1,950.00	Public Works
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,836.58	Public Works
105128	4/24/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	1,635.04	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,012.00	Public Works
105112	4/17/2019	YIN/JULIE//	CONSULTING SERVICES	1,000.00	Public Works
105107	4/17/2019	US BANK	MARCH 2019 SQ *FLAMINGO SAND &	913.20	Public Works
105144	4/24/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	662.50	Public Works
105087	4/17/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	625.00	Public Works
105112	4/17/2019	YIN/JULIE//	CONSULTING SERVICES	562.50	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
105107	4/17/2019	US BANK	MARCH 2019 DIY CENTER	452.96	Public Works



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 04/11/2019 to 04/26/2019

Revised to include US Bank Visa detail

Date: 4/26/2019

Time: 10:24:57AM

Page 10 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	441.63	Public Works
105167	4/24/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	420.00	Public Works
105156	4/24/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	395.00	Public Works
105059	4/17/2019	ACORN NEWSPAPER	ARBOR DAY ADVERTISING	346.80	Public Works
105059	4/17/2019	ACORN NEWSPAPER	ARBOR DAY ADVERTISING	346.80	Public Works
105163	4/24/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	344.00	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	293.00	Public Works
105163	4/24/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	232.00	Public Works
105163	4/24/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	224.00	Public Works
105107	4/17/2019	US BANK	MARCH 2019 LOWES	217.22	Public Works
105107	4/17/2019	US BANK	MARCH 2019 SHIRIN RESTARAUNT, APWA	171.38	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	142.00	Public Works
105174	4/24/2019	WILLDAN ASSOCIATES INC.	LOT LINE ADJUSTMENT	123.00	Public Works
105105	4/17/2019	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	118.90	Public Works
105107	4/17/2019	US BANK	MARCH 2019 AMAZON, PEP BOYS	61.31	Public Works
105077	4/17/2019	DIG SAFE BOARD	STATE REGULATORY FEE	43.43	Public Works
105109	4/17/2019	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
105107	4/17/2019	US BANK	MARCH 2019 DIY CENTER	21.88	Public Works
<b>Total Amount for 38 Line Item(s) from Public Works</b>				<b>\$237,149.84</b>	

**Recoverable / Refund / Liability**

105099	4/17/2019	RODRIGUEZ/ARMANDO//	EMPLOYEE COMPUTER LOAN	1,701.16	Recoverable / Refund / Liability
105097	4/17/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	1,266.07	Recoverable / Refund / Liability
105066	4/17/2019	CALIFORNIA BUILDING STANDARDS	1ST QTR 2019 GREEN BLDG	709.20	Recoverable / Refund / Liability
105097	4/17/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	604.40	Recoverable / Refund / Liability
105159	4/24/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	110.00	Recoverable / Refund / Liability
105161	4/24/2019	POWELL/SABRINA//	RECREATION REFUND	36.00	Recoverable / Refund / Liability
105143	4/24/2019	IRVING/SHANNON//	RECREATION REFUND	18.00	Recoverable / Refund / Liability
105107	4/17/2019	US BANK	MARCH 2019 CIPIA	-175.00	Recoverable / Refund / Liability
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	-2,613.14	Recoverable / Refund / Liability
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	-3,919.71	Recoverable / Refund / Liability
<b>Total Amount for 10 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$-2,263.02</b>	

**Tennis & Swim Center**

105125	4/24/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	3,844.63	Tennis & Swim Center
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	3,721.66	Tennis & Swim Center



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 04/11/2019 to 04/26/2019

Date: 4/26/2019

Time: 10:24:57AM

Page 11 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105107	4/17/2019	US BANK	MARCH 2019 RED CROSS, VIVA WHOLESALE, AMAZON	2,585.09	Tennis & Swim Center
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,993.26	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019 USTA, SHERWIN WILLIAMS, HOME DEPOT	1,468.73	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	1,128.55	Tennis & Swim Center
105069	4/17/2019	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	1,004.85	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	819.37	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	818.65	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019 HOME DEPOT, SHERWIN WILLIAMS	736.67	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019 STAPLES, OFFICE DEPOT	682.34	Tennis & Swim Center
105170	4/24/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	578.19	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	508.80	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	493.29	Tennis & Swim Center
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	481.24	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	434.34	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	400.22	Tennis & Swim Center
105165	4/24/2019	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	359.50	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019 CLARK PEST CONTROL	250.00	Tennis & Swim Center
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	248.53	Tennis & Swim Center
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	220.98	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	168.93	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	59.94	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019 INDEED	51.61	Tennis & Swim Center
105113	4/24/2019	AIRGAS- WEST	TC HELIUM	43.26	Tennis & Swim Center
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	21.17	Tennis & Swim Center
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Tennis & Swim Center
<b>Total Amount for 27 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$23,131.30</b>	

**Transportation**

105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	22,053.99	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	14,205.47	Transportation
105083	4/17/2019	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAR 2019	9,790.50	Transportation
105114	4/24/2019	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	6,241.80	Transportation
105106	4/17/2019	UNITED PACIFIC	FUEL CHARGES- MAR 2019	5,662.27	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	3,090.94	Transportation
105154	4/24/2019	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	2,548.37	Transportation
105107	4/17/2019	US BANK	MARCH 2019 BEATTIE AUTO, UNION 76, CALABASAS CAR CARE	2,257.05	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE FUEL COST- MAR 19	1,468.63	Transportation



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 04/11/2019 to 04/26/2019

Revised to include US Bank Visa detail

Date: 4/26/2019

Time: 10:24:57AM

Page 12 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,305.92	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	1,277.42	Transportation
105152	4/24/2019	MC CAIN PERFORMANCE DRIVEN	TRAFFIC SUPPLIES	852.60	Transportation
105107	4/17/2019	US BANK	MARCH 2019 UNION 76, SHELL, CHEVRON, EXXON	595.68	Transportation
105146	4/24/2019	LA DWP	TRAFFIC METER SERVICE	160.30	Transportation
105107	4/17/2019	US BANK	MARCH 2019 DIY CENTER, SMART SIGN	115.92	Transportation
105116	4/24/2019	AT&T	TELEPHONE SERVICE	105.50	Transportation
105128	4/24/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	22.59	Transportation
<b>Total Amount for 17 Line Item(s) from Transportation</b>				<b>\$71,754.95</b>	
<b>GRAND TOTAL for 330 Line Items</b>				<b>\$1,158,512.98</b>	



# Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 04/11/2019 to 04/26/2019

Date: 4/26/2019

Time: 10:21:37AM

Page 1 of 1

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Tennis &amp; Swim Center</b>					
13566	4/26/2019	ICW GROUP	WORKERS COMP INS	2,228.00	Tennis & Swim Center
13567	4/26/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,993.25	Tennis & Swim Center
13562	4/26/2019	ATMOSPHERE EVENTS & CATERING	PROMOTION/SOCIALS	1,590.93	Tennis & Swim Center
13562	4/26/2019	ATMOSPHERE EVENTS & CATERING	PROMOTION/SOCIALS	1,305.93	Tennis & Swim Center
13570	4/26/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	952.80	Tennis & Swim Center
13563	4/26/2019	AWESOME LIFE, INC.	UMPIRE	550.00	Tennis & Swim Center
13570	4/26/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	509.79	Tennis & Swim Center
13570	4/26/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	496.63	Tennis & Swim Center
13561	4/26/2019	AT&T	TELEPHONE SERVICE	354.08	Tennis & Swim Center
13571	4/26/2019	XEROX FINANCIAL SERVICES	ADMINISTRATIVE EXPENSES	314.98	Tennis & Swim Center
13564	4/26/2019	BLUE SHIELD OF CA	INSURANCE EXPENSE	314.90	Tennis & Swim Center
13568	4/26/2019	MARILYN'S TROPHIES	PROMOTION/SOCIALS	300.30	Tennis & Swim Center
13569	4/26/2019	SCTA	LEVEL 5 JR TOUR 2019	290.00	Tennis & Swim Center
13565	4/26/2019	COLLINS COMPANY	FACILITY EXPENSE	275.19	Tennis & Swim Center
<b>Total Amount for 14 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$11,476.78</b>	
<b>GRAND TOTAL for 14 Line Items</b>				<b>\$11,476.78</b>	





# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 1 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Administrative Services</b>					
105361	5/22/2019	MUNICIPAL CODE CORPORATION	MUNICIPAL CODE SUPPLEMENTS	2,467.79	Administrative Services
105313	5/13/2019	US BANK	VISA- MARMALADE CAFE	110.56	Administrative Services
105313	5/13/2019	US BANK	VISA- KINGS FISH HOUSE	76.08	Administrative Services
105313	5/13/2019	US BANK	VISA- APPLE STORE	6.99	Administrative Services
<b>Total Amount for 4 Line Item(s) from Administrative Services</b>				<b>\$2,661.42</b>	
<b>Boards and Commissions</b>					
105313	5/13/2019	US BANK	VISA- RALPHS	28.35	Boards and Commissions
<b>Total Amount for 1 Line Item(s) from Boards and Commissions</b>				<b>\$28.35</b>	
<b>City Attorney</b>					
105400	5/29/2019	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	29,633.20	City Attorney
105400	5/29/2019	COLANTUONO, HIGHSMITH &	ZEESMAN	5,035.52	City Attorney
105400	5/29/2019	COLANTUONO, HIGHSMITH &	BROWN PETITION	675.00	City Attorney
105410	5/29/2019	HOPKINS & CARLEY	LEGAL SERVICES	280.00	City Attorney
105427	5/29/2019	THOMPSON COE	LEGAL SERVICES	263.56	City Attorney
<b>Total Amount for 5 Line Item(s) from City Attorney</b>				<b>\$35,887.28</b>	
<b>City Council</b>					
105313	5/13/2019	US BANK	VISA- CCCA	600.00	City Council
105313	5/13/2019	US BANK	VISA- HOOTENANNY KCSY	536.88	City Council
105385	5/24/2019	AMERICAN CANCER SOCIETY	DONATION- D. SHAPIRO	360.00	City Council
105313	5/13/2019	US BANK	VISA- LOVING HOME	237.66	City Council
105313	5/13/2019	US BANK	VISA- FAST FRAME	216.63	City Council
105313	5/13/2019	US BANK	VISA- CALABASAS SELF STORAGE	199.00	City Council
105313	5/13/2019	US BANK	VISA- ROSTI TUSCAN	196.34	City Council
105313	5/13/2019	US BANK	VISA- LANDSEND	161.81	City Council
105313	5/13/2019	US BANK	VISA- CORNER BAKERY	146.30	City Council
105313	5/13/2019	US BANK	VISA- JERSEY MIKES	127.23	City Council
105313	5/13/2019	US BANK	VISA- FRESH BROTHERS	116.74	City Council
105313	5/13/2019	US BANK	VISA- KEVIN CODASCO FOUND	100.00	City Council
105313	5/13/2019	US BANK	VISA- LANDSEND	74.85	City Council
105313	5/13/2019	US BANK	VISA- CALABASAS CHAMBERS	50.00	City Council



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 2 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 14 Line Item(s) from City Council</b>				<b>\$3,123.44</b>	
<b>City Management</b>					
105313	5/13/2019	US BANK	VISA- COINS FOR ANYTHING	1,167.48	City Management
105313	5/13/2019	US BANK	VISA- DOUBLE TREE	654.92	City Management
105313	5/13/2019	US BANK	VISA- PEDALERS FORK	107.35	City Management
105313	5/13/2019	US BANK	VISA- AMAZON.COM	55.98	City Management
105313	5/13/2019	US BANK	VISA- LCC	45.00	City Management
105313	5/13/2019	US BANK	VISA- LOVI'S DELI	43.75	City Management
105313	5/13/2019	US BANK	VISA- AMAZON.COM	4.69	City Management
105313	5/13/2019	US BANK	VISA- CCCA	-40.00	City Management
<b>Total Amount for 8 Line Item(s) from City Management</b>				<b>\$2,039.17</b>	
<b>Civic Center O&amp;M</b>					
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,326.13	Civic Center O&M
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,497.74	Civic Center O&M
105409	5/29/2019	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,923.51	Civic Center O&M
105313	5/13/2019	US BANK	VISA- MAJESTIC FIRE	1,700.00	Civic Center O&M
105313	5/13/2019	US BANK	VISA- AMAZON.COM	1,067.64	Civic Center O&M
105382	5/22/2019	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	1,052.36	Civic Center O&M
105376	5/22/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	425.24	Civic Center O&M
105376	5/22/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	343.82	Civic Center O&M
105407	5/29/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
105313	5/13/2019	US BANK	VISA- VISTA PAINT CORP	223.22	Civic Center O&M
105313	5/13/2019	US BANK	VISA- HOME DEPOT	212.79	Civic Center O&M
105352	5/22/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	195.53	Civic Center O&M
105339	5/22/2019	DNA ELECTRIC	ELECTRICAL REPAIRS	160.00	Civic Center O&M
105352	5/22/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	158.09	Civic Center O&M
105313	5/13/2019	US BANK	VISA- 1000 BULBS	121.90	Civic Center O&M
105313	5/13/2019	US BANK	VISA- HOME DEPOT	80.86	Civic Center O&M
105313	5/13/2019	US BANK	VISA- ABC SUPPLY	50.10	Civic Center O&M
105313	5/13/2019	US BANK	VISA- RALPHS	29.53	Civic Center O&M
105313	5/13/2019	US BANK	VISA- HARBOR FREIGHTS	21.89	Civic Center O&M
105313	5/13/2019	US BANK	VISA- LOWES	12.57	Civic Center O&M
105313	5/13/2019	US BANK	VISA- LOWES	12.57	Civic Center O&M



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 05/11/2019 to 05/29/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 21 Line Item(s) from Civic Center O&amp;M</b>				<b>\$15,865.49</b>	
<b>Community Development</b>					
105403	5/29/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	8,761.19	Community Development
105325	5/22/2019	CALABASAS CREST LTD	R.A.P.- JUN 2019	6,720.00	Community Development
105403	5/29/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	1,760.50	Community Development
105406	5/29/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	851.76	Community Development
105313	5/13/2019	US BANK	VISA- APA	759.00	Community Development
105406	5/29/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	360.00	Community Development
105404	5/29/2019	DEPARTMENT OF CONSUMER AFFAIRS	ARCHITECT LICENSE RENEWAL	300.00	Community Development
105406	5/29/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	270.00	Community Development
105340	5/22/2019	FLEYSHMAN/ALBERT//	R.A.P.- JUN 2019	228.00	Community Development
105360	5/22/2019	MEDVETSKY/LINA//	R.A.P.- JUN 2019	228.00	Community Development
105367	5/22/2019	RASCOE/JOAN//	R.A.P.- JUN 2019	228.00	Community Development
105355	5/22/2019	LEVY/ESTHER//	R.A.P.- JUN 2019	228.00	Community Development
105383	5/22/2019	YAZDINIAN/SUSAN//	R.A.P.- JUN 2019	228.00	Community Development
105403	5/29/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	168.85	Community Development
105379	5/22/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	138.68	Community Development
105334	5/22/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	97.07	Community Development
105334	5/22/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	95.43	Community Development
105313	5/13/2019	US BANK	VISA- APA	90.00	Community Development
105402	5/29/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	80.32	Community Development
105334	5/22/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	61.05	Community Development
105402	5/29/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	60.94	Community Development
105402	5/29/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	37.12	Community Development
105313	5/13/2019	US BANK	VISA- SANTA MONICA CIV CTR	7.00	Community Development
<b>Total Amount for 23 Line Item(s) from Community Development</b>				<b>\$21,758.91</b>	
<b>Community Services</b>					
105387	5/29/2019	AGOURA HILLS,CALABASAS COM CTR	CONTRIBUTION FY 18/19	50,000.00	Community Services
105370	5/22/2019	SECURAL SECURITY CORP	SECURITY- ARTS FEST	8,935.91	Community Services
105377	5/22/2019	SUPER SOCCER STARS	RECREATION INSTRUCTOR	2,735.60	Community Services
105356	5/22/2019	LITTLE LEARNERS LLC	RECREATION INSTRUCTOR	1,837.50	Community Services
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,781.77	Community Services
105342	5/22/2019	GESAS/HELAIN W//	RECREATION INSTRUCTOR	1,729.00	Community Services
105313	5/13/2019	US BANK	VISA- STONEFIRE GRILL	1,497.45	Community Services



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 4 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,380.69	Community Services
105313	5/13/2019	US BANK	VISA- GTS CHARTER	1,124.00	Community Services
105313	5/13/2019	US BANK	VISA- 805 LIVING MAGAZINE	1,000.00	Community Services
105339	5/22/2019	DNA ELECTRIC	ELECTRICAL REPAIRS	866.70	Community Services
105370	5/22/2019	SECURAL SECURITY CORP	SUPPLIES- 2-WAY RADIOS	786.79	Community Services
105313	5/13/2019	US BANK	VISA- POSITIVE PROMOTIONS	766.72	Community Services
105390	5/29/2019	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- ARTS FEST	765.00	Community Services
105313	5/13/2019	US BANK	VISA- CALABASAS SELF STORAGE	748.00	Community Services
105378	5/22/2019	VAROL/DIANA//	RECREATION INSTRUCTOR	665.00	Community Services
105313	5/13/2019	US BANK	VISA- FACILITRON	502.64	Community Services
105313	5/13/2019	US BANK	VISA- FIDM MUSEUM	480.00	Community Services
105313	5/13/2019	US BANK	VISA- COSTCO	451.56	Community Services
105313	5/13/2019	US BANK	VISA- OTC BRANDS	378.10	Community Services
105313	5/13/2019	US BANK	VISA- MARCO PROMO	367.56	Community Services
105324	5/22/2019	BICKELMAN/MELANIE//	RECREATION INSTRUCTOR	364.00	Community Services
105313	5/13/2019	US BANK	VISA- LA COUNTY	340.30	Community Services
105313	5/13/2019	US BANK	VISA- COSTCO	327.84	Community Services
105313	5/13/2019	US BANK	VISA- OTC BRANDS	321.98	Community Services
105313	5/13/2019	US BANK	VISA- LANDSEND BUSINESS	309.31	Community Services
105322	5/22/2019	AT&T	TELEPHONE SERVICE	307.30	Community Services
105313	5/13/2019	US BANK	VISA- COSTCO	293.88	Community Services
105313	5/13/2019	US BANK	VISA- AMAZON.COM	291.19	Community Services
105350	5/22/2019	KARASIK/TRACIE//	RECREATION INSTRUCTOR	285.60	Community Services
105313	5/13/2019	US BANK	VISA- AMAZON.COM	273.60	Community Services
105397	5/29/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
105313	5/13/2019	US BANK	VISA- 7 ELEVEN	229.84	Community Services
105371	5/22/2019	SHOEMAKER/BONNIE//	RECREATION INSTRUCTOR	210.00	Community Services
105313	5/13/2019	US BANK	VISA- VISTA PAINT	204.24	Community Services
105313	5/13/2019	US BANK	VISA- PEACHJAR	200.00	Community Services
105359	5/22/2019	MACLEOD/KELLY//	RECREATION INSTRUCTOR	184.00	Community Services
105313	5/13/2019	US BANK	VISA- PEACHJAR	175.00	Community Services
105313	5/13/2019	US BANK	VISA- YELLOW MOUNTAIN	170.32	Community Services
105313	5/13/2019	US BANK	VISA- FACEBOOK	160.00	Community Services
105313	5/13/2019	US BANK	VISA- AGOURA LOCK TECH	159.74	Community Services
105313	5/13/2019	US BANK	VISA- DIRECT TV	151.66	Community Services
105313	5/13/2019	US BANK	VISA- AMAZON.COM	150.40	Community Services
105416	5/29/2019	NACHENBERG/JUDITH//	RECREATION INSTRUCTOR	150.00	Community Services
105399	5/29/2019	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 5 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105313	5/13/2019	US BANK	VISA- SYSTEMATIC ART	149.42	Community Services
105313	5/13/2019	US BANK	VISA- NISC MEMBERSHIP	145.00	Community Services
105366	5/22/2019	R P BARRICADE INC	EQUIPMENT RENTAL- EGG HUNT	145.00	Community Services
105313	5/13/2019	US BANK	VISA- PLATT ELECTRIC	142.91	Community Services
105313	5/13/2019	US BANK	VISA- AMAZON.COM	141.12	Community Services
105372	5/22/2019	SO CA MUNI ATHLETIC FEDERATION	2019 MEMBERSHIP DUES	140.00	Community Services
105313	5/13/2019	US BANK	VISA- DISCOUNT PLAYGROUND	139.95	Community Services
105376	5/22/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	135.72	Community Services
105389	5/29/2019	ALLEGIANT FIRE PROTECTION, INC	FIRE PROTECTION SERVICES	135.00	Community Services
105313	5/13/2019	US BANK	VISA- BATTERIES PLUS	128.69	Community Services
105313	5/13/2019	US BANK	VISA- CALABASAS CLEANERS	125.00	Community Services
105313	5/13/2019	US BANK	VISA- BECKER ARENA	121.65	Community Services
105313	5/13/2019	US BANK	VISA- BATH & BODY WORKS	106.20	Community Services
105313	5/13/2019	US BANK	VISA- LOWES	99.12	Community Services
105322	5/22/2019	AT&T	TELEPHONE SERVICE	96.49	Community Services
105313	5/13/2019	US BANK	VISA- RIBBONS GALORE	94.49	Community Services
105313	5/13/2019	US BANK	VISA- RALPHS	88.35	Community Services
105313	5/13/2019	US BANK	VISA- HOME DEPOT	87.11	Community Services
105313	5/13/2019	US BANK	VISA- DS SERVICES	82.91	Community Services
105405	5/29/2019	DNA ELECTRIC	ELECTRICAL REPAIRS	79.99	Community Services
105313	5/13/2019	US BANK	VISA- 7 ELEVEN	78.25	Community Services
105313	5/13/2019	US BANK	VISA- AMAZON.COM	77.97	Community Services
105313	5/13/2019	US BANK	VISA- SHELL OIL	77.60	Community Services
105313	5/13/2019	US BANK	VISA- DIY	76.76	Community Services
105313	5/13/2019	US BANK	VISA- HARBOR FREIGHT	76.65	Community Services
105313	5/13/2019	US BANK	VISA- FRANKLINS HARDWARE	68.85	Community Services
105313	5/13/2019	US BANK	VISA- DOMINO'S	68.47	Community Services
105313	5/13/2019	US BANK	VISA- AMAZON.COM	65.68	Community Services
105313	5/13/2019	US BANK	VISA- FIRST CHOICE	63.46	Community Services
105352	5/22/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	62.40	Community Services
105313	5/13/2019	US BANK	VISA- OTC BRANDS	47.17	Community Services
105313	5/13/2019	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
105313	5/13/2019	US BANK	VISA- ROADSIDE LUMBER	43.18	Community Services
105374	5/22/2019	SOLIE/JANET//	RECREATION INSTRUCTOR	42.00	Community Services
105423	5/29/2019	SIMMONS/NEILL//	RECREATION INSTRUCTOR	42.00	Community Services
105313	5/13/2019	US BANK	VISA- L.A. DODGERS	40.00	Community Services
105313	5/13/2019	US BANK	VISA- HOME DEPOT	37.54	Community Services
105376	5/22/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	34.26	Community Services



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 6 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105313	5/13/2019	US BANK	VISA- TARGET	33.46	Community Services
105337	5/22/2019	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	32.00	Community Services
105313	5/13/2019	US BANK	VISA- MALIBU LAUNDRY	31.50	Community Services
105313	5/13/2019	US BANK	VISA- SMART & FINAL	29.99	Community Services
105313	5/13/2019	US BANK	VISA- FRESH BROTHERS	29.01	Community Services
105313	5/13/2019	US BANK	VISA- 99 CENT STORE	29.00	Community Services
105313	5/13/2019	US BANK	VISA- UNION 76	27.99	Community Services
105313	5/13/2019	US BANK	VISA- FRESH BROTHERS	26.00	Community Services
105313	5/13/2019	US BANK	VISA- TARGET	25.15	Community Services
105375	5/22/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.26	Community Services
105313	5/13/2019	US BANK	VISA- EBAY.COM	14.69	Community Services
105313	5/13/2019	US BANK	VISA- TRADER JOE'S	11.07	Community Services
105313	5/13/2019	US BANK	VISA- ALBERTSONS	7.11	Community Services
105313	5/13/2019	US BANK	VISA- ALBERTSONS	6.56	Community Services
105313	5/13/2019	US BANK	VISA- ITUNES	0.99	Community Services
105313	5/13/2019	US BANK	VISA- AMC THEATER	-380.00	Community Services
<b>Total Amount for 99 Line Item(s) from Community Services</b>				<b>\$87,858.31</b>	

**Finance**

105317	5/22/2019	ADP, INC	PAYROLL PROCESSING	5,603.85	Finance
105313	5/13/2019	US BANK	VISA- LANDSEND BUSINESS	247.10	Finance
105313	5/13/2019	US BANK	VISA- GFOA	225.00	Finance
105313	5/13/2019	US BANK	VISA- MATTHEW BENDER	81.12	Finance
<b>Total Amount for 4 Line Item(s) from Finance</b>				<b>\$6,157.07</b>	

**Library**

105314	5/22/2019	ABC-CLIO, LLC	ONLINE DATABASE LVUSD	2,160.00	Library
105341	5/22/2019	GALECIA GROUP/THE//	SUMMER READING PROGRAM	900.00	Library
105346	5/22/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	406.40	Library
105411	5/29/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	375.23	Library
105430	5/29/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	237.75	Library
105313	5/13/2019	US BANK	VISA- COSTCO	230.99	Library
105393	5/29/2019	AT&T	TELEPHONE SERVICE	190.70	Library
105327	5/22/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105327	5/22/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105431	5/29/2019	WENGER/DEANNE//	YOGA INSTRUCTOR- LIBRARY	135.00	Library



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 7 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	125.58	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	116.00	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	93.44	Library
105411	5/29/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	82.67	Library
105346	5/22/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	77.44	Library
105368	5/22/2019	RECORDED BOOKS, LLC	BOOKS ON CD	73.74	Library
105419	5/29/2019	RECORDED BOOKS, LLC	BOOKS ON CD	73.74	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	72.56	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	66.40	Library
105368	5/22/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.90	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.90	Library
105368	5/22/2019	RECORDED BOOKS, LLC	BOOKS ON CD	45.55	Library
105368	5/22/2019	RECORDED BOOKS, LLC	BOOKS ON CD	45.55	Library
105323	5/22/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	38.37	Library
105394	5/29/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	35.46	Library
105419	5/29/2019	RECORDED BOOKS, LLC	BOOKS ON CD	35.43	Library
105394	5/29/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	34.84	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	26.62	Library
105419	5/29/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	24.53	Library
105313	5/13/2019	US BANK	VISA- MALIBU LAUNDRY	21.00	Library
105323	5/22/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	18.84	Library
105313	5/13/2019	US BANK	VISA- USPS	6.85	Library
105313	5/13/2019	US BANK	VISA- RALPHS	6.48	Library
105313	5/13/2019	US BANK	VISA- OTC BRANDS	5.58	Library
<b>Total Amount for 34 Line Item(s) from Library</b>				<b>\$6,176.30</b>	

**LMD #22**

105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	18,300.00	LMD #22
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	7,902.39	LMD #22
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	6,800.00	LMD #22
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	5,300.00	LMD #22
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	3,300.00	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,102.36	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,232.00	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,033.98	LMD #22
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	800.00	LMD #22
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	790.00	LMD #22



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 8 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	777.50	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	731.34	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	685.21	LMD #22
105418	5/29/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	645.00	LMD #22
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	440.50	LMD #22
105418	5/29/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	390.00	LMD #22
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	215.00	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	209.80	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	197.84	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	179.07	LMD #22
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	172.35	LMD #22
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	128.00	LMD #22
105375	5/22/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	91.45	LMD #22
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	34.61	LMD #22
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	23.38	LMD #22
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	14.47	LMD #22
<b>Total Amount for 27 Line Item(s) from LMD #22</b>				<b>\$56,046.25</b>	
<b><u>LMD #24</u></b>					
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	81.76	LMD #24
105375	5/22/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	45.28	LMD #24
<b>Total Amount for 2 Line Item(s) from LMD #24</b>				<b>\$127.04</b>	
<b><u>LMD #32</u></b>					
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11.42	LMD #32
<b>Total Amount for 1 Line Item(s) from LMD #32</b>				<b>\$11.42</b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
105424	5/29/2019	SO-CAL PRESSURE WASH	PRESSURE WASHING	3,400.00	LMD 22 - Common Benefit Area
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,181.29	LMD 22 - Common Benefit Area
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.05	LMD 22 - Common Benefit Area
<b>Total Amount for 3 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$5,605.34</b>	





# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 9 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Media Operations</b>					
105335	5/22/2019	DELL MARKETING L.P.	COMPUTERS	7,598.29	Media Operations
105335	5/22/2019	DELL MARKETING L.P.	LAPTOPS	5,493.00	Media Operations
105358	5/22/2019	LYSIK/CARSON//	CONSULTING SERVICES	3,469.50	Media Operations
105362	5/22/2019	NICKERSON/LAURA//	CTV HOST SERVICES	1,181.25	Media Operations
105313	5/13/2019	US BANK	VISA- KEY INFO SYSTEMS	1,157.54	Media Operations
105373	5/22/2019	SOLID WASTE SOLUTIONS, INC	FILM PERMITS/SERVICES	1,100.25	Media Operations
105313	5/13/2019	US BANK	VISA- MEGAPATH	952.90	Media Operations
105379	5/22/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	785.08	Media Operations
105313	5/13/2019	US BANK	VISA- AMAZON.COM	575.72	Media Operations
105313	5/13/2019	US BANK	VISA- NATOA	400.00	Media Operations
105326	5/22/2019	CALNET TECHNOLOGY GROUP	LASER FISCHE PORTAL	200.00	Media Operations
105313	5/13/2019	US BANK	VISA- ADOBE INC	99.99	Media Operations
105329	5/22/2019	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	90.07	Media Operations
105316	5/22/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105316	5/22/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105316	5/22/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105316	5/22/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105313	5/13/2019	US BANK	VISA- VIMEO	59.95	Media Operations
105313	5/13/2019	US BANK	VISA- ADOBE INC	52.99	Media Operations
105313	5/13/2019	US BANK	VISA- L.A. TIMES	7.96	Media Operations
<b>Total Amount for 20 Line Item(s) from Media Operations</b>				<b>\$23,481.45</b>	
<b>Non-Departmental - Finance</b>					
105321	5/22/2019	ART SOUP LA	ART RENTAL	2,036.72	Non-Departmental - Finance
105348	5/22/2019	IRON MOUNTAIN, INC.	STORAGE SERVICES	1,932.20	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- LIFE STORAGE	1,371.00	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- COSTCO	832.77	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- CALABASAS CHAMBERS	465.00	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- OFFICESUPPLY.COM	393.74	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- AMAZON.COM	243.05	Non-Departmental - Finance
105313	5/13/2019	US BANK	EMERGENCY- WOOLSEY FIRE 11/18	159.57	Non-Departmental - Finance
105331	5/22/2019	CONEJO AWARDS	NAME BADGES	77.58	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- WALMART	75.30	Non-Departmental - Finance
105365	5/22/2019	PORT-A-STOR INC.	EMERGENCY- WOOLSEY FIRE 11/18	21.70	Non-Departmental - Finance
105313	5/13/2019	US BANK	VISA- AMAZON.COM	20.44	Non-Departmental - Finance
105313	5/13/2019	US BANK	EMERGENCY- WOOLSEY FIRE 11/18	13.18	Non-Departmental - Finance



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105313	5/13/2019	US BANK	VISA- L.A. DODGERS	-4,000.00	Non-Departmental - Finance
<b>Total Amount for 14 Line Item(s) from Non-Departmental - Finance</b>				<b>\$3,642.25</b>	
<b><u>Payroll</u></b>					
105318	5/22/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	1,648.65	Payroll
105328	5/22/2019	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105332	5/22/2019	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105343	5/22/2019	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105345	5/22/2019	HILL/BOB//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105357	5/22/2019	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105364	5/22/2019	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105380	5/22/2019	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105363	5/22/2019	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- JUN 19	72.00	Payroll
<b>Total Amount for 9 Line Item(s) from Payroll</b>				<b>\$6,766.39</b>	
<b><u>Police / Fire / Safety</u></b>					
105319	5/22/2019	APPLIED CONCEPTS, INC.	RADAR CALIBRATION	211.18	Police / Fire / Safety
<b>Total Amount for 1 Line Item(s) from Police / Fire / Safety</b>				<b>\$211.18</b>	
<b><u>Public Safety &amp; Emergency Preparedness</u></b>					
105313	5/13/2019	US BANK	VISA- CORNER BAKERY	71.58	Public Safety & Emergency Preparedness
<b>Total Amount for 1 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$71.58</b>	
<b><u>Public Works</u></b>					
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	38,116.63	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	16,267.50	Public Works
105330	5/22/2019	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	7,563.80	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	6,200.00	Public Works
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	5,600.00	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	5,500.00	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	4,800.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	4,585.00	Public Works
105353	5/22/2019	LAS VIRGENES MUNICIPAL WATER	NEW WATER METER	4,469.00	Public Works



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 11 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	4,354.24	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	4,200.00	Public Works
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	4,200.00	Public Works
105354	5/22/2019	LAS VIRGENES MUNICIPAL WATER	NEW WATER METER	3,362.00	Public Works
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	3,125.77	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	2,400.00	Public Works
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,276.45	Public Works
105315	5/22/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	2,200.00	Public Works
105412	5/29/2019	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,075.00	Public Works
105313	5/13/2019	US BANK	VISA- AMAZON.COM	1,659.79	Public Works
105432	5/29/2019	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	1,635.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,376.00	Public Works
105313	5/13/2019	US BANK	VISA- HOME DEPOT	1,111.27	Public Works
105344	5/22/2019	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	968.00	Public Works
105433	5/29/2019	YIN/JULIE//	CONSULTING SERVICES	925.00	Public Works
105384	5/22/2019	YIN/JULIE//	CONSULTING SERVICES	900.00	Public Works
105433	5/29/2019	YIN/JULIE//	CONSULTING SERVICES	900.00	Public Works
105384	5/22/2019	YIN/JULIE//	CONSULTING SERVICES	875.00	Public Works
105344	5/22/2019	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	875.00	Public Works
105344	5/22/2019	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	875.00	Public Works
105408	5/29/2019	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	875.00	Public Works
105408	5/29/2019	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	875.00	Public Works
105391	5/29/2019	ARUCAN/KEVIN//	CONSULTING SERVICES	875.00	Public Works
105391	5/29/2019	ARUCAN/KEVIN//	CONSULTING SERVICES	875.00	Public Works
105344	5/22/2019	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	770.00	Public Works
105313	5/13/2019	US BANK	VISA- HARBOR FREIGHT	763.18	Public Works
105413	5/29/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	525.00	Public Works
105413	5/29/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	525.00	Public Works
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	517.30	Public Works
105417	5/29/2019	NATURE OF WILDWORKS	EARTH DAY -ANIMAL EXHIBIT	500.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
105386	5/29/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	450.00	Public Works
105369	5/22/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	448.00	Public Works
105369	5/22/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	440.00	Public Works
105313	5/13/2019	US BANK	VISA- BOOT BARN	423.30	Public Works
105313	5/13/2019	US BANK	VISA- CORNER BAKERY	382.60	Public Works
105369	5/22/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	344.00	Public Works



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 05/11/2019 to 05/29/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105369	5/22/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	336.00	Public Works
105420	5/29/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	336.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	293.00	Public Works
105313	5/13/2019	US BANK	VISA- APWA	290.00	Public Works
105420	5/29/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	288.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	238.00	Public Works
105313	5/13/2019	US BANK	VISA- DIY	233.59	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	142.00	Public Works
105320	5/22/2019	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	141.04	Public Works
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- EARTH	115.20	Public Works
105313	5/13/2019	US BANK	VISA- HOME DEPOT	106.76	Public Works
105313	5/13/2019	US BANK	VISA- ROSTI TUSCAN	103.03	Public Works
105313	5/13/2019	US BANK	VISA- HOME DEPOT	78.29	Public Works
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	77.60	Public Works
105313	5/13/2019	US BANK	VISA- HOME DEPOT	62.08	Public Works
105375	5/22/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	22.86	Public Works
105313	5/13/2019	US BANK	VISA- HOME DEPOT	19.13	Public Works
105313	5/13/2019	US BANK	VISA- ALBERTSONS	18.95	Public Works
105313	5/13/2019	US BANK	VISA- HOME DEPOT	-114.96	Public Works

**Total Amount for 67 Line Item(s) from Public Works**

**\$146,940.40**

**Recoverable / Refund / Liability**

105363	5/22/2019	P&A ADMINISTRATIVE SVCS INC	FSA-DEP CARE REIMBURSEMENT	1,923.10	Recoverable / Refund / Liability
105363	5/22/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	694.22	Recoverable / Refund / Liability
105421	5/29/2019	RUIZ/DOLORES//	RECREATION REFUND	45.00	Recoverable / Refund / Liability
105313	5/13/2019	US BANK	VISA- AMAZON.COM	13.93	Recoverable / Refund / Liability

**Total Amount for 4 Line Item(s) from Recoverable / Refund / Liability**

**\$2,676.25**

**Tennis & Swim Center**

105347	5/22/2019	INNER-I ...SECURITY IN FOCUS	CAMERA INSTALLATION	7,319.00	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- AMAZON.COM	4,150.06	Tennis & Swim Center
105395	5/29/2019	BROAD BASED COMMUNICATIONS INC	PHONE SYSTEM REPAIRS	3,800.80	Tennis & Swim Center
105426	5/29/2019	TEAM PLAY EVENTS	ENTERTAINMENT- SPLASH PARTY	2,745.00	Tennis & Swim Center
105376	5/22/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	2,335.99	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- AMAZON.COM	2,256.24	Tennis & Swim Center



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 13 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,088.71	Tennis & Swim Center
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,558.59	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- HOME DEPOT	1,558.34	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- ARC	1,517.00	Tennis & Swim Center
105398	5/29/2019	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	738.70	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- INDEED	722.06	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- PACIFIC APPLIANCE	688.00	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- ECANOPY	686.19	Tennis & Swim Center
105401	5/29/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	629.80	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- PYRAMID PIPE	615.88	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- MISTER G FITNESS	495.00	Tennis & Swim Center
105429	5/29/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	423.86	Tennis & Swim Center
105381	5/22/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	372.83	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- CHEF TOYS	370.29	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- MCCALLA COMPANY	328.93	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- POOL WEB AQUATICS	305.80	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- HOME CUBED	270.00	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- RALPHS	241.76	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- CAP LEASING	192.00	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- RITE AID	175.18	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- HOME DEPOT	173.97	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- WALMART	144.35	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- CONSTANT CONTACT	100.00	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- OFFICE DEPOT	98.96	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- AMAZON.COM	91.53	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- ALBERTSONS	87.03	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- FRANKLINS HARDWARE	80.44	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- MALIBU LAUNDRY	66.00	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- HOME DEPOT	57.24	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- POSTAL ANNEX	22.40	Tennis & Swim Center
105313	5/13/2019	US BANK	VISA- SCREEN SHOP	14.00	Tennis & Swim Center

**Total Amount for 37 Line Item(s) from Tennis & Swim Center**

**\$37,521.93**

**Transportation**

105396	5/29/2019	CALIFORNIA GREEN CONSULTING	CONSULTING SERVICES	17,150.00	Transportation
105388	5/29/2019	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	6,241.80	Transportation
105428	5/29/2019	UNITED PACIFIC	FUEL CHARGES- APR 2019	6,124.93	Transportation



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 05/11/2019 to 05/29/2019

Date: 6/3/2019

Time: 11:11:17AM

Page 14 of 14

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105338	5/22/2019	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNALS/LIGHTING	5,032.16	Transportation
105375	5/22/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,591.21	Transportation
105415	5/29/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,235.63	Transportation
105349	5/22/2019	JOHN KULAR CONSULTING	ENGINEERING SERVICES	3,227.75	Transportation
105425	5/29/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,262.38	Transportation
105313	5/13/2019	US BANK	VISA- AMAZON.COM	959.93	Transportation
105414	5/29/2019	KIER & WRIGHT CIVIL ENGINEERS	ENGINEERING SERVICES	900.00	Transportation
105313	5/13/2019	US BANK	VISA- IMS	506.35	Transportation
105422	5/29/2019	SIEMENS MOBILITY, INC	TRAFFIC SIGN MAINTENANCE	420.00	Transportation
105313	5/13/2019	US BANK	VISA- AMAZON.COM	209.66	Transportation
105313	5/13/2019	US BANK	VISA- SHELL OIL	182.17	Transportation
105351	5/22/2019	LA DWP	TRAFFIC METER SERVICE	167.54	Transportation
105313	5/13/2019	US BANK	VISA- AMAZON.COM	149.99	Transportation
105313	5/13/2019	US BANK	VISA- UNION 76	117.43	Transportation
105336	5/22/2019	DEPARTMENT OF CONSUMER AFFAIRS	ENGINEER LICENSE RENEWAL	115.00	Transportation
105313	5/13/2019	US BANK	VISA- CHEVRON	100.00	Transportation
105313	5/13/2019	US BANK	VISA- EXXON MOBIL	100.00	Transportation
105392	5/29/2019	AT&T	TELEPHONE SERVICE	96.25	Transportation
105313	5/13/2019	US BANK	VISA- SHELL OIL	75.67	Transportation
105333	5/22/2019	COUNTY CLERK, CO. OF L.A.	NOE FILING FEE- CEQA	75.00	Transportation
105313	5/13/2019	US BANK	VISA- EXXON MOBIL	61.48	Transportation
105313	5/13/2019	US BANK	VISA- 7 ELEVEN	57.32	Transportation
105313	5/13/2019	US BANK	VISA- UNION 76	36.50	Transportation
105313	5/13/2019	US BANK	VISA- 7 ELEVEN	25.00	Transportation
105313	5/13/2019	US BANK	VISA- EXXON MOBIL	18.00	Transportation
105313	5/13/2019	US BANK	VISA- SHELL OIL	10.00	Transportation
<b>Total Amount for 29 Line Item(s) from Transportation</b>				<b>\$50,249.15</b>	
<b>GRAND TOTAL for 428 Line Items</b>				<b>\$514,906.37</b>	



# Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 05/11/2019 to 05/31/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Tennis &amp; Swim Center</b>					
13602	5/31/2019	WILSON SPORTING GOODS	FACILITY EXPENSE	3,787.01	Tennis & Swim Center
13593	5/23/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,720.94	Tennis & Swim Center
13600	5/31/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,441.71	Tennis & Swim Center
13594	5/23/2019	WILSON SPORTING GOODS	FACILITY EXPENSE	2,427.13	Tennis & Swim Center
13591	5/23/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,088.71	Tennis & Swim Center
13596	5/31/2019	ICW GROUP	WORKERS COMP INS	1,738.52	Tennis & Swim Center
13594	5/23/2019	WILSON SPORTING GOODS	FACILITY EXPENSE	1,028.96	Tennis & Swim Center
13597	5/31/2019	PHILIDELPHIA INSURANCE	INSURANCE EXPENSE	1,022.50	Tennis & Swim Center
13598	5/31/2019	PITNEY BOWES	ADMINISTRATIVE EXPENSES	734.74	Tennis & Swim Center
13594	5/23/2019	WILSON SPORTING GOODS	FACILITY EXPENSE	583.56	Tennis & Swim Center
13592	5/23/2019	PURCHASE POWER	ADMINISTRATIVE EXPENSES	500.00	Tennis & Swim Center
13590	5/23/2019	CALVIN HAIR/ CHRISTOPHER//	UMPIRE	370.00	Tennis & Swim Center
13586	5/23/2019	AT&T	TELEPHONE SERVICE	352.65	Tennis & Swim Center
13601	5/31/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	328.77	Tennis & Swim Center
13587	5/23/2019	BLUE SHIELD OF CA	INSURANCE EXPENSE	314.90	Tennis & Swim Center
13588	5/23/2019	COLLINS COMPANY	FACILITY EXPENSE	307.43	Tennis & Swim Center
13595	5/23/2019	XEROX FINANCIAL SERVICES	ADMINISTRATIVE EXPENSES	288.97	Tennis & Swim Center
13588	5/23/2019	COLLINS COMPANY	FACILITY EXPENSE	272.92	Tennis & Swim Center
13601	5/31/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	150.97	Tennis & Swim Center
13601	5/31/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	102.09	Tennis & Swim Center
13589	5/23/2019	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	85.00	Tennis & Swim Center
13585	5/23/2019	AT&T	TELEPHONE SERVICE	85.00	Tennis & Swim Center
13599	5/31/2019	SCTA	LEVEL 7 JR TOUR 2019	70.00	Tennis & Swim Center
<b>Total Amount for 23 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$23,802.48</b>	
<b>GRAND TOTAL for 23 Line Items</b>				<b>\$23,802.48</b>	

## FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

### 26-Jun

1	CC	Presentation	To CHS Chess team
2	CC	Presentation	From Relay for Life team
3	CC	Presentation	To Viewpoint Robotics team
4	PW	Consent	Declaring results of balloting, certification of assessments and adoption of corresponding resolutions for Landscape Lighting Act Districts Nos. 22, 24, 27 & 32
5	CD	Consent	Approval of contracts for CEQA consultants – Dudek and ESA
6	AS/HR	Consent	Adoption of Resolution No. 2019-1639, rescinding Resolution 2018-1596 and approving a salary schedule for permanent employees
7	Finance	Public Hearing	Adoption of Resolution No. 2019-1635, approving the operating and capital improvement budgets for July 1, 2019 through June 30, 2021, providing for the appropriations and expenditures for all sums set forth in said budget; and adoption of Resolution No. 2019-1636, establishing the appropriations limit for Fiscal Year 2019-2020

### Future Items

8	CD	New Business	Discussion and direction to staff regarding sensitive receptor land uses' exposure to poor air quality and noise pollution
9	PS	New Business	Results/recommendations from PSC regarding Woolsey Fire
10	PS	New Business	Recommendation from PSC regarding a gun violence prevention ordinance
11	AS	New Business	Evaluation of private security in six months
12	PS	New Business	Emergency Operations Plan
13	AS/HR	New Business	Hiring freeze explanation/process
14	PS	New Business	Update of EOC chart and schedule of emergency preparedness training for staff
15	PS	New Business	Pubic safety commission recommendation regarding gun violence prevention ordinance and ordinance regarding weapons ban at municipal facilities
16	PW	New Business	Plastic bag ban
17	CD	Public Hearing	New Homes
18	PW	Consent	Approval of a Professional Services Agreement with Prevailing Wages to ___ in the Amount of \$ ___ for Construction of 3 Medians on Malibu Hills Road as part of City's Green Street Projects
19	CA	New Business	Closed session regarding State's mandate for affordable housing
20	PW	New Business	Anticoagulants status update
21	CC	Presentation	Anti-bullying proclamation/program
22	CS	New Business	Educational signage for City facilities
23	PW	New Business	A presentation on the City's current Transportation Demand Management policy
24	CD	New Business	Citywide cell coverage discussion
25	PW	New Business	Dial-A-Ride needs assessment study
26	PW	New Business	Recommendation from Environmental Commission regarding Berkeley Ordinance and other ideas for further reduction of plastics
27	CD	New Business	Annexation updates
28	CA/CC	New Business	Report/timeline on a cannabis tax initiative
29	CD	New Business	Report on expiration of affordable housing entitlements
30	AS/HR	New Business	City departments reorganization
31	AS/HR	New Business	Salary adjustments policy

### 2019 Meeting Dates

Jul 10 - Canceled	Oct 9 Canceled - Yom Kippur
Jul 24 - Canceled	Oct 23
Aug 14	Nov 13
Aug 28	Nov 27 - Canceled - Thanksgiving Eve
Sep 11	Dec 11 - Council Reorganization
Sep 25	Dec 25 - Canceled - Christmas