



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, JUNE 26, 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.**

### **OPENING MATTERS – 7:00 P.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance by Boy Scouts Troop 642  
Approval of Agenda

### **PRESENTATIONS – 7:20 P.M.**

- Recognition of Calabasas High School Chess Team
- Recognition of Viewpoint Robotics Team
- From Relay for Life
- Recognition of Deborah Steller for her years of service
- Introduction of Michael Russo, new Media & Information Services Director

### **ANNOUNCEMENTS/INTRODUCTIONS – 8:10 P.M.**

### **ORAL COMMUNICATION – PUBLIC COMMENT – 8:20 P.M.**

### **CONSENT ITEMS – 8:30 P.M.**

1. [Approval of meeting minutes from June 12, 2019](#)
2. [Approval of two separate professional service agreements for the preparation of environmental impact analyses and reviews, and conducting related technical Planning work and studies regarding proposed development projects: 1\) An agreement with Environmental Science Associates, Inc. for a 36-month term, ending on June 30, 2022, for a total not to exceed of \\$500,000; and 2\) An agreement with Dudek, Inc. for a 36-month term, ending June 30, 2022, for a total not to exceed limit \\$500,000](#)
3. [Adoption of Resolution No. 2019-1639, rescinding Resolution 2018-1596 and approving a salary schedule for permanent employees](#)
4. [Adoption of Resolution No. 2019-1638, updating the Citywide fee schedule to establish an impound fee for on demand motorized scooters, and improvement processing base deposit fee in the Public Works Department and an administrative fee in the Building & Safety Division](#)

### **CONTINUED FROM JUNE 12, 2019, MEETING – 8:45 P.M.**

5. [Adoption of Resolution No. 2019-1641, certifying the result of the assessment ballot proceeding with respect to the proposed increase; and adoption of Resolution No. 2019-1642, approving a final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, 32 and confirming diagrams and assessments for such districts for Fiscal Year 2019-2020](#)

### **PUBLIC HEARING – 8:55 P.M.**

6. [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](#)

### **INFORMATIONAL REPORTS – 9:25 P.M.**

7. [Check Registers for the period of May 30-June 12, 2019](#)

### **TASK FORCE REPORTS – 9:30 P.M.**

### **CITY MANAGER'S REPORT – 9:35 P.M.**

**FUTURE AGENDA ITEMS – 9:40 P.M.**

**ADJOURN – 9:45 P.M.**

The City Council will adjourn to their next regular meeting scheduled on Wednesday, August 14, 2019, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, JUNE 12, 2019**

Mayor Shapiro called the Closed Session to order at 7:20 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

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

1. Conference with legal counsel:

One case - the one case name is unspecified, as it would jeopardize existing settlement negotiations

Mayor Shapiro called the Open Session to order at 7:34 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: Bingham, Jordan, Hernandez, Howard, Lysik, Melton, Tamuri and Yalda

Mr. Howard reported that the City Council authorized his firm to negotiate a settlement concerning Closed Session Item No. 1.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Judy Jordan.

**APPROVAL OF AGENDA**

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

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

**PRESENTATIONS**

➤ Recognition of student Adam Mohiuddin for his volunteerism

Mayor Shapiro presented a certificate to Mr. Mohiuddin

- Recognition of Calabasas High School Boys Tennis Team on their CIF Championship

Mayor Shapiro presented certificates to the Tennis Team and coaches.

Steve McAvoy spoke during this presentation.

- Oath of Office to Las Virgenes – Calabasas Historical Society

Mayor Shapiro administered the oath of office to the Las Virgenes – Calabasas Historical Society Board.

### **ADJOURN IN MEMORY**

- Tristan Beaudette

Mayor pro Tem Weintraub read an obituary in memory of Mr. Beaudette.

### **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor pro Tem Weintraub:

- Congratulated all graduating students.
- In regard to recent vandalism at the Civic Center, she reported that cameras are installed and security will be patrolling on a regular basis. Further, she added that this type of behavior will not be tolerated.

Councilmember Maurer:

- Extended an invitation to all summer events, but in particular the Flea Market at the AHCCC on July 13.
- Expressed concern about recent vandalism by teenagers; and stated this type of behavior is not acceptable in the City.

Councilmember Gaines:

- Extended appreciation to the Public Works Department for the annual appreciation lunch for crossing guards and shuttle bus drivers held on June 12.
- Attended AE Wright Middle School for their culmination to present Emma Fisher with the City of Calabasas Mayor's award.
- A very well attended first concert at the Lake was held on June 9. The next concert is scheduled on July 14.
- Wished Happy Flag Day on June 14 and Happy Father's Day.

Mayor Shapiro:

- Concurred that hate has no place anywhere and specially in the City.
- Presented Mayor's award with Mayor pro Tem Weintraub to Lucas Bergman at AC Stelle Elementary on June 12.
- Reiterated appreciation to the crossing guards and bus drivers.
- An awards lunch by the American Public Works Association is scheduled on June 13 to honor the Creek Restoration Project Phase II.
- Extended an invitation to Dodger Night on June 14, where Samantha Shapiro will be playing the National Anthem.
- Reiterated congratulations to all graduates.
- Wished his wife, Barbara a very happy birthday.
- Attended with Councilmember Gaines the Calabasas Chamber of Commerce awards, where the Small Business of the Year was presented to Alex Lovi by the United Chambers of Commerce.
- Assisted Habitat for Humanity to build homes in Culver City on June 7.
- Reiterated Happy Father's Day.

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

John Suwara and Mark Levenson spoke during public comment.

### **CONSENT ITEMS**

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(l) 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

Councilmember Maurer and Mayor Shapiro pulled Consent Item Nos. 2 and 3, respectively.

**Councilmember Gaines moved, seconded by Mayor pro Tem Weintraub to approve Consent Item Nos. 1, 4-5. MOTION CARRIED 5/0 as follows:**

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

**After discussion, Councilmember Gaines moved, seconded by Mayor pro Tem Weintraub to approve Consent Item Nos. 2 and 3. MOTION CARRIED 5/0 as follows:**

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

### **PUBLIC HEARING**

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

Mayor Shapiro opened the public hearing.

Mr. Yalda summarized the report.

Mayor Shapiro closed the public hearing.

### **NEW BUSINESS**

7. Sheriff's Crime Report – April 2019

Mr. Peck presented the report.

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

**Item 8 was removed from the agenda.**

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

Mr. Jordan and Mr. Yalda provided a report.

R. Embree spoke on Item No. 9.

**After discussion, Mayor pro Tem Weintraub moved, seconded by Councilmember Bozajian to approve Item No. 9. MOTION CARRIED 3/2 as follows:**

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

**NOES:** Councilmembers Gaines and Maurer

### **INFORMATIONAL REPORTS**

**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

**After discussion, no action taken on this item.**

### **TASK FORCE REPORTS**

Councilmember Bozajian reported that the recruitment for the AHCCC Executive Director closed on June 7, and they have narrowed applicants. It is anticipated that the new person will be introduced at one of the August's Council meetings.

Mayor pro Tem Weintraub reported that the COG receives approximately \$30,000 from LA County through Measure H funding for homelessness related issues. It was originally decided that those funds would be administered by the City of Malibu, but will now stay in the COG to be utilized by all member cities.

Councilmember Maurer stated that she hoped public engagement opportunity is not cut short during the West Village Project presentations.

Mayor Shapiro reported that the Budget liaisons will meet on June 17. He also reported his attendance to a Calabasas High PFC meeting. In addition, he attended the Calabasas Senior awards with Mayor pro Tem Weintraub and presented scholarship to four students. The Emergency Preparedness Taskforce will meet soon to work on several items. He attended a SCAG CEHD Committee and a Regional Council meetings. It was decided that future Regional Council elections will be done electronically. In addition, a letter was submitted to SCAG from Mayor Shapiro in response to the RHNA numbers. Further, he attended the Air Quality Awards where the City was very well recognized. He also attended the LA County Mayors' meeting where cities partnerships and involvement with schools was discussed.

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

Dr. Lysik reiterated that vandalism and hate crimes will not be tolerated in the



City. He encouraged parents to talk to their children and identify the importance of proper behavior when in public. In addition, he reported that SCE's planned power outage to replace a deteriorated pole was postponed to a future weekday during the daytime.

### **FUTURE AGENDA ITEMS**

Councilmember Bozajian requested that future agenda items be listed with information that is more descriptive. In regard to his previous inquiry for a report on the expiration of affordable housing entitlements, he stated that this a timely matter and it should be given priority. In regard to the end of year schedule, he requested that if needed a special meeting be called to avoid going without a Council meeting for two months. In addition, he requested a timeline about the property designated for the West Village Project.

Councilmember Gaines requested that a report from the Homeless Taskforce be presented after the summer break.

Mayor pro Tem Weintraub echoed Councilmember Gaines about a Homeless Taskforce report.

### **ADJOURN**

The meeting adjourned at 9:03 p.m. in memory of Tristan Beaudette to the next regular meeting scheduled on Wednesday, June 26, 2019, at 7:00 p.m.

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



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

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**DATE: JUNE 17, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: APPROVAL OF TWO SEPARATE PROFESSIONAL SERVICE AGREEMENTS FOR THE PREPARATION OF ENVIRONMENTAL IMPACT ANALYSES AND REVIEWS, AND CONDUCTING RELATED TECHNICAL PLANNING WORK AND STUDIES REGARDING PROPOSED DEVELOPMENT PROJECTS: 1) AN AGREEMENT WITH ENVIRONMENTAL SCIENCE ASSOCIATES, INC. HAVING A 36-MONTH TERM ENDING JUNE 30, 2022, WITH A TOTAL NOT-TO-EXCEED LIMIT OF \$500,000; AND, 2) AN AGREEMENT WITH DUDEK, INC. HAVING A 36-MONTH TERM ENDING JUNE 30, 2022 WITH A TOTAL NOT-TO-EXCEED LIMIT OF \$500,000.**

**MEETING DATE: JUNE 26, 2019**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve two new professional service agreements for the provision of environmental review services and related technical studies and reports: one agreement with Environmental Science Associates, Inc., and the other agreement with Dudek, Inc.; and authorize the Mayor, City Manager, City Attorney, and City Clerk to sign and execute each agreement.

## **BACKGROUND:**

Historically the Community Development Department has relied upon the services of qualified professional environmental consulting firms for the preparation of environmental impact reports and other similar environmental review documents. These types of documents include, but are not limited to, Initial Studies, Negative Declarations, Mitigated Negative Declarations, and Environmental Assessments. These specialized consulting firms are also relied upon to conduct, and report on, a variety of technical studies, such as hydrology studies, geologic studies, traffic studies, cultural resource surveys and reports, air quality assessments, biological studies and surveys, and oak tree reports), which often are referenced by and incorporated into some of the types of previously mentioned environmental impact reports. Work accomplished by the environmental consulting firms is directed and managed by Planning Division staff. Compensation paid to the consulting firms is from the City, using funds furnished by the project developers via up-front deposits held in trust accounts by the City's Finance Department. This framework assures a wholly independent environmental review and analysis process which avoids even the perception of influence by developers, and it is accomplished at no cost to the City or taxpayer (because of the developers' deposits).

In 2014 the Community Development Department solicited Statements of Qualifications (SOQs) from interested firms for the provision of professional environmental consulting services (including preparation of environmental impact reports and other similar environmental review documents). After reviewing all respondent SOQs and having interviewed a number of finalists, staff had selected three firms for retention as the Department's pre-qualified environmental services consultants: Rincon Consultants, Environmental Science Associates (ESA), and Dudek. The City Council approved the staff's recommended selection and the corresponding PSAs were executed in August 2014 with five-year terms. Since that time all three of the retained firms have continually provided the necessary services under their respective PSAs.

However, by mid-2017 the not-to-exceed limit for the Rincon PSA was at risk because Rincon Consultants was intricately involved in providing environmental review services for several rather complex development proposals, each one requiring an unusually large amount of technical study and environmental analysis with corresponding high costs. Consequently, a new PSA with Rincon Consultants was prepared and presented to the City Council in July 2017. The City Council approved the new PSA for Rincon Consultants; it remains in effect until July 1, 2022 with a not-to-exceed limit of \$500,000. Meanwhile, the 2014 PSAs with Dudek and ESA still had not yet approached the respective not-to-exceed limits and those PSAs were therefore maintained in place.

The five-year terms of the PSAs with Dudek and ESA will now expire, however -- on August 18, 2019. For that reason staff is bringing before the City Council entirely new PSAs for both Dudek and ESA (see Attachments A and B, respectively).

**DISCUSSION/ANALYSIS:**

The proposed new professional services agreements for Dudek and for ESA are consistent with the PSA presently in place for Rincon Consultants – the respective terms begin on July 1, 2019 and extend to June 30, 2022, and the respective not-to-exceed limits are \$500,000. Thus, following approval by the City Council, of course, the result will be that all three retained environmental review consultants will be on equal footing with identical contract terms.

Although Rincon Consultants has managed thus far to secure some of the larger and more lucrative environmental review efforts, that is lone distinction between Rincon and the two firms presently before the City Council for consideration. Like Rincon, both ESA and Dudek have routinely provided the City with reliable and highly competent environmental review and technical report services. Similarly, both ESA and Dudek have routinely been prompt and complete in their responses to staff requests and direction relating to requested environmental or technical reviews, reports, and other work products.

Based upon each company’s consistently high level of performance, staff sees no reason to re-compete the environmental review services work at the present time; staff therefore recommends that both Dudek and ESA continue to be retained via new professional service agreements, thereby joining Rincon Consultants to collectively form the Department’s bench of pre-qualified CEQA consulting firms.

The PSA documents which are attached (Attachment A being the PSA with Dudek, and Attachment B being the PSA with Environmental Science Associates) were prepared using the current PSA template, as approved and authorized by the Chief Financial Officer and the City Attorney.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Consistent with City policies and requirements, one hundred percent of the compensation paid to Dudek and one hundred percent of the compensation paid to Environmental Science Associates is accomplished using deposited funds collected from project developer/applicants. Therefore, approval of the new PSAs for the two firms creates no fiscal impact to the City.

**REQUESTED ACTION:**

Staff recommends that the City Council approve, by minute action, two new professional service agreements for the provision of environmental review services and related technical studies and reports: one agreement with Environmental Science Associates, Inc., and the other agreement with Dudek, Inc.; and authorize the Mayor, City Manager, City Attorney, and City Clerk to sign and execute each respective professional service agreement accordingly.

**ATTACHMENTS:**

- A. Professional Services Agreement between City of Calabasas and Dudek, Inc.
- B. Professional Services Agreement between City of Calabasas and Environmental Science Associates, Inc.



CITY of CALABASAS

**PROFESSIONAL SERVICES AGREEMENT  
(Dudek)**

**CONTRACT SUMMARY**

<b>Name of Contractor:</b>	Dudek
<b>City Department in charge of Contract:</b>	Community Development
<b>Contact Person for City Department:</b>	Tom Bartlett
<b>Period of Performance for Contract:</b>	July 1, 2019 – June 30, 2022
<b>Not to Exceed Amount of Contract:</b>	\$500,000.00
<b>Scope of Work for Contract:</b>	Environmental Review and Planning Services

**Insurance Requirements for Contract:**

yes  no - Is General Liability insurance required in this contract? YES. \$1,000,000

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

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

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

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

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

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

If yes, please provide coverage amounts: As required under California law

Other:

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

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

**PROFESSIONAL SERVICES AGREEMENT**  
**(Dudek)**

**1. IDENTIFICATION**

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

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: preparation of environmental review documents in the manner required by the California Environmental Quality Act (CEQA) and the CEQA Guidelines; prepare technical studies needed to support or complete environmental review efforts; prepare, issue and record associated public notices; process and file other governmental agency permits; and provide condition compliance reviews, mitigation monitoring services, and planning services, as necessary.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s June 13, 2019 proposal to City, attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s fee schedule to City, attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: July 1, 2019.
- 3.4 “Expiration Date”: June 30, 2022.

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

**4. TERM**

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

**5. CONSULTANT’S SERVICES**

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of Five Hundred Thousand Dollars (\$500,000.00), unless specifically approved in advance and in writing by City.
- 5.2 When performing the work identified in the Scope of Services, Consultant will exercise the degree of care and skill ordinarily exercised by companies in the same business performing the same or similar services, and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant’s performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Michael Huff shall be Consultant’s project administrator and shall have direct responsibility for management of Consultant’s performance under this Agreement. No change shall be made in Consultant’s project administrator without City’s prior written consent.

**6. COMPENSATION**

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services,

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



payment in accordance with the Approved Fee Schedule.

- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant’s standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.

**7. OWNERSHIP OF WRITTEN PRODUCTS**

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

**8. RELATIONSHIP OF PARTIES**

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

**9. CONFIDENTIALITY**

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

termination or expiration of this Agreement.

**10. INDEMNIFICATION**

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

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

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

## 11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
  - 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
  - 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
  - 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California, or otherwise authorized to conduct business in the State of California, and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The General Liability Policy of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions. If this contract provides service to a Homeowners Association, that Homeowners Association must be listed as an additional insured in addition to the City.
- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of

Consultant’s liability or as full performance of Consultant’s duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

**12. MUTUAL COOPERATION**

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

**13. RECORDS AND INSPECTIONS**

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

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

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

If to City:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: Tom Bartlett, City Planner  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7329

If to Consultant:

Dudek  
38 N. Marengo Ave  
Pasadena, CA 91101  
Attn: Michael Huff, Principal  
Telephone: (805) 963-0651  
Facsimile: (805)963-2074

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

With courtesy copy to:

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

**16. SURVIVING COVENANTS**

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

**17. TERMINATION**

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

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

**18. GENERAL PROVISIONS**

18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

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

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

- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

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



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

**“City”**  
**City of Calabasas**

**“Consultant”**  
**Dudek**

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

By: \_\_\_\_\_  
*Frank Dudek, P.E., C.E.O.*

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

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

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

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

**Attest:**

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

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

**Approved as to form:**

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

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



# Exhibit A

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Environmental Review PSA Scope of Services

## SCOPE OF SERVICES

for

Dudek

Exhibit A to a Professional Services Agreement

with

The City of Calabasas

TERM: July 1, 2019 – June 30, 2022

While specific tasks for each particular project or assignment will vary based upon the pertinent issues and deliverable requirements, the consultant generally will be expected to perform the following on-call services:

1. Prepare environmental review documents in the manner required by the California Environmental Quality Act (CEQA) and the CEQA Guidelines, including but not limited to: Initial Studies, Draft Negative Declarations (NDs), draft Mitigated Negative Declarations (MNDs), and Environmental Impact Reports (EIRs), Final NDs, Final MNDs, and Final EIRs; and prepare, issue, publish and record public and agency notices pertaining to such environmental review documents, including but not limited to: Notices of Preparation, Notices of Intent, and Notices of Determination.
2. As necessary, prepare technical studies needed to support or complete environmental review efforts, to include, but not limited to, the following: geotechnical reports, traffic impact reports, oak tree reports, biological assessments and surveys, visual impact analyses, noise studies, air quality studies, cultural/historic resources surveys, hydrologic studies, demographic and/or socio-economic analyses, and other studies.
3. File all required notices with the Los Angeles County Clerk and/or California State Clearinghouse, in accordance with requirements of CEQA and the CEQA Guidelines.
4. Attend all project hearings before the Planning Commission and City Council, and other public meetings as needed.
5. Conduct, and document via written reports, peer reviews of technical studies and reports prepared by other consultant including, but not limited to: geotechnical reports, traffic impact reports, oak tree reports, biological assessments and surveys, visual impact analyses, noise studies, air quality studies, cultural/historic resources surveys, hydrologic studies, and demographic and/or socio-economic analyses.
6. Additional services such as acting as the City Arborist, City Cultural Resource Specialist, or other resource specialist as needed.

7. Process and file other governmental agency permits as may be applicable, to include permits required by California Department of Fish and Wildlife, U. S. DNR Fish & Wildlife Service, and the U. S. Army Corps of Engineers.
8. Provide condition compliance reviews, mitigation monitoring services, and planning services, as necessary in conjunction with the foregoing or as otherwise directed.

All work is to be accomplished under the direction and supervision of the Planning Division, within the Calabasas Department of Community Development.



# Exhibit B

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Dudek 2019 Rate Sheet

**DUDEK**  
**2019 STANDARD SCHEDULE OF CHARGES**

**ENGINEERING SERVICES**

Project Director.....	\$285.00/hr
Principal Engineer III.....	\$265.00/hr
Principal Engineer II.....	\$255.00/hr
Principal Engineer I.....	\$245.00/hr
Program Manager.....	\$225.00/hr
Senior Project Manager.....	\$225.00/hr
Project Manager.....	\$220.00/hr
Senior Engineer III.....	\$215.00/hr
Senior Engineer II.....	\$205.00/hr
Senior Engineer I.....	\$195.00/hr
Project Engineer IV/Technician IV.....	\$185.00/hr
Project Engineer III/Technician III.....	\$175.00/hr
Project Engineer II/Technician II.....	\$160.00/hr
Project Engineer I/Technician I.....	\$145.00/hr
Project Coordinator.....	\$115.00/hr
Engineering Assistant.....	\$110.00/hr

**ENVIRONMENTAL SERVICES**

Project Director.....	\$245.00/hr
Senior Specialist IV.....	\$230.00/hr
Senior Specialist III.....	\$220.00/hr
Senior Specialist II.....	\$200.00/hr
Senior Specialist I.....	\$190.00/hr
Specialist V.....	\$180.00/hr
Specialist IV.....	\$170.00/hr
Specialist III.....	\$160.00/hr
Specialist II.....	\$145.00/hr
Specialist I.....	\$130.00/hr
Analyst V.....	\$120.00/hr
Analyst IV.....	\$110.00/hr
Analyst III.....	\$100.00/hr
Analyst II.....	\$90.00/hr
Analyst I.....	\$80.00/hr
Technician IV.....	\$90.00/hr
Technician III.....	\$80.00/hr
Technician II.....	\$70.00/hr
Technician I.....	\$60.00/hr
Compliance Monitor.....	\$95.00/hr

**DATA MANAGEMENT SERVICES**

GIS Programmer I.....	\$185.00/hr
GIS Specialist IV.....	\$160.00/hr
GIS Specialist III.....	\$150.00/hr
GIS Specialist II.....	\$140.00/hr
GIS Specialist I.....	\$130.00/hr
Data Analyst III.....	\$100.00/hr
Data Analyst II.....	\$90.00/hr
Data Analyst I.....	\$80.00/hr
UAS Pilot.....	\$90.00/hr

**CONSTRUCTION MANAGEMENT SERVICES**

Principal/Manager.....	\$195.00/hr
Senior Construction Manager.....	\$180.00/hr
Senior Project Manager.....	\$165.00/hr
Construction Manager.....	\$155.00/hr
Project Manager.....	\$145.00/hr
Resident Engineer.....	\$145.00/hr
Construction Engineer.....	\$140.00/hr
On-site Owner's Representative.....	\$140.00/hr
Construction Inspector III.....	\$130.00/hr
Construction Inspector II.....	\$120.00/hr
Construction Inspector I.....	\$110.00/hr
Prevailing Wage Inspector.....	\$135.00/hr

**HYDROGEOLOGICAL SERVICES**

Project Director.....	\$285.00/hr
Principal Hydrogeologist/Engineer II.....	\$260.00/hr
Principal Hydrogeologist/Engineer I.....	\$240.00/hr
Sr. Hydrogeologist IV/Engineer IV.....	\$225.00/hr
Sr. Hydrogeologist III/Engineer III.....	\$210.00/hr
Sr. Hydrogeologist II/Engineer II.....	\$195.00/hr
Sr. Hydrogeologist I/Engineer I.....	\$185.00/hr
Hydrogeologist VI/Engineer VI.....	\$165.00/hr
Hydrogeologist V/Engineer V.....	\$155.00/hr
Hydrogeologist IV/Engineer IV.....	\$145.00/hr
Hydrogeologist III/Engineer III.....	\$135.00/hr
Hydrogeologist II/Engineer II.....	\$125.00/hr
Hydrogeologist I/Engineer I.....	\$115.00/hr
Technician.....	\$100.00/hr

**DISTRICT MANAGEMENT & OPERATIONS**

District General Manager.....	\$195.00/hr
District Engineer.....	\$185.00/hr
Operations Manager.....	\$160.00/hr
District Secretary/Accountant.....	\$120.00/hr
Collections System Manager.....	\$135.00/hr
Grade V Operator.....	\$125.00/hr
Grade IV Operator.....	\$110.00/hr
Grade III Operator.....	\$100.00/hr
Grade II Operator.....	\$75.00/hr
Grade I Operator.....	\$70.00/hr
Operator in Training.....	\$65.00/hr
Collection Maintenance Worker II.....	\$75.00/hr
Collection Maintenance Worker I.....	\$65.00/hr

**OFFICE SERVICES**

*Technical/Drafting/CADD Services*

3D Graphic Artist.....	\$175.00/hr
Senior Designer.....	\$165.00/hr
Designer.....	\$155.00/hr
Assistant Designer.....	\$150.00/hr
CADD Operator III.....	\$145.00/hr
CADD Operator II.....	\$140.00/hr
CADD Operator I.....	\$125.00/hr
CADD Drafter.....	\$115.00/hr
CADD Technician.....	\$110.00/hr

**SUPPORT SERVICES**

Technical Editor III.....	\$145.00/hr
Technical Editor II.....	\$130.00/hr
Technical Editor I.....	\$115.00/hr
Publications Specialist III.....	\$105.00/hr
Publications Specialist II.....	\$95.00/hr
Publications Specialist I.....	\$85.00/hr
Clerical Administration.....	\$90.00/hr

**Forensic Engineering** – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

**Emergency and Holidays** – Minimum charge of two hours will be billed at 1.75 times the normal rate.

**Material and Outside Services** – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

**Travel Expenses** – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

**Invoices, Late Charges** – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

**Annual Increases** – Unless identified otherwise, these standard rates will increase 3% annually.

May 1, 2019

900-10

Tom Bartlett, AICP  
City Planner, City of Calabasas  
100 Civic Center Way  
Calabasas, California 91301

**Subject:** *Letter of Proposal for Environmental Review Professional Services Agreement*

Dear Mr. Bartlett:

Dudek is familiar with the City of Calabasas' (the City) land use regulations and procedures for evaluating public and private projects under the California Environmental Quality Act (CEQA) because we have been privileged to assist you with these services for the past several years. Dudek would like to continue providing value to the City based on our:

**RESPONSIVE PROJECT MANAGEMENT.** Dudek's project manager, Michael Huff, has 20 years' experience managing projects for private development and 27 years of professional consulting experience throughout California. He manages Dudek and works closely with Dudek's CEQA, cultural, and other disciplines. Dudek has cultivated a successful working relationship with the City on numerous oak tree permit reviews and several CEQA documents. This experience, integrity, and ability to tap into team resources will facilitate project success. Mr. Huff will be your principal point of contact and daily project team leader.

**LOCAL EXPERTISE.** Dudek's environmental documentation and review services for the City have afforded us insight into effective approaches to the area's particular regulatory, biological, and growth issues. Additionally, our key personnel have recent, direct experience preparing healthy oak tree and other oak tree permits and CEQA documents for as-needed clients throughout Southern California.

**VALUE.** We offer a succinct, knowledgeable team of experienced professionals who will efficiently meet project needs. By carefully selecting team members with focused experience in and around the City, our project management team does not need to bring key players up to speed. We are ready when you need us. Further, we have in-house support to quickly assess and address the spectrum of environmental documentation needs, from technical editing to peer review. We know how to get your environmental documents done right the first time, saving you time and money.

## Scope of Services

Dudek understands that specific tasks for each particular project or assignment will vary based upon the pertinent issues and deliverable requirements. However, we will be capable of performing on-call services that are listed in the scope of services provided by the City. Dudek commits to performing the tasks, as requested on a time and materials basis. The scope of services is for the period July 1, 2019 through June 30, 2022. Please refer to Exhibit A for the City's proposed Scope of Services.

Mr. Tom Bartlett

Subject: *Environmental Review Professional Services Agreement*

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## Service Rates

Please refer to Exhibit B for Dudek's 2019 rate sheet.

Please feel free to contact our proposed project manager, Michael Huff, at 619.992.9161 or mhuff@dudek.com to discuss our unique qualifications to complete this project for the City.

Sincerely,



---

Michael Huff  
Principal and Project Director

Exhibits: A, *Scope of Services*  
B, *Dudek 2019 Rate Sheet*





CITY of CALABASAS

**PROFESSIONAL SERVICES AGREEMENT**  
*(Environmental Science Associates)*

**CONTRACT SUMMARY**

<b>Name of Contractor:</b>	Environmental Science Associates
<b>City Department in charge of Contract:</b>	Community Development
<b>Contact Person for City Department:</b>	Tom Bartlett
<b>Period of Performance for Contract:</b>	July 1, 2019 – June 30, 2022
<b>Not to Exceed Amount of Contract:</b>	\$500,000.00
<b>Scope of Work for Contract:</b>	Environmental Review and Planning Services

**Insurance Requirements for Contract:**

yes  no - Is General Liability insurance required in this contract? YES. \$1,000,000

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

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

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

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

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

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

If yes, please provide coverage amounts: As required under California law

Other:

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

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

**PROFESSIONAL SERVICES AGREEMENT**  
*(Environmental Science Associates)*

**1. IDENTIFICATION**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and Environmental Science Associates, a California corporation, (“Consultant”).

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: preparation of environmental review documents in the manner required by the California Environmental Quality Act (CEQA) and the CEQA Guidelines; prepare technical studies needed to support or complete environmental review efforts; prepare, issue and record associated public notices; process and file other governmental agency permits; and provide condition compliance reviews, mitigation monitoring services, and planning services, as necessary.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services as are set forth in Exhibit A, inclusive of Consultant’s May, 2019 Statement of Qualifications and Proposal to City, attached hereto as and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s fee schedule within the May, 2019 Statement of Qualifications and Proposal document, attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3 “Commencement Date”: July 1, 2019.
- 3.4 “Expiration Date”: June 30, 2022.

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

**4. TERM**

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

**5. CONSULTANT’S SERVICES**

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of Five Hundred Thousand Dollars (\$500,000.00), unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant’s performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Ms. Terri Avila shall be Consultant’s project administrator and shall have direct responsibility for management of Consultant’s performance under this Agreement. No change shall be made in Consultant’s project administrator without City’s prior written consent.

**6. COMPENSATION**

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

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

- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.

**7. OWNERSHIP OF WRITTEN PRODUCTS**

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

**8. RELATIONSHIP OF PARTIES**

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

**9. CONFIDENTIALITY**

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

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

**10. INDEMNIFICATION**

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

Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

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

## 11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
  - 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
  - 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
  - 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out

the necessary insurance and pay, at Consultant's expense, the premium thereon.

- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The General Liability Policy of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions. If this contract provides service to a Homeowners Association, that Homeowners Association must be listed as an additional insured in addition to the City.
- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

**12. MUTUAL COOPERATION**

12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

12.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

**13. RECORDS AND INSPECTIONS**

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

**14. PERMITS AND APPROVALS**

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

**15. NOTICES**

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

If to City:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: Tom Bartlett, City Planner  
Telephone: (818) 224-1600  
Facsimile: (818) 225-7329

If to Consultant:

Environmental Science Assoc.  
233 Wilshire Blvd., Suite 150  
Santa Monica, CA 90401  
Attn: Terri Avila  
Telephone: (310) 451-4488  
Facsimile: (213) 599-4301



With courtesy copy to:

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

**16. SURVIVING COVENANTS**

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

**17. TERMINATION**

- 17.1. City shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2. If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

**18. GENERAL PROVISIONS**

- 18.1. Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry,

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

age, physical or mental disability or medical condition.

- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent

permitted by law.

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

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

**“City”**  
**City of Calabasas**

**“Consultant”**  
**Environmental Science Associates**

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

By: \_\_\_\_\_  
*Terri Avila, Vice President*

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

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

**Attest:**

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

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

**Approved as to form:**

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

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

**EXHIBIT A**  
**SCOPE OF WORK AND FEE SCHEDULE**

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# **SCOPE OF SERVICES**

for

## **Environmental Science Associates**

Exhibit A to a Professional Services Agreement

with

The City of Calabasas

TERM: July 1, 2019 – June 30, 2022

While specific tasks for each particular project or assignment will vary based upon the pertinent issues and deliverable requirements, the consultant generally will be expected to perform the following on-call services:

1. Prepare environmental review documents in the manner required by the California Environmental Quality Act (CEQA) and the CEQA Guidelines, including but not limited to: Initial Studies, Draft Negative Declarations (NDs), draft Mitigated Negative Declarations (MNDs), and Environmental Impact Reports (EIRs), Final NDs, Final MNDs, and Final EIRs; and prepare, issue, publish and record public and agency notices pertaining to such environmental review documents, including but not limited to: Notices of Preparation, Notices of Intent, and Notices of Determination.
2. As necessary, prepare technical studies needed to support or complete environmental review efforts, to include, but not limited to, the following: geotechnical reports, traffic impact reports, oak tree reports, biological assessments and surveys, visual impact analyses, noise studies, air quality studies, cultural/historic resources surveys, hydrologic studies, demographic and/or socio-economic analyses, and other studies.
3. File all required notices with the Los Angeles County Clerk and/or California State Clearinghouse, in accordance with requirements of CEQA and the CEQA Guidelines.
4. Attend all project hearings before the Planning Commission and City Council, and other public meetings as needed.
5. Conduct, and document via written reports, peer reviews of technical studies and reports prepared by other consultant including, but not limited to: geotechnical reports, traffic impact reports, oak tree reports, biological assessments and surveys,

visual impact analyses, noise studies, air quality studies, cultural/historic resources surveys, hydrologic studies, and demographic and/or socio-economic analyses.

6. Additional services such as acting as the City Arborist, City Cultural Resource Specialist, or other resource specialist as needed.
7. Process and file other governmental agency permits as may be applicable, to include permits required by California Department of Fish and Wildlife, U. S. DNR Fish & Wildlife Service, and the U. S. Army Corps of Engineers.
8. Provide condition compliance reviews, mitigation monitoring services, and planning services, as necessary in conjunction with the foregoing or as otherwise directed.

All work is to be accomplished under the direction and supervision of the Planning Division, within the Calabasas Department of Community Development.

Supplementing this scope of work, on the following pages, is additional information regarding the consultant's qualifications, expertise and experience.



# City of Calabasas On-Call Environmental Review Services

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## Statement of Qualifications

For the past 50 years, Environmental Science Associates (ESA) has provided its clients with environmental documentation and consultation to ensure compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and other local, regional, state, and federal regulatory statutes. Our multidisciplinary firm of more than 525 staff members in 19 offices in California, Oregon, Washington, and Florida offers a large variety of technical disciplines that successfully address an array of environmental issues.

Our team is composed of environmental planners (CEQA and NEPA practitioners) as well as technical specialists in air quality, arboriculture, archaeology, biology, geology/environmental hazards, greenhouse gas (GHG), historic resources/architectural history/preservation planning, hydrology, noise and vibration, paleontology, sustainability and climate, traffic, tribal cultural resources (including Assembly Bill [AB] 52 facilitation), and water quality. In addition, ESA has a robust in-house geospatial and technology services group that employs cartographic design, visualizations, and geodata tools (global positioning systems [GPS] and geographic information systems [GIS]) to collect, manage, and display project data to supplement our technical reports.

## Summary of Services

We have compiled a brief summary of our environmental review services to illustrate our in-house technical expertise in the preparation or third-party review of impact assessments in compliance with CEQA.

### Environmental Review Services

ESA has prepared thousands of environmental documents pursuant to CEQA and NEPA. We are entrusted by more than 75 local agencies—including the cities of Thousand Oaks, Ventura, Los Angeles, Santa Monica, Malibu and Long Beach and the counties of Los Angeles, Orange, Santa Barbara, and Kern—to provide as-needed environmental planning and documentation. Throughout our six Southern California locations, we have more than 50 local environmental planners who have the technical command of CEQA and NEPA necessary to prepare strategically designed compliance documentation. Supported by our multidisciplinary subject matter experts, ESA prepares the necessary technical analyses to support everything from a categorical exemption/categorical exclusion to an Environmental Impact Report (EIR)/Environmental Impact Statement (EIS). With a reputation for integrity and objectivity, ESA is often employed to address complex, high-profile projects where sound documentation and meticulous attention to detail are critical. Committed to providing consulting services at the best value, we pride ourselves on our proven ability to meet project goals while maintaining schedule and cost efficiency.

### Air Quality



## Statement of Qualifications

ESA's Air Quality Services Group will provide a full range of air quality services and reporting to the City, including emissions quantification and dispersion modeling; health risk assessments related to airborne pollutants, including diesel particulate emissions; GHG emissions calculations and inventory; and carbon footprint analysis. Our team of air quality specialists uses the latest software and technology, which allows them to develop economically feasible and technically practical solutions for the most challenging project circumstances. Our services include feasibility studies, compliance documentation, regulatory services, stationary source permitting, emissions inventory/reduction plans, air toxics inventory reports/plans, agency negotiations (South Coast Air Quality Management District, California Air Resources Board), risk management plans, and peer review and litigation support.

## Arboriculture

ESA's International Society of Arboriculture (ISA)-Certified Arborists and ISA-Qualified Tree Risk Assessors and Horticulturalists have extensive experience conducting plan-check review for municipalities, including tree surveys and arborist reports in and around Ventura and Los Angeles Counties. They have firsthand experience and knowledge of the urban forest in the city of Calabasas, having reviewed dozens of arborist reports for the City and assisting with implementing their Tree Protection Ordinance. The team also assists Cities' Code Enforcement Departments with tree violations cases that require expert witness testimony and appraisals to estimate damage incurred during unpermitted tree pruning or removal activities, as well as guidance on implementing tree mitigation.

## Biological Resources

ESA's Southern California Biological Resources Group includes more than 30 full-time in-house specialists, providing a full range of biological resources capabilities with extensive experience and knowledge of the flora and fauna in and around the city of Calabasas, which includes habitat assessments, wildlife biology, botany, fisheries and aquatic ecology, wetland science, regulatory permitting and compliance, mitigation planning, and habitat restoration. Our biology team has experience servicing on-call contracts for numerous municipalities and government agencies in Southern California. We routinely design and carry out baseline investigations and field surveys in support of CEQA analyses, while effectively managing projects and communicating key information to clients, regulatory personnel, and the public.

## Climate Change

ESA's scientists and engineers have been at the forefront of assessing and analyzing global greenhouse gas emissions since the passage of the Global Warming Solutions Act of 2006 (AB 32). Using the latest tools and data sources (e.g., California Emissions Estimator Model [CalEEMod], The Climate Registry, California Air Pollution Control Officers Association [CAPCOA], and custom-built tools), our professionals provide expert advice and analyses to guide clients across all market sectors through the compliance process required by AB 32. In addition to numerous studies and analyses, the ESA team is skilled in developing scientifically sound solutions to effectively and feasibly reduce emissions of heat-trapping gases and in evaluating sustainability practices. ESA's experience with Climate Action Plans (CAPs) includes the City of San Diego Climate Action Plan EIR, for which ESA led development of the CAP EIR, helping to ensure that the CAP is consistent with the state's climate stabilization goals, and with the requirement of CEQA Section 15183.5 for using a CAP to streamline GHG analysis of future development projects.

Our team of experts have also facilitated a series of CAP forums in 2017 and 2018 throughout the state of California to share best practices in community planning and environmental review related to climate change. Topics addressed how California's new climate laws (i.e., Senate Bill [SB] 32, SB 350, SB 379) affect community planning, how a CAP can be used to streamline CEQA review of development projects, related funding opportunities, and approaches to sea-level-rise adaptation planning.

## Cultural and Tribal Resources

**Cultural Resources:** ESA's Southern California Cultural Resources Group consists of a highly qualified team of 19 cultural resources specialists who are experts in the areas of archaeological resources, historic architectural resources, ethnographic resources, and paleontological resources. ESA regularly conducts cultural resources assessments for community planning projects requiring state and federal agency consultation and State Historic Preservation Officer consultation and approval. Our team has extensive experience assisting agencies with meeting the requirements of Section 106 of the National Historic Preservation Act, which is triggered by a federal funding/permitting nexus such as the State Revolving Fund or the U.S. Bureau of Reclamation. Our cultural resources specialists service a number of public on-call contracts, often in the capacity of serving as on-call historic preservation specialists to determine significance or to ensure compliance with the secretary of the interior standards or serving as on-call archaeologists and paleontologists available for third-party review or rapid response during accidental discovery.

**Tribal Resources:** ESA's Southern California cultural resources team is well versed in AB 52 tribal consultation and has helped public agencies navigate the nuances in this process since its implementation in 2015. In addition to understanding the requirements of the law, our team has an excellent comprehension of strategic approaches and important decision points that impact the success of the AB 52 process. Additionally, our staff have led over a dozen trainings for local and state lead agencies and other groups interested in understanding how to implement the statutes associated with the bill. The trainings are geared to providing lead agencies with the tools and know-how to make fully informed, legally defensible decisions. The training curriculum generally includes: the statutory requirements of implementing AB 52, strategic approaches to consultation, substantive evidence and tribal cultural resources, how to approach tribal cultural resources in CEQA documents, and when/how to address tribal mitigation requests in CEQA documents.

## Geology and Soils

ESA typically peer reviews applicant-commissioned reports for CEQA compliance and integrates the information into the CEQA document. If a detailed technical report is required, ESA will often reach out to trusted subconsultants such as Ninyo & Moore, Geosyntec, or Leighton Group to supplement ESA's in-house staff to provide geology and soils support for projects. Whether integrating applicant-provided reports or working with a technical subconsultant, ESA's technical specialists ensure consistency with CEQA and City requirements and adequacy of evaluation methods.

## Hazards and Hazardous Materials

ESA typically peer reviews applicant-commissioned Phase I and Phase II Environmental Site Assessments for CEQA compliance and integrates the information into the CEQA document. While ESA's Hazards and Hazardous Materials staff have experience and expertise in human health risk assessments and Phase I analyses, ESA will determine whether project needs can be completed with our in-house team or if the nature or the work requires

## Statement of Qualifications

the services of a trusted subconsultant such as Ninyo & Moore, Geosyntec, or Leighton Group to supplement our in-house staff. In either case, ESA's technical specialists ensure consistency with CEQA and City requirements and adequacy of evaluation methods.

## Hydrology/Water Quality

ESA combines rigorous science and practical engineering solutions to solve complex water resource challenges. Our team of scientists and engineers is unified by our dedicated understanding of—and appreciation for—natural systems. Our solutions are grounded in a deep understanding of natural processes, facilitating enduring results with multiple benefits. Our water quality experts have produced hydrologic and pollutant load modeling for stormwater management and bring experience developing resource-based water quality targets throughout the United States. Our team also provides integrated stormwater management and pollution prevention services for transportation, infrastructure, and other municipal projects. Our certified stormwater quality specialists help to prepare Stormwater Pollution Prevention Plans that focus on erosion control and monitoring for construction projects to identify specific best management practices to be implemented. Our team also designs best management practices needed to comply with National Pollutant Discharge Elimination System municipal separate storm sewer system (MS4) permit requirements. Our team brings experience in the evaluation and presentation of multi-media and biological monitoring results that fully integrate the data to draw scientific conclusions that determine program effectiveness and compliance for total maximum daily loads (TMDLs) and MS4 permits.

## Noise

ESA provides comprehensive noise consulting services and understands the sensitivity of noise associated with construction and operation of projects on adjacent sensitive receptors, which typically include residences and schools. ESA's Noise Services Group is capable of providing expert assistance in preparing noise assessments associated with a broad range of project types. We are also adept at analyzing vibration impacts that may be associated with projects that involve drilling; such noise and vibration can disrupt neighboring sensitive receptors overnight and require special construction methods to mitigate impacts. Our team knows how to identify and customize the technical analysis required for each project; noise assessments can include on-site noise measurements, residential noise studies, community noise surveys, traffic noise analyses, and construction noise measurements, analyses, and mitigation.

## Socio-Economics

ESA often partners with reputable economic firms such as HR&A Advisors to assist with socio-economic and environmental justice studies. HR&A is an industry leader in economic development, real estate, and public policy consulting. HR&A brings extensive experience providing economic analyses for cities around Los Angeles County and has a demonstrated history of successful collaboration with ESA and wide-ranging experience with environmental policy acts. They have worked alongside ESA on behalf of the City of Carson supporting its General Plan update as well as on a number of City of Santa Monica projects.

## Traffic and Transportation

ESA provides analyses of traffic impacts associated with construction and operation activities for all projects as part of the CEQA analysis. The severity of traffic impacts resulting from a given project is dependent upon the size and scale of the project; construction methods, materials, and disposal requirements that dictate

construction-related vehicle trips; length of construction schedules; surrounding land uses, development types, sensitive receptors, roadway sizes/capacities, and access points; and operational characteristics that result in new passenger, employee, or delivery vehicle trips. To augment ESA's in-house capabilities, we often team with a traffic engineer such as Fehr & Peers, Iteris, or Translutions, firms that specialize in providing transportation planning and traffic engineering services to public- and private-sector clients. ESA would use these traffic studies as the foundation for the ultimate determination of impacts, significance conclusions, and required mitigation measures in CEQA documents.

## Wildfire

ESA maintains expertise in the latest approaches to wildfire resiliency planning, a topic whose urgency has become more pronounced with the recent devastating wildfires throughout the state of California. The 2019 State CEQA Guidelines include the addition of wildfire as a standalone topic in CEQA Appendix G and require that CEQA documents address emergency response and evacuation, site conditions such as slope and winds, infrastructure (such as utilities) that may exacerbate fire risk, and downslope or downstream risks. ESA is now evaluating these issues in our CEQA environmental documents and will incorporate the latest approaches in our analyses for the City.

## Geographic Information Systems/Geospatial Technology

ESA's Geospatial Group works closely with our project teams to strategize and solve complex issues while incorporating state-of-the-art technologies. The geospatial services team is equipped with sophisticated data collection tools, including unmanned aerial systems (drones)—operated by FAA-certified pilots—across all regions, and an array of the latest software and GIS technology to monitor and analyze project-related events. Additionally, ESA offers the City a real-time, scalable mobile data collection and reporting system to support compliance and construction monitoring projects from planning through completion. The system is built on a cloud infrastructure for efficient data transfer from the field to the cloud-hosted database using secure application programming interfaces. This value-added approach to data collection allows us to efficiently collect data in the field and have the results immediately accessible to the City to view via an online map interface, in real-time.

## Relevant Project Experience

### Calabasas Experience

ESA has provided CEQA document preparation, geotechnical studies, biological assessments and other technical reviews, review of proposed projects and documentation from other jurisdictions surrounding the city, and compliance monitoring and reporting regarding approved mitigation measures. ESA has assisted the city's code enforcement department with oak tree damage assessments, and have reviewed dozens of tree reports prepared by City-approved arborists, and has conducted tree appraisals and provided expert witness testimony to the city for a code enforcement civil suit. ESA has successfully completed more than 40 task orders under this contract. The projects on the following page are a selection of those ESA has performed in the last five years.

## Selected City of Calabasas Experience

### Viewpoint School, Tennis Courts, and Park

After successfully working with the City on the previous entitlements for the Viewpoint School, the last component ESA worked with the City of Calabasas on was preparing an Initial Study/Mitigated Negative Declaration (IS/MND) supporting the development of the Viewpoint School Tennis Courts and Parking Lots Project, which included the development of three sites (Peters, Brown, and Castle Oak) that was to become part of the school campus property. Improvements included installation of six tennis courts, including an accessory building, additional campus parking in three areas, and the renovation of two existing residential structures, one to accommodate offices for school administration and the second to provide a primary residence to the school principal. The project removed the Peter's property building and appurtenant structures, redeveloped the interior of the Castle Oaks property to accommodate the administrative offices, and updated the Brown residence to accommodate the principal's primary residence. ESA prepared four technical studies to support the IS/MND, including air quality, cultural resources, GHG emissions, and noise. ESA also provided peer reviews for the biological resources reports and traffic study that were prepared to support the document. The environmental document was prepared according to schedule and under budget.

### Raznick Mixed-Use Project

ESA and the City successfully prepared an IS/MND to support the development of the Raznick Mixed-Use project. The project includes the demolition of two existing commercial buildings and a parking lot, and construction of a four-story senior apartment building, a one-story stand-alone commercial building, and associated grade-level parking. The project site is accessible from a newly configured driveway off Park Sorrento. Parking is in compliance with state law for projects that provide residential units designated for affordable housing, with a total of 70 parking stalls and 48 bicycle stalls for residents, guests, and commercial uses. ESA prepared four technical studies to support the IS/MND, including air quality, cultural resources, GHG emissions, and noise. ESA also peer reviewed the biological resources reports, a Phase 1 Environmental Site Assessment, and a traffic study that were prepared to support the document. ESA worked with the City staff to ensure that the environmental document was completed according to the City's desired schedule.

### Two Single-Family Residences Project

The City of Calabasas and ESA prepared an IS/MND to support the development of two properties at 3101 and 3111 Old Topanga Canyon Road. The proposed development on the 3101 Old Topanga Canyon Road property included the construction of a new 8,993-square-foot, two-story, single-family residence and ancillary structures. The proposed development on the 3111 Old Topanga Canyon Road property included the construction of a new 7,225-square-foot, two-story, single-family residence and ancillary structures. ESA is preparing four technical studies to support the IS/MND, including air quality, cultural resources, GHG emissions, and noise. ESA peer reviewed the biological resource reports and traffic study prepared to support the document. The environmental documents were prepared on time and under budget.

The projects on the following page are a recent selection of CEQA compliance in Los Angeles County for projects and communities similar to Calabasas.

## Relevant and Representative Experience

### City of Agoura Hills On-Call Arborist Services

ESA has been providing on-call arborist services to the City of Agoura Hills for both City-initiated projects and non-City-initiated projects since 2015. Under this contract ESA provides plant check review, including review of arborist reports and site plans to verify consistency with the City's Oak Tree Ordinance and Municipal Code, and prepared project-specific conditions of approval for planner staff reports. ESA's arborists also assist the City's code enforcement department with oak tree damage assessments, monitors oak trees within city right-of-way for the Public Works Department, and reviews Conditional Use Permit and Oak Tree Permit applications and submittal packages for the Planning Department for non-city initiated development projects.

### Boething Treeland Farms Project

ESA is working with the City of Los Angeles to prepare an EIR to support the development of the Boething Treeland Nursery. The Boething Treeland Farms is located at 23475 Long Valley Road in Woodland Hills, encompassing approximately 35 acres in the Woodland Hills community of the City of Los Angeles. The project includes two improvements, including a single-family home and a retail shop. The Project Site is in a single-family residential neighborhood, but it is also located adjacent to the Ventura Freeway (US-101). The project proposes to develop 100 to 150 single-family homes and some amount of commercial uses would be developed on the site. To support this project, an EIR is being prepared pursuant to CEQA, with the City of Los Angeles acting as the CEQA lead agency. ESA is also preparing four technical studies to support the EIR, including a tree survey, a historical resources survey, an archaeology/paleontology/Native American cultural resources report, and biological resources assessments.

### Burbank Boulevard–De Soto Avenue Mixed-Use Project

ESA is working with the City of Los Angeles to prepare a tiered IS/MND for the Burbank Boulevard–De Soto Avenue Mixed-Use Project. The project is preparing a tiered document from the Program EIR for the Warner Center 2035 Specific Plan. The project would demolish the existing on-site buildings and other improvements and construct a mixed-use development consisting of 12 buildings and providing 2,939,125 square feet of office, residential, retail, and hotel floor area. The proposed residential buildings would be five stories in height and located in the northern and central portions of the project site. A hotel building would be located in the center of the development and would be five stories in height. Office buildings and commercial uses would be located along the southern site boundary and in the southeast corner of the project site, fronting Burbank Boulevard and De Soto Avenue. ESA is working with the City to prepare an aesthetic impacts analysis, air quality calculation, GHG emissions calculations, noise analysis, energy calculation, and shade-shadow impact analysis.

### Miramar Hotel Redevelopment Plan

ESA is preparing the EIR for the Miramar Hotel Redevelopment Project for the City of Santa Monica. The project would redevelop the entire Fairmont Miramar Hotel site—with the exception of on-site historical resources, including the Pacific Palisades Building and the area with the Moreton Bay Fig Tree. The project includes adaptive reuse of the historic Palisades Building and replacement of other buildings to provide a mixed-use luxury hotel with new food and beverage facilities, open space, spa, meeting facilities, and retail space, along with residential units on the upper floors of the new buildings. Though ESA began working on the project in 2011, the project went on hold for several years as the project details evolved. Work on the EIR resumed late last year.

### Relevant and Representative Experience

#### Westlake Boulevard Parcel Map Project

ESA drafted an Initial Study and is processing a 2081 Permit with the California Department of Fish and Wildlife for the Westlake Boulevard Parcel Map project, a vesting tentative parcel map to create two single-family residential lots in a hillside management area, each lot consisting of over 20 acres. The project site is approximately 46 acres, located about a mile north of Mulholland Highway. The proposed land division would divide the parcel, along an east-west line, into two parcels sized approximately 20.9 acres and 25.7 acres, respectively. A significant ridgeline is designated on the project site, approximately in the middle of the property. The property is zoned Light Agriculture (A-1) with a 20-acre minimum lot size requirement and has a land use designation of Mountain Lands N20, which allows one dwelling unit per 20 acres. The project will involve a total cut and fill of 6,830 cubic yards, 5,847 of which is regulated by the Santa Monica Mountains North Area Community Standards District (CSD), which exceeds the 5,000-cubic-yard threshold within the CSD, thus requiring a Conditional Use Permit.

ESA staff has been involved with the project since the design phase with the drafting of a Lyon's pentachaeta avoidance plan to minimize the potential for impacts to the federal- and state-listed endangered species. ESA has advised the project applicant with the preparation of the state and federal Endangered Species Acts.

#### Oaks at Monte Nido

ESA is providing both environmental and biological services to prepare a focused EIR and a biological resources technical report for the proposed Oaks and Monte Nido Development in the Monte Nido Community between Malibu and Calabasas. The proposed development includes 15 single-family residences on separate individual recorded parcels along the scenic route of Piuma Road.

#### Los Angeles County and City of Malibu Biological Assessments

ESA's Biology Group has prepared dozens of biological assessment reports in accordance with the County of Los Angeles Santa Monica Mountains Local Coastal Program and the City of Malibu Local Coastal Program, as well as for numerous residential, water district and public-funded projects located in non-coastal unincorporated areas throughout the county. Our in-house biology team routinely conduct focused botanical surveys, wildlife surveys, wetland delineations, and tree surveys around the unincorporated areas of Calabasas. In addition, ESA's Biology Group has prepared several wetland and stream permit packages and restoration plans for various projects in the region.

## Project Team

Kimberly Comacho will serve as the primary point of contact for the on-call. She will be available to receive requests and task orders from the City. She will be supported by a team of in-house environmental planners, scientists, engineers, and resource specialists drawn from ESA's Southern California Region of more than 150 staff members and out-of-region specialists, as needed. Specifically, when it comes to arborist services Greg Ainsworth will be available to serve the City again as the on-call arborist under this contract a post he has served since 2009.

Terri Avila will be the principal-in-charge of the contract. She is an ESA vice president and the firm's Community Development Practice Leader with the authority to negotiate, commit, and sign ESA's contracts. Because of her authority, she will ensure that the City has access to the staffing resources necessary for each project. Terri will also be available to offer strategic guidance and quality assurance and quality control services on this contract.

## Hourly Rates

Charges will be made at the Category hourly rates set forth below for time spent on project management, document or report preparation and review, technical surveys or studies, consultation or meetings related to the project, and travel time. Time spent on projects in litigation, in depositions, and providing expert testimony will be charged at the Category rate times 1.5.

Labor Category	Level I	Level II	Level III
Senior Director	225	260	275
Director	190	200	220
Managing Associate	165	175	185
Senior Associate	130	150	160
Associate	100	110	120
Project Technicians	80	90	110
Arborists	140	165	185

- a) The range of rates shown for each staff category reflects ESA staff qualifications, expertise, and experience levels. These rate ranges allow our project managers to assemble the best project teams to meet the unique project requirements and client expectations for each opportunity.
- b) From time to time, ESA retains outside professional and technical labor on a temporary basis to meet peak workload demands. Such contract labor may be charged at regular Employee Category rates.
- c) ESA reserves the right to revise the Personnel Category Rates annually to reflect changes in its operating costs.







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

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**DATE:** JUNE 17, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**BY:** JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER   
RON AHLERS, CHIEF FINANCIAL OFFICER  
MICHAEL MCCONVILLE, MANAGEMENT ANALYST

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2019-1639, RESCINDING  
RESOLUTION NO. 2018-1596 AND APPROVING A SALARY  
SCHEDULE FOR PERMANENT EMPLOYEES

**MEETING DATE:** JUNE 26, 2019

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2019-1639, rescinding Resolution No. 2018-1596 and approving a salary schedule for permanent employees.

**BACKGROUND:**

On an annual basis, the City Council adopts a new compensation resolution for permanent full-time employees for the upcoming fiscal year. This resolution approves employee positions, salary ranges, benefit levels, and the number of employees needed for each position. Resolution No. 2019-1639 provides for the current level of benefits and the salary range schedule incorporated in this resolution also provides a 3.81% cost of living adjustment (COLA) for all permanent full-time employee positions listed in the resolution, beginning July 1, 2019.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City's Fiscal Year 2019-20 General Fund budget for full-time salaries is \$6,072,200. The cost for providing a 3.81% Cost of Living Adjustment (COLA) for each permanent employee totals \$226,136 from the General Fund and is included in the budget presented to the City Council.

**REQUESTED ACTION:**

It is requested that the City Council approve adoption of Resolution No. 2019-1639.

**ATTACHMENTS:**

Resolution No. 2019-1639

**ITEM 3 ATTACHMENT  
RESOLUTION NO. 2019-1639**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, RESCINDING RESOLUTION  
2018-1596 AND APPROVING A SALARY SCHEDULE  
FOR PERMANENT EMPLOYEES.**

This resolution is adopted in order to set forth compensation procedure and benefit levels, to promote stronger employer-employee relations, and as a means of recognizing performance in all areas of service. This resolution shall be effective as of July 1, 2019.

**SECTION 1. DEFINITIONS**

**Full-Time Permanent Employees.** A full-time permanent employee is one whose position is allocated in the budget and who regularly works a minimum of forty (40) hours per workweek on a continuing basis. Such employees are hired for an indefinite and unspecified duration.

The following salary ranges are hereby established.

**A. City Manager**

<b>POSITION</b>	<b>MONTHLY SALARY*</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
City Manager	\$20,141	1

\* In accordance with City Manager Employment Agreement

**PERMANENT EMPLOYEE SALARY RANGES**

**B. Management Classification**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Community Services Director	P207	1

Media and Information Services Director	P197	1
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**C. Mid-Management Classification**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Deputy Public Works Director	P178	1
Information Systems Manager	P170	1
City Planner	P168	1
Landscape District Maintenance Manager	P162	1
City Clerk	P162	1
Building Official	P159	1
Administrative Services Manager	P157	1
Deputy Community Services Director	P152	1
City Librarian	P150	1

**D. Professional/Supervisory Classification**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Senior Civil Engineer	P148	1
Senior Planner	P148	2
Environmental Services Supervisor	P148	1
Recreation Manager	P140	1
Accounting Supervisor	P132	1
Media Supervisor	P132	1
Public Safety Coordinator	P132	1
Facility Supervisor	P129	2

**E. Professional/Technical Classification**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Associate Civil Engineer	P131	1
Recreation Supervisor	P129	1
Senior Building Inspector	P126	1
Senior Public Works Inspector	P126	1
Associate Planner	P130	2
Senior Media Specialist	P120	2
Building Inspector	P117	2
Permit Center Supervisor	P117	1
Grant/Contract Administrator	P116	1
Management Analyst	P116	1
Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1
Landscape Maintenance Inspector	P114	1
Librarian	P114	1
Preschool Supervisor	P114	1
Recreation Coordinator	P114	3
Code Enforcement Officer	P108	1
Library Circulation Supervisor	P108	1
Assistant Planner	P107	1

**F. Administrative/General Support Classification**

<b>POSITION</b>	<b>SALARY SCHEDULE NUMBER</b>	<b>NUMBER OF EMPLOYEES BUDGETED IN POSITION</b>
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Executive Assistant II	P107	2
Information Systems Assistant	P107	2

Executive Assistant I	P102	7
Facility Maintenance Technician II	P94	1
Public Works Maintenance Technician	P87	2
Assistant to the City Clerk	P87	1
Facility Maintenance Technician	P84	2
Library Technician	P69	1
Library Technical Services Coordinator	P69	1
Office Assistant	P69	1
Preschool Teacher	P43	5
Maintenance Assistant	P37	1
<b>Total Number of Positions</b>		<b>79</b>

## **SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE**

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications. The compensation for the City Manager shall be set by the City Council and includes all other benefits contained in this resolution.
- B. At any time during the fiscal year, the City Manager is authorized to increase the salary ranges.
1. The adjustment for any one salary range may not exceed 10 percent in a fiscal year. If a salary range is adjusted more than once in a fiscal year, the total adjustment, measured from the pre-adjusted baseline, may not exceed 10 percent in that fiscal year.
  2. Adjustments must be based on findings. Findings must relate to a change in duties, job conditions, salary comparison to similar positions in comparable public agencies, or any other similar basis.
  3. Adjustments are completely separate from merit increases. Merit increases relate to an individual employee. Adjustments relate to all employees of a position within the relevant classification.

4. Adjustments are not retroactive. Adjustments are determined at the sole discretion of the City Manager and employees have no right to such adjustments.
5. Adjustments do not require approval or resolution of the City Council. The City Council, the Administrative Services Manager, and Chief Financial Officer shall be notified of such adjustments and the findings which support them, in writing.
6. All such adjustments shall be subject to budget appropriation and may not be approved if to do so would exceed existing budget authority unless made contingent upon a budget amendment approved by the City Council.
7. The Salary Schedule for Permanent Positions (attached) has been adjusted from a monthly wage range/step schedule to a bi-weekly schedule for accounting and payroll purposes.

### **SECTION 3. CONFERENCES/PROFESSIONAL DEVELOPMENT**

In order to promote continued development of skills, knowledge and abilities among the employees of the City, the City Manager may grant time off to any full-time employee in order to attend professional, technical or managerial workshops, courses, conferences, conventions, seminars, or related activities. The costs for attendance at these activities including travel, per diem, registration, tuition, materials or other reasonable costs are legitimate City expenditures if provided for in the annual City Budget and approved by the Department Head and City Manager.

### **SECTION 4. RETIREMENT**

The City contracts with the California Public Employees Retirement System (PERS) and provides PERS 2% at 55 for Local Miscellaneous Classic Members. For new members enrolled in PERS after January 1, 2013, the City provides PERS 2% at 62 for local miscellaneous Public Employees' Pension Reform Act of 2013 (PEPRA) members. The City agrees to pay the employee contribution rate to PERS for each Classic full-time permanent employee and City Councilmembers (elected prior to January 1, 2013); all other employees, including new members and City Councilmembers, will pay their own contribution amount to PERS, consistent with PEPRA law. The City also provides 1959 Survivor Benefits third level and Sick Leave Conversion Service Credit for all members.

**SECTION 5. LIFE INSURANCE BENEFITS**

For permanent full-time employees, the City contracts with VOYA Financial in the amount of three times the employee’s annual salary (not to exceed \$350,000) and \$50,000 for each Councilmember. The City agrees to pay the full cost for life insurance for full-time employees, including City Councilmembers.

**SECTION 6. DEFERRED COMPENSATION CONTRIBUTION**

The City will pay a deferred compensation contribution into a City approved deferred compensation program for enrolled permanent full-time employees. Participating employees will receive a 100% contribution match up to 2% of their gross base salary. Gross base salary is defined as wages paid as described in the Permanent Employees Salary Ranges (reference Section 1, herein).

Resolution No. 2018-1596, and any conflicting provisions previously adopted, are hereby rescinded.

To the extent the provisions of this Resolution No. 2019-1639 are substantially the same as any other resolution or action of the City Council, the provisions of Resolution 2019-1639 shall be construed as continuations of these other enactments, and not as new enactments.

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

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

ATTEST:

APPROVED AS TO FORM:

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

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



**CITY OF CALABASAS  
PERMANENT POSITIONS  
BI-WEEKLY WAGE RANGE / STEP SCHEDULE  
Effective July 1, 2019**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P1	801.59	821.63	842.17	863.22	884.81	906.93	929.60	952.84	976.66	1,001.08
P2	809.61	829.85	850.59	871.86	893.65	915.99	938.89	962.37	986.43	1,011.09
P3	817.70	838.14	859.10	880.58	902.59	925.15	948.28	971.99	996.29	1,021.20
P4	825.88	846.53	867.69	889.38	911.62	934.41	957.77	981.71	1,006.25	1,031.41
P5	834.14	854.99	876.37	898.27	920.73	943.75	967.34	991.53	1,016.32	1,041.72
P6	842.48	863.54	885.13	907.26	929.94	953.19	977.02	1,001.44	1,026.48	1,052.14
P7	850.90	872.18	893.98	916.33	939.24	962.72	986.79	1,011.46	1,036.74	1,062.66
P8	859.41	880.90	902.92	925.49	948.63	972.35	996.66	1,021.57	1,047.11	1,073.29
P9	868.01	889.71	911.95	934.75	958.12	982.07	1,006.62	1,031.79	1,057.58	1,084.02
P10	876.69	898.60	921.07	944.10	967.70	991.89	1,016.69	1,042.11	1,068.16	1,094.86
P11	885.45	907.59	930.28	953.54	977.38	1,001.81	1,026.85	1,052.53	1,078.84	1,105.81
P12	894.31	916.67	939.58	963.07	987.15	1,011.83	1,037.12	1,063.05	1,089.63	1,116.87
P13	903.25	925.83	948.98	972.70	997.02	1,021.95	1,047.49	1,073.68	1,100.52	1,128.04
P14	912.28	935.09	958.47	982.43	1,006.99	1,032.17	1,057.97	1,084.42	1,111.53	1,139.32
P15	921.41	944.44	968.05	992.25	1,017.06	1,042.49	1,068.55	1,095.26	1,122.64	1,150.71
P16	930.62	953.89	977.73	1,002.18	1,027.23	1,052.91	1,079.23	1,106.22	1,133.87	1,162.22
P17	939.93	963.43	987.51	1,012.20	1,037.50	1,063.44	1,090.03	1,117.28	1,145.21	1,173.84
P18	949.33	973.06	997.39	1,022.32	1,047.88	1,074.08	1,100.93	1,128.45	1,156.66	1,185.58
P19	958.82	982.79	1,007.36	1,032.54	1,058.36	1,084.82	1,111.94	1,139.74	1,168.23	1,197.43
P20	968.41	992.62	1,017.43	1,042.87	1,068.94	1,095.66	1,123.06	1,151.13	1,179.91	1,209.41
P21	978.09	1,002.54	1,027.61	1,053.30	1,079.63	1,106.62	1,134.29	1,162.64	1,191.71	1,221.50
P22	987.87	1,012.57	1,037.88	1,063.83	1,090.43	1,117.69	1,145.63	1,174.27	1,203.63	1,233.72
P23	997.75	1,022.70	1,048.26	1,074.47	1,101.33	1,128.86	1,157.09	1,186.01	1,215.66	1,246.05
P24	1,007.73	1,032.92	1,058.75	1,085.21	1,112.34	1,140.15	1,168.66	1,197.87	1,227.82	1,258.52
P25	1,017.81	1,043.25	1,069.33	1,096.07	1,123.47	1,151.55	1,180.34	1,209.85	1,240.10	1,271.10
P26	1,027.98	1,053.68	1,080.03	1,107.03	1,134.70	1,163.07	1,192.15	1,221.95	1,252.50	1,283.81
P27	1,038.26	1,064.22	1,090.83	1,118.10	1,146.05	1,174.70	1,204.07	1,234.17	1,265.02	1,296.65
P28	1,048.65	1,074.86	1,101.73	1,129.28	1,157.51	1,186.45	1,216.11	1,246.51	1,277.67	1,309.62
P29	1,059.13	1,085.61	1,112.75	1,140.57	1,169.08	1,198.31	1,228.27	1,258.98	1,290.45	1,322.71
P30	1,069.72	1,096.47	1,123.88	1,151.98	1,180.78	1,210.30	1,240.55	1,271.57	1,303.36	1,335.94
P31	1,080.42	1,107.43	1,135.12	1,163.50	1,192.58	1,222.40	1,252.96	1,284.28	1,316.39	1,349.30
P32	1,091.23	1,118.51	1,146.47	1,175.13	1,204.51	1,234.62	1,265.49	1,297.12	1,329.55	1,362.79
P33	1,102.14	1,129.69	1,157.93	1,186.88	1,216.55	1,246.97	1,278.14	1,310.10	1,342.85	1,376.42
P34	1,113.16	1,140.99	1,169.51	1,198.75	1,228.72	1,259.44	1,290.92	1,323.20	1,356.28	1,390.18
P35	1,124.29	1,152.40	1,181.21	1,210.74	1,241.01	1,272.03	1,303.83	1,336.43	1,369.84	1,404.09
P36	1,135.53	1,163.92	1,193.02	1,222.85	1,253.42	1,284.75	1,316.87	1,349.79	1,383.54	1,418.13
P37	1,146.89	1,175.56	1,204.95	1,235.07	1,265.95	1,297.60	1,330.04	1,363.29	1,397.37	1,432.31
P38	1,158.36	1,187.32	1,217.00	1,247.43	1,278.61	1,310.58	1,343.34	1,376.92	1,411.35	1,446.63
P39	1,169.94	1,199.19	1,229.17	1,259.90	1,291.40	1,323.68	1,356.77	1,390.69	1,425.46	1,461.10
P40	1,181.64	1,211.18	1,241.46	1,272.50	1,304.31	1,336.92	1,370.34	1,404.60	1,439.72	1,475.71
P41	1,193.46	1,223.29	1,253.88	1,285.22	1,317.35	1,350.29	1,384.05	1,418.65	1,454.11	1,490.47
P42	1,205.39	1,235.53	1,266.42	1,298.08	1,330.53	1,363.79	1,397.89	1,432.83	1,468.65	1,505.37
P43	1,217.45	1,247.88	1,279.08	1,311.06	1,343.83	1,377.43	1,411.86	1,447.16	1,483.34	1,520.42
P44	1,229.62	1,260.36	1,291.87	1,324.17	1,357.27	1,391.20	1,425.98	1,461.63	1,498.17	1,535.63
P45	1,241.92	1,272.96	1,304.79	1,337.41	1,370.84	1,405.12	1,440.24	1,476.25	1,513.16	1,550.98
P46	1,254.34	1,285.69	1,317.84	1,350.78	1,384.55	1,419.17	1,454.65	1,491.01	1,528.29	1,566.49
P47	1,266.88	1,298.55	1,331.02	1,364.29	1,398.40	1,433.36	1,469.19	1,505.92	1,543.57	1,582.16
P48	1,279.55	1,311.54	1,344.33	1,377.93	1,412.38	1,447.69	1,483.88	1,520.98	1,559.01	1,597.98
P49	1,292.34	1,324.65	1,357.77	1,391.71	1,426.51	1,462.17	1,498.72	1,536.19	1,574.60	1,613.96
P50	1,305.27	1,337.90	1,371.35	1,405.63	1,440.77	1,476.79	1,513.71	1,551.55	1,590.34	1,630.10
P51	1,318.32	1,351.28	1,385.06	1,419.69	1,455.18	1,491.56	1,528.85	1,567.07	1,606.24	1,646.40
P52	1,331.50	1,364.79	1,398.91	1,433.88	1,469.73	1,506.47	1,544.14	1,582.74	1,622.31	1,662.86
P53	1,344.82	1,378.44	1,412.90	1,448.22	1,484.43	1,521.54	1,559.58	1,598.57	1,638.53	1,679.49
P54	1,358.27	1,392.22	1,427.03	1,462.70	1,499.27	1,536.75	1,575.17	1,614.55	1,654.92	1,696.29
P55	1,371.85	1,406.15	1,441.30	1,477.33	1,514.26	1,552.12	1,590.92	1,630.70	1,671.46	1,713.25

**CITY OF CALABASAS  
PERMANENT POSITIONS  
BI-WEEKLY WAGE RANGE / STEP SCHEDULE  
Effective July 1, 2019**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P56	1,385.57	1,420.21	1,455.71	1,492.10	1,529.41	1,567.64	1,606.83	1,647.00	1,688.18	1,730.38
P57	1,399.42	1,434.41	1,470.27	1,507.03	1,544.70	1,583.32	1,622.90	1,663.47	1,705.06	1,747.69
P58	1,413.42	1,448.75	1,484.97	1,522.10	1,560.15	1,599.15	1,639.13	1,680.11	1,722.11	1,765.16
P59	1,427.55	1,463.24	1,499.82	1,537.32	1,575.75	1,615.14	1,655.52	1,696.91	1,739.33	1,782.82
P60	1,441.83	1,477.87	1,514.82	1,552.69	1,591.51	1,631.29	1,672.08	1,713.88	1,756.73	1,800.64
P61	1,456.25	1,492.65	1,529.97	1,568.22	1,607.42	1,647.61	1,688.80	1,731.02	1,774.29	1,818.65
P62	1,470.81	1,507.58	1,545.27	1,583.90	1,623.50	1,664.08	1,705.69	1,748.33	1,792.04	1,836.84
P63	1,485.52	1,522.65	1,560.72	1,599.74	1,639.73	1,680.72	1,722.74	1,765.81	1,809.96	1,855.21
P64	1,500.37	1,537.88	1,576.33	1,615.74	1,656.13	1,697.53	1,739.97	1,783.47	1,828.06	1,873.76
P65	1,515.37	1,553.26	1,592.09	1,631.89	1,672.69	1,714.51	1,757.37	1,801.30	1,846.34	1,892.50
P66	1,530.53	1,568.79	1,608.01	1,648.21	1,689.42	1,731.65	1,774.94	1,819.32	1,864.80	1,911.42
P67	1,545.83	1,584.48	1,624.09	1,664.69	1,706.31	1,748.97	1,792.69	1,837.51	1,883.45	1,930.53
P68	1,561.29	1,600.32	1,640.33	1,681.34	1,723.37	1,766.46	1,810.62	1,855.89	1,902.28	1,949.84
P69	1,576.91	1,616.33	1,656.74	1,698.15	1,740.61	1,784.12	1,828.73	1,874.44	1,921.31	1,969.34
P70	1,592.67	1,632.49	1,673.30	1,715.14	1,758.01	1,801.96	1,847.01	1,893.19	1,940.52	1,989.03
P71	1,608.60	1,648.82	1,690.04	1,732.29	1,775.59	1,819.98	1,865.48	1,912.12	1,959.92	2,008.92
P72	1,624.69	1,665.30	1,706.94	1,749.61	1,793.35	1,838.18	1,884.14	1,931.24	1,979.52	2,029.01
P73	1,640.93	1,681.96	1,724.01	1,767.11	1,811.28	1,856.57	1,902.98	1,950.55	1,999.32	2,049.30
P74	1,657.34	1,698.78	1,741.25	1,784.78	1,829.40	1,875.13	1,922.01	1,970.06	2,019.31	2,069.79
P75	1,673.92	1,715.76	1,758.66	1,802.62	1,847.69	1,893.88	1,941.23	1,989.76	2,039.50	2,090.49
P76	1,690.66	1,732.92	1,776.25	1,820.65	1,866.17	1,912.82	1,960.64	2,009.66	2,059.90	2,111.40
P77	1,707.56	1,750.25	1,794.01	1,838.86	1,884.83	1,931.95	1,980.25	2,029.75	2,080.50	2,132.51
P78	1,724.64	1,767.75	1,811.95	1,857.25	1,903.68	1,951.27	2,000.05	2,050.05	2,101.30	2,153.84
P79	1,741.88	1,785.43	1,830.07	1,875.82	1,922.71	1,970.78	2,020.05	2,070.55	2,122.32	2,175.37
P80	1,759.30	1,803.29	1,848.37	1,894.58	1,941.94	1,990.49	2,040.25	2,091.26	2,143.54	2,197.13
P81	1,776.90	1,821.32	1,866.85	1,913.52	1,961.36	2,010.39	2,060.65	2,112.17	2,164.98	2,219.10
P82	1,794.66	1,839.53	1,885.52	1,932.66	1,980.97	2,030.50	2,081.26	2,133.29	2,186.63	2,241.29
P83	1,812.61	1,857.93	1,904.38	1,951.98	2,000.78	2,050.80	2,102.07	2,154.63	2,208.49	2,263.70
P84	1,830.74	1,876.51	1,923.42	1,971.50	2,020.79	2,071.31	2,123.09	2,176.17	2,230.58	2,286.34
P85	1,849.05	1,895.27	1,942.65	1,991.22	2,041.00	2,092.02	2,144.33	2,197.93	2,252.88	2,309.20
P86	1,867.54	1,914.22	1,962.08	2,011.13	2,061.41	2,112.95	2,165.77	2,219.91	2,275.41	2,332.30
P87	1,886.21	1,933.37	1,981.70	2,031.24	2,082.02	2,134.07	2,187.43	2,242.11	2,298.16	2,355.62
P88	1,905.07	1,952.70	2,001.52	2,051.56	2,102.84	2,155.42	2,209.30	2,264.53	2,321.15	2,379.18
P89	1,924.12	1,972.23	2,021.53	2,072.07	2,123.87	2,176.97	2,231.39	2,287.18	2,344.36	2,402.97
P90	1,943.37	1,991.95	2,041.75	2,092.79	2,145.11	2,198.74	2,253.71	2,310.05	2,367.80	2,427.00
P91	1,962.80	2,011.87	2,062.17	2,113.72	2,166.56	2,220.73	2,276.24	2,333.15	2,391.48	2,451.27
P92	1,982.43	2,031.99	2,082.79	2,134.86	2,188.23	2,242.93	2,299.01	2,356.48	2,415.39	2,475.78
P93	2,002.25	2,052.31	2,103.61	2,156.21	2,210.11	2,265.36	2,322.00	2,380.05	2,439.55	2,500.54
P94	2,022.27	2,072.83	2,124.65	2,177.77	2,232.21	2,288.02	2,345.22	2,403.85	2,463.94	2,525.54
P95	2,042.50	2,093.56	2,145.90	2,199.54	2,254.53	2,310.90	2,368.67	2,427.89	2,488.58	2,550.80
P96	2,062.92	2,114.49	2,167.36	2,221.54	2,277.08	2,334.01	2,392.36	2,452.16	2,513.47	2,576.31
P97	2,083.55	2,135.64	2,189.03	2,243.76	2,299.85	2,357.35	2,416.28	2,476.69	2,538.60	2,602.07
P98	2,104.39	2,157.00	2,210.92	2,266.19	2,322.85	2,380.92	2,440.44	2,501.45	2,563.99	2,628.09
P99	2,125.43	2,178.57	2,233.03	2,288.86	2,346.08	2,404.73	2,464.85	2,526.47	2,589.63	2,654.37
P100	2,146.68	2,200.35	2,255.36	2,311.74	2,369.54	2,428.78	2,489.50	2,551.73	2,615.53	2,680.91
P101	2,168.15	2,222.35	2,277.91	2,334.86	2,393.23	2,453.06	2,514.39	2,577.25	2,641.68	2,707.72
P102	2,189.83	2,244.58	2,300.69	2,358.21	2,417.17	2,477.59	2,539.53	2,603.02	2,668.10	2,734.80
P103	2,211.73	2,267.02	2,323.70	2,381.79	2,441.34	2,502.37	2,564.93	2,629.05	2,694.78	2,762.15
P104	2,233.85	2,289.69	2,346.94	2,405.61	2,465.75	2,527.39	2,590.58	2,655.34	2,721.73	2,789.77
P105	2,256.19	2,312.59	2,370.41	2,429.67	2,490.41	2,552.67	2,616.48	2,681.90	2,748.94	2,817.67
P106	2,278.75	2,335.72	2,394.11	2,453.96	2,515.31	2,578.19	2,642.65	2,708.72	2,776.43	2,845.84
P107	2,301.54	2,359.07	2,418.05	2,478.50	2,540.46	2,603.98	2,669.08	2,735.80	2,804.20	2,874.30
P108	2,324.55	2,382.66	2,442.23	2,503.29	2,565.87	2,630.02	2,695.77	2,763.16	2,832.24	2,903.05
P109	2,347.80	2,406.49	2,466.65	2,528.32	2,591.53	2,656.32	2,722.72	2,790.79	2,860.56	2,932.08
P110	2,371.27	2,430.56	2,491.32	2,553.60	2,617.44	2,682.88	2,749.95	2,818.70	2,889.17	2,961.40

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P111	2,394.99	2,454.86	2,516.23	2,579.14	2,643.62	2,709.71	2,777.45	2,846.89	2,918.06	2,991.01
P112	2,418.94	2,479.41	2,541.40	2,604.93	2,670.05	2,736.81	2,805.23	2,875.36	2,947.24	3,020.92
P113	2,443.13	2,504.20	2,566.81	2,630.98	2,696.75	2,764.17	2,833.28	2,904.11	2,976.71	3,051.13
P114	2,467.56	2,529.25	2,592.48	2,657.29	2,723.72	2,791.82	2,861.61	2,933.15	3,006.48	3,081.64
P115	2,492.23	2,554.54	2,618.40	2,683.86	2,750.96	2,819.73	2,890.23	2,962.48	3,036.54	3,112.46
P116	2,517.16	2,580.08	2,644.59	2,710.70	2,778.47	2,847.93	2,919.13	2,992.11	3,066.91	3,143.58
P117	2,542.33	2,605.89	2,671.03	2,737.81	2,806.25	2,876.41	2,948.32	3,022.03	3,097.58	3,175.02
P118	2,567.75	2,631.94	2,697.74	2,765.19	2,834.32	2,905.17	2,977.80	3,052.25	3,128.55	3,206.77
P119	2,593.43	2,658.26	2,724.72	2,792.84	2,862.66	2,934.23	3,007.58	3,082.77	3,159.84	3,238.84
P120	2,619.36	2,684.85	2,751.97	2,820.77	2,891.29	2,963.57	3,037.66	3,113.60	3,191.44	3,271.22
P121	2,645.56	2,711.69	2,779.49	2,848.97	2,920.20	2,993.20	3,068.03	3,144.73	3,223.35	3,303.94
P122	2,672.01	2,738.81	2,807.28	2,877.46	2,949.40	3,023.14	3,098.71	3,176.18	3,255.59	3,336.98
P123	2,698.73	2,766.20	2,835.36	2,906.24	2,978.89	3,053.37	3,129.70	3,207.94	3,288.14	3,370.35
P124	2,725.72	2,793.86	2,863.71	2,935.30	3,008.68	3,083.90	3,161.00	3,240.02	3,321.02	3,404.05
P125	2,752.98	2,821.80	2,892.35	2,964.65	3,038.77	3,114.74	3,192.61	3,272.42	3,354.23	3,438.09
P126	2,780.51	2,850.02	2,921.27	2,994.30	3,069.16	3,145.89	3,224.53	3,305.15	3,387.78	3,472.47
P127	2,808.31	2,878.52	2,950.48	3,024.24	3,099.85	3,177.35	3,256.78	3,338.20	3,421.65	3,507.20
P128	2,836.39	2,907.30	2,979.99	3,054.49	3,130.85	3,209.12	3,289.35	3,371.58	3,455.87	3,542.27
P129	2,864.76	2,936.38	3,009.79	3,085.03	3,162.16	3,241.21	3,322.24	3,405.30	3,490.43	3,577.69
P130	2,893.41	2,965.74	3,039.88	3,115.88	3,193.78	3,273.62	3,355.46	3,439.35	3,525.33	3,613.47
P131	2,922.34	2,995.40	3,070.28	3,147.04	3,225.72	3,306.36	3,389.02	3,473.74	3,560.59	3,649.60
P132	2,951.56	3,025.35	3,100.99	3,178.51	3,257.97	3,339.42	3,422.91	3,508.48	3,596.19	3,686.10
P133	2,981.08	3,055.61	3,132.00	3,210.30	3,290.55	3,372.82	3,457.14	3,543.57	3,632.16	3,722.96
P134	3,010.89	3,086.16	3,163.32	3,242.40	3,323.46	3,406.55	3,491.71	3,579.00	3,668.48	3,760.19
P135	3,041.00	3,117.02	3,194.95	3,274.82	3,356.69	3,440.61	3,526.63	3,614.79	3,705.16	3,797.79
P136	3,071.41	3,148.19	3,226.90	3,307.57	3,390.26	3,475.02	3,561.89	3,650.94	3,742.21	3,835.77
P137	3,102.12	3,179.68	3,259.17	3,340.65	3,424.16	3,509.77	3,597.51	3,687.45	3,779.64	3,874.13
P138	3,133.14	3,211.47	3,291.76	3,374.05	3,458.40	3,544.86	3,633.49	3,724.32	3,817.43	3,912.87
P139	3,164.48	3,243.59	3,324.68	3,407.79	3,492.99	3,580.31	3,669.82	3,761.57	3,855.61	3,952.00
P140	3,196.12	3,276.02	3,357.92	3,441.87	3,527.92	3,616.12	3,706.52	3,799.18	3,894.16	3,991.52
P141	3,228.08	3,308.78	3,391.50	3,476.29	3,563.20	3,652.28	3,743.58	3,837.17	3,933.10	4,031.43
P142	3,260.36	3,341.87	3,425.42	3,511.05	3,598.83	3,688.80	3,781.02	3,875.55	3,972.43	4,071.75
P143	3,292.97	3,375.29	3,459.67	3,546.16	3,634.82	3,725.69	3,818.83	3,914.30	4,012.16	4,112.46
P144	3,325.90	3,409.04	3,494.27	3,581.63	3,671.17	3,762.95	3,857.02	3,953.44	4,052.28	4,153.59
P145	3,359.15	3,443.13	3,529.21	3,617.44	3,707.88	3,800.57	3,895.59	3,992.98	4,092.80	4,195.12
P146	3,392.75	3,477.56	3,564.50	3,653.62	3,744.96	3,838.58	3,934.54	4,032.91	4,133.73	4,237.07
P147	3,426.67	3,512.34	3,600.15	3,690.15	3,782.41	3,876.97	3,973.89	4,073.24	4,175.07	4,279.45
P148	3,460.94	3,547.46	3,636.15	3,727.05	3,820.23	3,915.74	4,013.63	4,113.97	4,216.82	4,322.24
P149	3,495.55	3,582.94	3,672.51	3,764.32	3,858.43	3,954.89	4,053.77	4,155.11	4,258.99	4,365.46
P150	3,530.50	3,618.77	3,709.24	3,801.97	3,897.02	3,994.44	4,094.30	4,196.66	4,301.58	4,409.12
P151	3,565.81	3,654.96	3,746.33	3,839.99	3,935.99	4,034.39	4,135.25	4,238.63	4,344.59	4,453.21
P152	3,601.47	3,691.50	3,783.79	3,878.39	3,975.35	4,074.73	4,176.60	4,281.01	4,388.04	4,497.74
P153	3,637.48	3,728.42	3,821.63	3,917.17	4,015.10	4,115.48	4,218.36	4,323.82	4,431.92	4,542.72
P154	3,673.86	3,765.70	3,859.85	3,956.34	4,055.25	4,156.63	4,260.55	4,367.06	4,476.24	4,588.14
P155	3,710.60	3,803.36	3,898.44	3,995.91	4,095.80	4,198.20	4,303.15	4,410.73	4,521.00	4,634.03
P156	3,747.70	3,841.39	3,937.43	4,035.87	4,136.76	4,240.18	4,346.19	4,454.84	4,566.21	4,680.37
P157	3,785.18	3,879.81	3,976.80	4,076.22	4,178.13	4,282.58	4,389.65	4,499.39	4,611.87	4,727.17
P158	3,823.03	3,918.61	4,016.57	4,116.99	4,219.91	4,325.41	4,433.54	4,544.38	4,657.99	4,774.44
P159	3,861.26	3,957.79	4,056.74	4,158.16	4,262.11	4,368.66	4,477.88	4,589.83	4,704.57	4,822.19
P160	3,899.87	3,997.37	4,097.30	4,199.74	4,304.73	4,412.35	4,522.66	4,635.72	4,751.62	4,870.41
P161	3,938.87	4,037.34	4,138.28	4,241.73	4,347.78	4,456.47	4,567.88	4,682.08	4,799.13	4,919.11
P162	3,978.26	4,077.72	4,179.66	4,284.15	4,391.26	4,501.04	4,613.56	4,728.90	4,847.12	4,968.30
P163	4,018.04	4,118.49	4,221.46	4,326.99	4,435.17	4,546.05	4,659.70	4,776.19	4,895.60	5,017.99
P164	4,058.22	4,159.68	4,263.67	4,370.26	4,479.52	4,591.51	4,706.30	4,823.95	4,944.55	5,068.17
P165	4,098.81	4,201.28	4,306.31	4,413.97	4,524.32	4,637.42	4,753.36	4,872.19	4,994.00	5,118.85

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P166	4,139.79	4,243.29	4,349.37	4,458.11	4,569.56	4,683.80	4,800.89	4,920.91	5,043.94	5,170.04
P167	4,181.19	4,285.72	4,392.87	4,502.69	4,615.25	4,730.64	4,848.90	4,970.12	5,094.38	5,221.74
P168	4,223.00	4,328.58	4,436.79	4,547.71	4,661.41	4,777.94	4,897.39	5,019.83	5,145.32	5,273.95
P169	4,265.23	4,371.87	4,481.16	4,593.19	4,708.02	4,825.72	4,946.36	5,070.02	5,196.77	5,326.69
P170	4,307.89	4,415.58	4,525.97	4,639.12	4,755.10	4,873.98	4,995.83	5,120.72	5,248.74	5,379.96
P171	4,350.97	4,459.74	4,571.23	4,685.51	4,802.65	4,922.72	5,045.79	5,171.93	5,301.23	5,433.76
P172	4,394.48	4,504.34	4,616.95	4,732.37	4,850.68	4,971.95	5,096.24	5,223.65	5,354.24	5,488.10
P173	4,438.42	4,549.38	4,663.12	4,779.69	4,899.19	5,021.66	5,147.21	5,275.89	5,407.78	5,542.98
P174	4,482.80	4,594.87	4,709.75	4,827.49	4,948.18	5,071.88	5,198.68	5,328.65	5,461.86	5,598.41
P175	4,527.63	4,640.82	4,756.84	4,875.76	4,997.66	5,122.60	5,250.67	5,381.93	5,516.48	5,654.39
P176	4,572.91	4,687.23	4,804.41	4,924.52	5,047.64	5,173.83	5,303.17	5,435.75	5,571.65	5,710.94
P177	4,618.64	4,734.10	4,852.46	4,973.77	5,098.11	5,225.56	5,356.20	5,490.11	5,627.36	5,768.05
P178	4,664.82	4,781.44	4,900.98	5,023.51	5,149.09	5,277.82	5,409.77	5,545.01	5,683.64	5,825.73
P179	4,711.47	4,829.26	4,949.99	5,073.74	5,200.58	5,330.60	5,463.86	5,600.46	5,740.47	5,883.98
P180	4,758.59	4,877.55	4,999.49	5,124.48	5,252.59	5,383.90	5,518.50	5,656.46	5,797.88	5,942.82
P181	4,806.17	4,926.33	5,049.49	5,175.72	5,305.12	5,437.74	5,573.69	5,713.03	5,855.86	6,002.25
P182	4,854.23	4,975.59	5,099.98	5,227.48	5,358.17	5,492.12	5,629.42	5,770.16	5,914.41	6,062.27
P183	4,902.78	5,025.35	5,150.98	5,279.75	5,411.75	5,547.04	5,685.72	5,827.86	5,973.56	6,122.90
P184	4,951.80	5,075.60	5,202.49	5,332.55	5,465.87	5,602.51	5,742.58	5,886.14	6,033.29	6,184.13
P185	5,001.32	5,126.36	5,254.51	5,385.88	5,520.52	5,658.54	5,800.00	5,945.00	6,093.63	6,245.97
P186	5,051.34	5,177.62	5,307.06	5,439.74	5,575.73	5,715.12	5,858.00	6,004.45	6,154.56	6,308.43
P187	5,101.85	5,229.40	5,360.13	5,494.13	5,631.49	5,772.27	5,916.58	6,064.50	6,216.11	6,371.51
P188	5,152.87	5,281.69	5,413.73	5,549.08	5,687.80	5,830.00	5,975.75	6,125.14	6,278.27	6,435.23
P189	5,204.40	5,334.51	5,467.87	5,604.57	5,744.68	5,888.30	6,035.50	6,186.39	6,341.05	6,499.58
P190	5,256.44	5,387.85	5,522.55	5,660.61	5,802.13	5,947.18	6,095.86	6,248.26	6,404.46	6,564.57
P191	5,309.00	5,441.73	5,577.77	5,717.22	5,860.15	6,006.65	6,156.82	6,310.74	6,468.51	6,630.22
P192	5,362.10	5,496.15	5,633.55	5,774.39	5,918.75	6,066.72	6,218.39	6,373.85	6,533.19	6,696.52
P193	5,415.72	5,551.11	5,689.89	5,832.13	5,977.94	6,127.39	6,280.57	6,437.58	6,598.52	6,763.49
P194	5,469.87	5,606.62	5,746.79	5,890.46	6,037.72	6,188.66	6,343.38	6,501.96	6,664.51	6,831.12
P195	5,524.57	5,662.69	5,804.25	5,949.36	6,098.09	6,250.55	6,406.81	6,566.98	6,731.15	6,899.43
P196	5,579.82	5,719.31	5,862.30	6,008.85	6,159.07	6,313.05	6,470.88	6,632.65	6,798.47	6,968.43
P197	5,635.62	5,776.51	5,920.92	6,068.94	6,220.67	6,376.18	6,535.59	6,698.98	6,866.45	7,038.11
P198	5,691.97	5,834.27	5,980.13	6,129.63	6,282.87	6,439.94	6,600.94	6,765.97	6,935.12	7,108.49
P199	5,748.89	5,892.61	6,039.93	6,190.93	6,345.70	6,504.34	6,666.95	6,833.63	7,004.47	7,179.58
P200	5,806.38	5,951.54	6,100.33	6,252.84	6,409.16	6,569.39	6,733.62	6,901.96	7,074.51	7,251.37
P201	5,864.44	6,011.06	6,161.33	6,315.37	6,473.25	6,635.08	6,800.96	6,970.98	7,145.26	7,323.89
P202	5,923.09	6,071.17	6,222.95	6,378.52	6,537.98	6,701.43	6,868.97	7,040.69	7,216.71	7,397.13
P203	5,982.32	6,131.88	6,285.17	6,442.30	6,603.36	6,768.45	6,937.66	7,111.10	7,288.88	7,471.10
P204	6,042.14	6,193.20	6,348.03	6,506.73	6,669.40	6,836.13	7,007.03	7,182.21	7,361.76	7,545.81
P205	6,102.56	6,255.13	6,411.51	6,571.79	6,736.09	6,904.49	7,077.10	7,254.03	7,435.38	7,621.27
P206	6,163.59	6,317.68	6,475.62	6,637.51	6,803.45	6,973.54	7,147.87	7,326.57	7,509.74	7,697.48
P207	6,225.23	6,380.86	6,540.38	6,703.89	6,871.48	7,043.27	7,219.35	7,399.84	7,584.83	7,774.45
P208	6,287.48	6,444.67	6,605.78	6,770.93	6,940.20	7,113.70	7,291.55	7,473.84	7,660.68	7,852.20
P209	6,350.35	6,509.11	6,671.84	6,838.64	7,009.60	7,184.84	7,364.46	7,548.57	7,737.29	7,930.72
P210	6,413.86	6,574.20	6,738.56	6,907.02	7,079.70	7,256.69	7,438.11	7,624.06	7,814.66	8,010.03
P211	6,478.00	6,639.94	6,805.94	6,976.09	7,150.49	7,329.26	7,512.49	7,700.30	7,892.81	8,090.13
P212	6,542.77	6,706.34	6,874.00	7,045.85	7,222.00	7,402.55	7,587.61	7,777.30	7,971.74	8,171.03
P213	6,608.20	6,773.41	6,942.74	7,116.31	7,294.22	7,476.57	7,663.49	7,855.08	8,051.45	8,252.74
P214	6,674.28	6,841.14	7,012.17	7,187.47	7,367.16	7,551.34	7,740.12	7,933.63	8,131.97	8,335.27
P215	6,741.03	6,909.55	7,082.29	7,259.35	7,440.83	7,626.85	7,817.53	8,012.96	8,213.29	8,418.62
P216	6,808.44	6,978.65	7,153.12	7,331.94	7,515.24	7,703.12	7,895.70	8,093.09	8,295.42	8,502.81
P217	6,876.52	7,048.44	7,224.65	7,405.26	7,590.39	7,780.15	7,974.66	8,174.02	8,378.37	8,587.83
P218	6,945.29	7,118.92	7,296.89	7,479.31	7,666.30	7,857.96	8,054.40	8,255.76	8,462.16	8,673.71
P219	7,014.74	7,190.11	7,369.86	7,554.11	7,742.96	7,936.53	8,134.95	8,338.32	8,546.78	8,760.45
P220	7,084.89	7,262.01	7,443.56	7,629.65	7,820.39	8,015.90	8,216.30	8,421.71	8,632.25	8,848.05

**CITY OF CALABASAS  
PERMANENT POSITIONS  
BI-WEEKLY WAGE RANGE / STEP SCHEDULE  
Effective July 1, 2019**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
P221	7,155.74	7,334.63	7,518.00	7,705.95	7,898.59	8,096.06	8,298.46	8,505.92	8,718.57	8,936.53
P222	7,227.29	7,407.98	7,593.18	7,783.01	7,977.58	8,177.02	8,381.45	8,590.98	8,805.76	9,025.90
P223	7,299.57	7,482.06	7,669.11	7,860.84	8,057.36	8,258.79	8,465.26	8,676.89	8,893.81	9,116.16
P224	7,372.56	7,556.88	7,745.80	7,939.44	8,137.93	8,341.38	8,549.91	8,763.66	8,982.75	9,207.32
P225	7,446.29	7,632.45	7,823.26	8,018.84	8,219.31	8,424.79	8,635.41	8,851.30	9,072.58	9,299.39
P226	7,520.75	7,708.77	7,901.49	8,099.03	8,301.50	8,509.04	8,721.77	8,939.81	9,163.30	9,392.39
P227	7,595.96	7,785.86	7,980.50	8,180.02	8,384.52	8,594.13	8,808.98	9,029.21	9,254.94	9,486.31
P228	7,671.92	7,863.72	8,060.31	8,261.82	8,468.36	8,680.07	8,897.07	9,119.50	9,347.49	9,581.17
P229	7,748.64	7,942.35	8,140.91	8,344.43	8,553.05	8,766.87	8,986.04	9,210.69	9,440.96	9,676.99
P230	7,826.12	8,021.78	8,222.32	8,427.88	8,638.58	8,854.54	9,075.90	9,302.80	9,535.37	9,773.76
P231	7,904.39	8,101.99	8,304.54	8,512.16	8,724.96	8,943.09	9,166.66	9,395.83	9,630.73	9,871.49
P232	7,983.43	8,183.01	8,387.59	8,597.28	8,812.21	9,032.52	9,258.33	9,489.79	9,727.03	9,970.21
P233	8,063.26	8,264.84	8,471.47	8,683.25	8,900.33	9,122.84	9,350.91	9,584.69	9,824.30	10,069.91
P234	8,143.90	8,347.49	8,556.18	8,770.09	8,989.34	9,214.07	9,444.42	9,680.53	9,922.55	10,170.61
P235	8,225.33	8,430.97	8,641.74	8,857.79	9,079.23	9,306.21	9,538.87	9,777.34	10,021.77	10,272.32
P236	8,307.59	8,515.28	8,728.16	8,946.36	9,170.02	9,399.27	9,634.26	9,875.11	10,121.99	10,375.04
P237	8,390.66	8,600.43	8,815.44	9,035.83	9,261.72	9,493.27	9,730.60	9,973.86	10,223.21	10,478.79
P238	8,474.57	8,686.43	8,903.60	9,126.19	9,354.34	9,588.20	9,827.90	10,073.60	10,325.44	10,583.58
P239	8,559.32	8,773.30	8,992.63	9,217.45	9,447.88	9,684.08	9,926.18	10,174.34	10,428.70	10,689.41
P240	8,644.91	8,861.03	9,082.56	9,309.62	9,542.36	9,780.92	10,025.44	10,276.08	10,532.98	10,796.31
P241	8,731.36	8,949.64	9,173.38	9,402.72	9,637.79	9,878.73	10,125.70	10,378.84	10,638.31	10,904.27
P242	8,818.67	9,039.14	9,265.12	9,496.75	9,734.16	9,977.52	10,226.96	10,482.63	10,744.70	11,013.31
P243	8,906.86	9,129.53	9,357.77	9,591.71	9,831.51	10,077.29	10,329.23	10,587.46	10,852.14	11,123.45
P244	8,995.93	9,220.83	9,451.35	9,687.63	9,929.82	10,178.07	10,432.52	10,693.33	10,960.66	11,234.68
P245	9,085.89	9,313.03	9,545.86	9,784.51	10,029.12	10,279.85	10,536.84	10,800.26	11,070.27	11,347.03
P246	9,176.75	9,406.16	9,641.32	9,882.35	10,129.41	10,382.65	10,642.21	10,908.27	11,180.97	11,460.50



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

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**DATE: JUNE 17, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
RON AHLERS, CHIEF FINANCIAL OFFICER**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2019-1638, A RESOLUTION OF THE CITY COUNCIL OF CALABASAS, CALIFORNIA, UPDATING THE CITYWIDE FEE SCHEDULE TO ESTABLISH AN IMPOUND FEE FOR ON DEMAND MOTORIZED SCOOTERS, AN IMPROVEMENT PROCESSING BASE DEPOSITS FEE IN THE PUBLIC WORKS DEPARTMENT AND AN ADMINISTRATIVE FEE IN THE BUILDING AND SAFETY DIVISION**

**MEETING**

**DATE: JUNE 26, 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 an Impound Fee For On Demand Motorized Scooters, an Improvement Processing Base Deposits Fee in the Public Works Department and an Administrative Fee in 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 on-demand motorized 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 motorized scooter(s) under the requirements of Chapter 17 of the Calabasas Municipal Code shall be recovered from violators. The estimated cost 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."

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 impound fee, 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 within the Community Development Department. 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 an Impound Fee For On Demand Motorized Scooters, an Improvement

Processing Base Deposits Fee in the Public Works Department and an Administrative Fee in the Building and Safety Division.

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



**ITEM 4 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 a impound fee for the on demand motorized scooters and was presented to the City Council 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.

**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 motorized 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 impound fee for the on demand motorized 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 26<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  
City Attorney

**ATTACHMENTS:**

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

# 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
1.9.2	Photocopy of documents from microfilm, per page	\$	0.25
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	

# PLANNING FEE SCHEDULE

		----- FY 2019 UPDATE -----	
<b>2. PLANNING FEES</b>			
		2.79%	COLA
<b>2.1 Environmental Fees</b>			
2.1.1	Exempt Projects	\$ 419.00	
2.1.2	Negative Declaration	\$ 1,246.00	
2.1.3	Mitigated Negative Declaration	\$ 7,352.00	
2.1.4	Environmental Impact Report	\$ 9,374.00	
2.1.5	Environmental Consultants		Cost plus 15%
2.1.6	Oak Tree Mitigation fee		Calculated per the formula contained in the Oak Tree Preservation and Protection Guidelines, Reso. 91-36
<b>2.2 LA County/State Fish and Wildlife Environmental Filing Fees</b>			Collected based on current State/County Schedule
<b>2.3 Planning Application Fees</b>			
<b>2.3.1 Conditional Use Permit</b>			
2.3.1.1	Single-family (1 unit)	\$ 1,812.00	
2.3.1.2	Other	\$ 3,624.00	
2.3.1.3	Amendment - Single family (1 unit)	\$ 827.00	
2.3.1.4	Amendment - Other	\$ 1,655.00	
2.3.2	Development Agreement	\$ 6,399.00	
2.3.3	Development Code Amendment	\$ 4,357.00	
2.3.4	Development Plan Review	\$ 8,431.00	
<b>2.3.5 Oak Tree Permit</b>			
2.3.5.1	Single-family (1 unit)	\$ 1,508.00	
2.3.5.2	Other	\$ 3,016.00	
2.3.6	General Plan Amendment	\$ 5,886.00	
<b>2.3.7 Administrative Plan Review</b>			
2.3.7.1	Single family (1 unit)	\$ 901.00	
2.3.7.2	Other	\$ 1,801.00	
2.3.8	Zone Change	\$ 4,043.00	
2.3.9	Zoning Clearances	\$ 157.00	
<b>2.3.10 Site Plan Review</b>			
2.3.10.1	Single-family (1 unit)	\$ 1,885.00	
2.3.10.2	Other	\$ 3,760.00	
2.3.11	Specific Plans	\$ 12,463.00	
<b>2.3.12 Variance</b>			
2.3.12.1	Variance - Single-family (1 unit)	\$ 1,194.00	
2.3.12.2	Variance - Other	\$ 2,388.00	
2.3.12.3	Variance - more than 1 variance - Single-family (1 unit)	\$ 429.00	
2.3.12.4	Variance - more than 1 variance - Other	\$ 848.00	
<b>2.3.13 Minor Use Permit</b>			
2.3.13.1	Single-family (1 unit)	\$ 1,110.00	
2.3.13.2	Other	\$ 2,220.00	
2.3.14	Temporary Use Permit	\$ 325.00	
2.3.15	Annexation / SOI Amendment	\$ 13,050.00	+ LAFCO Fees
2.3.16	Sign Permit		

# PLANNING FEE SCHEDULE

		----- FY 2019 UPDATE -----		
2.3.16.1	Temporary Banners	\$	58.70	
2.3.16.2	Other	\$	335.00	
2.3.17	Sign Program	\$	2,157.00	
2.3.18	Certificate of Appropriateness (Historic Properties Only)			
2.3.18.1	Single Family (1unit)	\$	534.00	
2.3.18.2	Other	\$	1,068.00	
2.3.19	Certificate of Economic Hardship			
2.3.19.1	Single Family (1 Unit)	\$	529.00	
2.3.19.2	Other	\$	940.00	
2.3.20	Home Occupation Permit			
2.3.20.1	Issuance Fee	\$	96.30	
2.3.20.2	Single Family (1 Unit)	\$	482.00	
2.3.20.3	Other	\$	965.00	
2.3.21	Street Vacation	\$	4,650.00	
2.3.22	Public Hearing Notification Service	\$	168.00	+ \$ 0.60 for each property within 500 feet
2.3.23	Scanning and Archiving Fee			
2.3.23.1	Permits requiring Public Hearings	\$	296.00	
2.3.23.2	Permits not requiring Public Hearings	\$	79.60	
2.3.23.3	Scanning costs			Invoiced Cost
2.3.24	Mills Act Contract Applications	\$	1,268.00	
2.3.25	Scenic Corridor Permit			
2.3.25.1	Single-Family (1 unit)	\$	398.00	
2.3.25.2	Other	\$	797.00	
2.3.26	Scenic Corridor Permit - Minor			
2.3.26.1	Single Family (1 unit)	\$	283.00	
2.3.26.2	Other	\$	567.00	
2.3.27	Community Development Forum Fee	\$	500.00	
2.3.28	Pre-Application Fee	\$	1,000.76	
2.4	Subdivision Fees			
2.4.1	Tentative Parcel Map	\$	5,184.00	
2.4.2	Tentative Tract Map	\$	6,378.00	
2.4.3	Tract or Parcel Map Revision	\$	3,205.00	
2.5	Lot Line Adjustment	\$	1,566.00	+ \$ 181.00 per parcel
2.6	Wireless Transmission Facility			
2.6.1	RF Consultant			Cost + 15%
2.6.2	Wireless Facility minor modification permit fee	\$	2,042.00	
2.6.3	Wireless Facility Permit	\$	3,624.00	
2.6.4	Small Wireless Facility Application Fee (new 4/10/19 per Reso 2019-1621)			
2.6.4.1	Facility, or batch of facilities, located on existing structures	\$	500.00	+ \$ 100.00 for each additional facility
2.6.4.2	Facility, or batch of facilities, located on new structures	\$	1,000.00	+ \$ 100.00 for each additional facility
2.6.4.3	Annual Fee for permit compliance checks	\$	270.00	per year for each site



## PLANNING FEE SCHEDULE

		----- FY 2019 UPDATE -----					
2.7	Other/Miscellaneous						
	2.7.1 Permit Extention Fee	\$	254.00				
	2.7.2 Affordable Housing Mitigation Fee						
	2.7.2.1 In-leiu Fee per new multi-family apartment housing unit	\$	17,713.00				
	2.7.2.2 In-leiu Fee per new townhome/condominium housing unit	\$	44,947.00				
	2.7.2.3 In-leiu Fee per new single-family housing unit	\$	62,500.00				
	2.7.2.4 Commercial Affordable Housing Impact fee for retail uses, per square foot	\$	1.80				
	2.7.2.5 Commercial Affordable housing Impact Fee for office and research/development uses, per square foot	\$	3.00				

## BUILDING & SAFETY FEE SCHEDULE

3. BUILDING PERMIT FEES	FY 2019 UPDATE			
3.1 Issuance Fee	2.79%	COLA		
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	
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 Occupancy	\$	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

# PLUMBING FEE SCHEDULE

		----- FY 2019 UPDATE -----
<b>4. PLUMBING PERMIT FEES</b>		
	2.79%	COLA
<b>4.1 Plumbing Permit Fees</b>		
4.1.1 Issuance of a permit	\$ 34.50	
4.1.2 Plumbing fixture, each	\$ 21.00	
4.1.3 Permanent-type dishwasher, each	\$ 21.00	
4.1.4 Future stacks or branches, each	\$ 21.00	
4.1.5 Roof drain, each	\$ 21.00	
4.1.6 Drainage or sewer backwater valve	\$ 58.70	
4.1.7 Industrial waster pretreatment interceptor	\$ 21.00	
4.1.8 Swimming pool drainage trap and receptor	\$ 21.00	
4.1.9 Gas piping system		
4.1.9.1 Low pressure system, five outlets or less	\$ 21.00	
4.1.9.2 Low pressure system, each additional outlet over five	\$ 5.20	
4.1.9.3 Medium or high pressure system, each system	\$ 84.80	
4.1.9.4 Medium or high pressure system, each outlet	\$ 5.20	
4.1.9.5 Gas meter not under control and maintenance of the serving gas supplier, each	\$ 21.00	
4.1.9.6 Gas pressure regulator other than appliance regulators, each	\$ 21.00	
4.1.10 Water heater and/or vent	\$ 21.00	
4.1.11 Repair or alteration of drainage and/or vent piping, each fixture	\$ 21.00	
4.1.12 Water treatment equipment, each piece	\$ 21.00	
4.1.13 Water pressure regulator	\$ 21.00	
4.1.14 Potable water not covered elsewhere		
4.1.14.1 Potable water not covered elsewhere, 1 1/2" and smaller	\$ 21.00	
4.1.14.2 Potable water not covered elsewhere, 2" to 3"	\$ 63.90	
4.1.14.3 Potable water not covered elsewhere, over 3"	\$ 136.00	
4.1.15 Replacing water piping in a building, each fixture	\$ 8.40	
4.1.16 Sprinkler systems on one meter	\$ 21.00	
4.1.17 Backflow-prevention device on unprotected water supplies, pools, tanks, vats, etc	\$ 21.00	
4.1.18 Trap primer	\$ 21.00	
4.1.19 Solar potable water-heating system, including water heater and vent	\$ 129.00	
4.1.20 Investigation fee for work without a permit		
4.1.20.1 R-3 occupancies	\$ 209.00	
4.1.20.2 Other occupancies	\$ 419.00	
4.1.21 Non-compliance fee		
4.1.21.1 R-3 occupancies	\$ 126.00	
4.1.21.2 Other occupancies	\$ 251.00	
4.1.22 Alternate material fee	\$ 272.00	
4.1.22.1 Alternate material fee, per hour	\$ 136.00	
<b>4.2 Sewer Permit Fees</b>		
4.2.1 Issuance Fee	\$ 34.50	
4.2.2 Connection of a house sewer to a public sewer	\$ 60.70	
4.2.3 House sewer manhole, each	\$ 58.70	
4.2.4 Installation of a section of house sewer for future use	\$ 37.70	
4.2.5 Connection of each additional building or additional work to a house sewer	\$ 37.70	
4.2.6 Connection of a house sewer to a private sewer disposal system	\$ 37.70	
4.2.7 Private sewage disposal system, each	\$ 120.00	
4.2.8 Cesspool, overflow seepage pit, percolation test pit, swimming pool drywell, or drainfield extension	\$ 58.70	
4.2.9 Disconnection, abandonment, alteration or repair of any house sewer	\$ 37.70	

## PLUMBING FEE SCHEDULE

PLUMBING FEE SCHEDULE									
			----- FY 2019 UPDATE -----						
4.3	Plan Check Fees (Plumbing)								
4.3.1	Issuance Fee	\$	136.00	40% of permit fee, with a minimum of \$136					
4.3.2	Combination waste and vent system	\$	314.00						
4.3.3	Gas system containing an earthquake actuated shut-off valve	\$	105.00						
4.3.4	Chemical waste system	\$	63.90						
4.3.5	Rainwater system	\$	209.00						
4.3.6	Additional work, per hour	\$	136.00						

# MECHANICAL FEE SCHEDULE

		----- FY 2019 UPDATE -----							
5. MECHANICAL PERMIT FEES		2.79%	COLA						
5.1 Mechanical Permit Fees									
5.1.1	Issuance Fee	\$ 34.50							
5.1.2	Installation, alteration, or relocation of refrigeration, compressor, or absorption unit								
5.1.2.1	Up to and including 100,000 BTU	\$ 32.50							
5.1.2.2	More than 100,000 BTU and up to and including 500,000 BTU	\$ 66.00							
5.1.2.3	More than 500,000 BTU	\$ 168.00							
5.1.3	Air inlet and air outlet served by air-conditioning system	\$ 5.20							
5.1.4	Air inlets and outlets are unknown, for each 1,000 sq. ft.	\$ 46.00							
5.1.5	Installation, relocation, or replacement of each appliance vent not included in an appliance permit	\$ 16.80							
5.1.6	Installation or alteration of each air handling unit for air conditioning								
5.1.6.1	Up to and including 2,000 CFM, each unit up to 10	\$ 16.80							
5.1.6.2	Up to and including 2,000 CFM, each unit over 10	\$ 6.30							
5.1.6.3	More than 2,000 CFM and up to and including 10,000 CFM, each	\$ 49.20							
5.1.6.4	More than 10,000 CFM, each	\$ 81.70							
5.1.7	Evaporative cooler other than portabe type	\$ 27.20							
5.1.8	Ventilation fans which serve a single register								
5.1.8.1	Each fan up to 10	\$ 19.90							
5.1.8.2	Each fan over 10	\$ 7.30							
5.1.9	Ventilation system which is not a portion of any air conditioning system	\$ 40.80							
5.1.10	Installation of each commercial hood, spray booth, or product conveying duct system	\$ 81.70							
5.1.11	Installation of each fire damper	\$ 13.60							
5.1.12	Alteration of an existing duct system for which a permit is not required in this Code	\$ 32.50							
5.1.13	Investigation fee for work without permit								
5.1.13.1	R-3 occupancies	\$ 209.00							
5.1.13.2	Other occupancies, minimum	\$ 419.00							
5.1.14	Noncompliance fee								
5.1.14.1	R-3 occupancies	\$ 126.00							
5.1.14.2	Other occupancies	\$ 251.00							
5.1.15	Mechanical Plan Check Fees								
5.1.15.1	General Fee	\$ 136.00	50% of mechanical permit fee, with a minimum of \$136						
5.1.16	Alternate material fee								
5.1.16.1	Alternatate material fee, mandatory	\$ 272.00							
5.1.16.2	Alternate material fee, hourly	\$ 136.00							
5.1.17	Surcharge								
5.1.17.1	Commercial Type I or II Hood, included in proposed work	\$ 209.00							
5.1.17.2	Garage ventilation system, included in proposed work	\$ 209.00							
5.1.17.3	Stairs pressurization system, included in proposed work	\$ 209.00							
5.1.17.4	Product conveying systems, included in proposed work	\$ 209.00							
5.1.17.5	Commercial Type I or II Hood, individual system	\$ 314.00							
5.1.17.6	Garage ventilation system, individual system	\$ 314.00							
5.1.17.7	Stairs pressurization system, individual system	\$ 314.00							
5.1.17.8	Product conveying system, individual system	\$ 314.00							



# Exhibit B

## User Fee Determination

### Cost Analysis Worksheet

User Fee Description	Fund	Account	Agency / Department	Date
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*				Agency / Dept Overhead	Total Burdened Labor Cost / Hr	Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Labor and Fringe Costs					
<b>Community Development Department</b>								
Community Development Director		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
<b>Total Burdened Personnel Costs per Unit of Service</b>								<b>\$102.45</b>

**Other Departments**

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
<b>Total Burdened Costs per Unit of Service</b>								<b>\$0.00</b>

**Base Cost for Administrative Plan Review (commercial)**

Description	Cost Each	Quantity Required	Unit Cost
Storage Fee (LS)	247.55	1	\$247.55
			\$0.00
			\$0.00
<b>Total Other Costs per Unit of Service</b>			<b>\$247.55</b>

Total Service Direct Costs           \$350.00

**Recommended Fee**           **\$350.00**



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: JUNE 14, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: ADOPTION OF RESOLUTION 2019-1641, CERTIFYING THE RESULTS OF THE ASSESSMENT BALLOT PROCEEDING WITH RESPECT TO THE PROPOSED INCREASE; AND ADOPTION OF RESOLUTION 2019-1642, APPROVING A FINAL ENGINEER'S REPORT IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICT NOS. 22, 24, 27, 32 AND CONFIRMING DIAGRAMS AND ASSESSMENTS FOR SUCH DISTRICTS FOR FISCAL YEAR 2019-2020.**

**MEETING**

**DATE: JUNE 26, 2019**

---

**SUMMARY RECOMMENDATION:**

Adopt Resolution 2019-1641, certifying the results of the assessment ballot proceeding with respect to the proposed increase; and adopt resolution 2019-1642, approving a Final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, 32 and confirming diagrams and assessment for such districts for Fiscal Year 2019-2020.

**BACKGROUND:**

The City of Calabasas administers the following four landscape assessment districts pursuant to the Lanscaping & Lighting Act of 1972:

- 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)

The Districts were transferred to the City from Los Angeles County on July 1, 1995. In 1997, in compliance with new requirements imposed by the adoption of Proposition 218 in 1996, the assessments were submitted to property owners in an assessment ballot proceedings. Subsequent rate increases in some of the zones of the districts have also been approved following a balloting proceeding.

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 7 in LLAD 22 and Mont Calabasas Zone 41 in LLAD 27. Consequently, pursuant to Proposition 218, a mail ballot proceeding was conducted in both Zones in order to seek property owner approval of the proposed increase. The public hearing with respect to the assessment increase was held on June 12, 2019. Property owners had opportunity to return their ballots until the end of the public input portion of the June 12, 2019 public hearing.

**DISCUSSION/ANALYSIS:**

The purpose of this agenda item is to adopt Resolution No. 2019-1641, declaring and certifying the results of the balloting in connection with the proposed assessment increase, and to adopt Resolution No. 2019-1642 approving the Final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, and 32 and Confirming Diagrams and Assessments for such districts.

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) was held. The ballot count/tally of the Prop 218 Process for the Mont Calabasas Park Zone in Landscape Lighting Act District No. 27 (LLAD 27) was held, too. Ballot counts were as follows:

Calabasas Classic has 132 yes, and 112 No  
Mont Calabasas has 40 Yes, and 24 No

Results of the ballot in connection with the proposed assessment increase for Classic Calabasas Park Zone in LLAD 22 is majority yay, therefore it is approved.

Results of the ballot in connection with the proposed assessment increase for Mont Calabasas Zone in LLAD 27 is majority yay, therefore it is approved.

In addition, this year the City will implement a 3.81% CPI inflation adjustment to Landscape Lighting Act Districts 22, 24, 27 and 32.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funding sources:

Division: 322 – LLAD 22

Division: 323 – LLAD 24

Division: 324 – LLAD 27

Division: 325 – LLAD 32

**REQUESTED ACTION:**

Adopt Resoultion No. 2019-1641, certifying the results of the assessment ballot proceeding, and Resolution No. 2019-1642 approving a Final Engineer’s Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, and 32 and Confirming Diagrams and Assessments for such districts for fiscal year 2019-20.

**ATTACHMENTS:**

A Resolution 2019-1641

B Resolution 2019-1642

C Final Engineer’s Report

**ITEM 5 ATTACHMENT A  
RESOLUTION NO. 2019-1641**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS,  
CALIFORNIA, DECLARING AND CERTIFYING THE RESULTS OF A MAIL  
BALLOT PROCEEDING CONDUCTED IN CONNECTION WITH  
LANDSCAPE LIGHTING ACT DISTRICT NO. 22 & NO. 27**

**WHEREAS**, the City levies an assessment in connection with its Landscape Lighting Act District No. 22 & No. 27 (the "District") pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500 *et seq.* (the "Assessment Law")); and

**WHEREAS**, by its Resolution No. 2019-1626, the City Council declared its intention to increase the authorized assessment rate in the following zone: Calabasas Park and Mont Calabasas; and

**WHEREAS**, by that same Resolution, the City Council directed that notice of the increased assessment and of a public hearing be given to the owner of each parcel that would be subject to the proposed assessment increase and that such notice includes an assessment ballot as required by Article XIID of the California Constitution and applicable law; and

**WHEREAS**, on May 22, 2019 the City Council held a full and fair public meeting at which all interested persons could give oral and written testimony with respect to the increased assessment and Fiscal Year 2019-20 assessments; and

**WHEREAS**, on June 12, 2019 the City Council held a full and fair public hearing with respect to the increased assessments and levy of assessments and has considered all oral and written testimony and protests with respect to the proposed assessment increase for Fiscal Year 2019-20 and thereafter closed the public hearing, setting June 17, 2019 as the date for the tabulation of ballots; and

**WHEREAS**, on June 17, 2019 the city clerk or her designee, as an impartial person having no vested interest in the increased assessment of the Classic Calabasas Park Zone or the Mont Calabasas Zone as required by Government Code section 53753(e) to tally the assessment ballots that had been received prior to the close of the public hearing, tabulated the assessment ballots pursuant to state law and the City's "Procedures for the Completion, Return and Tabulation of Assessment Ballots"; and

**WHEREAS**, the City Council has received a report with respect to the tabulation of ballots and desires to declare and certify the results of that tabulation and with no majority protest, orders the increased assessment of Classic Calabasas

Park Zone and Mont Calabasas Zone and the levy assessments as more specifically described in the Final Engineer's Report dated June 26, 2019 which has been approved by Resolution 2019-1642 and which is on file in the Office of the City Clerk and available for public inspection.

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

SECTION 1. The forgoing recitals are each true and correct.

SECTION 2. The City Council declares and certifies that the results of the balloting are as shown on the tabulation report attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The City Council finds that in the Classic Calabasas Zone, Mont Calabasas Zone, (i) a majority protest as defined by Article XIID of the California Constitution does not exist; (ii) the City has now met each requirement of Article XIID and applicable law with respect to increasing the assessment in these Zones and (iii) the City Council may now, and in each future year, levy the assessment in these Zones at any rate which does not exceed the rate proposed for that Zone in Resolution No. 2019-1628 (as adjusted by any inflation adjustment disclosed on the assessment ballot):

Classic Calabasas Park Homeowners' Association  
Mont Calabasas Homeowners' Association

SECTION 4. The City Council finds that in the Classic Calabasas Zone a majority protest, in the Mont Calabasas Zone a majority protest, as defined by Article XIID of the California Constitution exists and therefore abandons proceedings to increase the authorized assessment rate in such Zones:

N/A

SECTION 5. The City Council reserves the right to levy the assessment in any Zone listed in Section 4 at the rates authorized prior to the conduct of this assessment ballot proceeding.

SECTION 6. The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED and ADOPTED** this 26th 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

Exhibits: Certificate of Canvas and ballot tally sheets

**EXHIBIT "A"**  
**CITY CLERK'S CERTIFICATE OF CANVASS**

I, Maricela Hernandez, City Clerk of the City of Calabasas, do certify that on June 17, 2019, pursuant to the City's "Procedures for the Completion, Return, and Tabulation of Assessment Ballots," I canvassed the returns of the special balloting for the Prop 218 Process for the Landscape Lighting Act District No. 22 (LLAD 22); Classic Calabasas Park HOA and Landscape Lighting Act District No. 27 (LLAD 27); Mont Calabasas HOA:

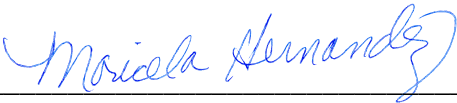
**Classic Calabasas Park HOA**

Total Votes in Favor	Total Votes Against
132	112

**Mont Calabasas HOA**

Total Votes in Favor	Total Votes Against
40	24

ATTESTED:



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

Date: June 18, 2019

Attachment:

Ballot Tally Sheets



**Calabasas- Classic CP Ballot Tabulation FY19-20**

District Totals

Zone	Amount Subject to Ballot		Number of Ballots				Outcome	Percent \$	Percent \$	Percent #	Percent #
	Yes	No	Yes	No	Changed	Duplicates		Yes	No	Yes	No
1 Classic CP	125,331.36	106,341.76	132	112	-	-	PASS	54%	46%	54%	46%
<b>Total District</b>	125,331.36	106,341.76	132	112	-	-	<b>PASS</b>	<b>54.1%</b>	<b>45.9%</b>	<b>54.1%</b>	<b>45.9%</b>
<b>Percent</b>	54%	46%	54%	46%							

244.00

**Mont Calabaras Ballot Tabulation FY19-20**

*District Totals*

Zone	Amount Subject to Ballot		Number of Ballots				Outcome	Percent \$	Percent \$	Percent #	Percent #
	Yes	No	Yes	No	Changed	Duplicates		Yes	No	Yes	No
1 Mont Calabaras	118,331.60	70,998.96	40	24	4	25	PASS	63%	38%	63%	38%
<b>Total District</b>	118,331.60	70,998.96	40	24	4	25	<b>Outcome</b>	<b>Percent \$</b>	<b>Percent \$</b>	<b>Percent #</b>	<b>Percent #</b>
<b>Percent</b>	63%	38%	63%	38%			PASS	62.5%	37.5%	62.5%	37.5%

64.00

**ITEM 5 ATTACHMENT B  
RESOLUTION NO. 2019-1642**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A FINAL ENGINEER'S REPORT IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICTS NOS. 22, 24, 27 & 32 AND CONFIRMING DIAGRAMS AND ASSESSMENTS FOR SUCH DISTRICTS**

**WHEREAS**, by its Resolution No. 2019-1626, the City Council declared its intention to levy and collect assessments for Fiscal Year 2019-20 in connection with Landscape Lighting Act District No. 22, Landscape Lighting Act District No. 24, Landscape Lighting Act District No. 27, and Landscape Lighting Act District No. 32 (collectively the "Districts" and each a "District") pursuant to the Landscape and Lighting Act of 1972 (California Streets & Highways Code Section 22500 et seq.) (the "Assessment Law"); and

**WHEREAS**, on June 12, 2019, the City Council held a full and fair public hearing at which all interested persons could give oral and written testimony with respect to the Fiscal Year 2019-20 assessment, which is at the same rate as in effect in Fiscal Year 2018-2019 plus 3.81% CPI inflation adjustment; and

**WHEREAS**, the City Council has considered all oral and written testimony and protests with respect to the proposed assessment for Fiscal Year 2019-20; and

**WHEREAS**, the City Council desires to cause the levy and collection of assessments for Fiscal Year 2019-20 in the Districts;

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

SECTION 1. The forgoing recitals are each true and correct.

SECTION 2. The City Council hereby approves the Final Report of Willdan Financial Services, as Assessment Engineers, entitled Final Engineer's Report for the Landscape Lighting Act Districts, and dated June 26, 2019, which is on file in the Office of the City Clerk and available for public inspection. Any protests against the proposed assessments for Fiscal Year 2019-20 are hereby overruled.

SECTION 3. The Diagram and Assessment contained within such Report is hereby approved pursuant to Section 22631 of the Assessment Law.

SECTION 4. The adoption of this Resolution constitutes the levy of the assessment within each of the Districts for Fiscal Year 2019-20.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED AND ADOPTED** this 26<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



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



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## 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:

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

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

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

*Landscape 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:

$$\text{Zone Total Levy Amount} \underline{\hspace{2cm}} = \text{Assessment Amount per Unit (Parcel)}$$

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.

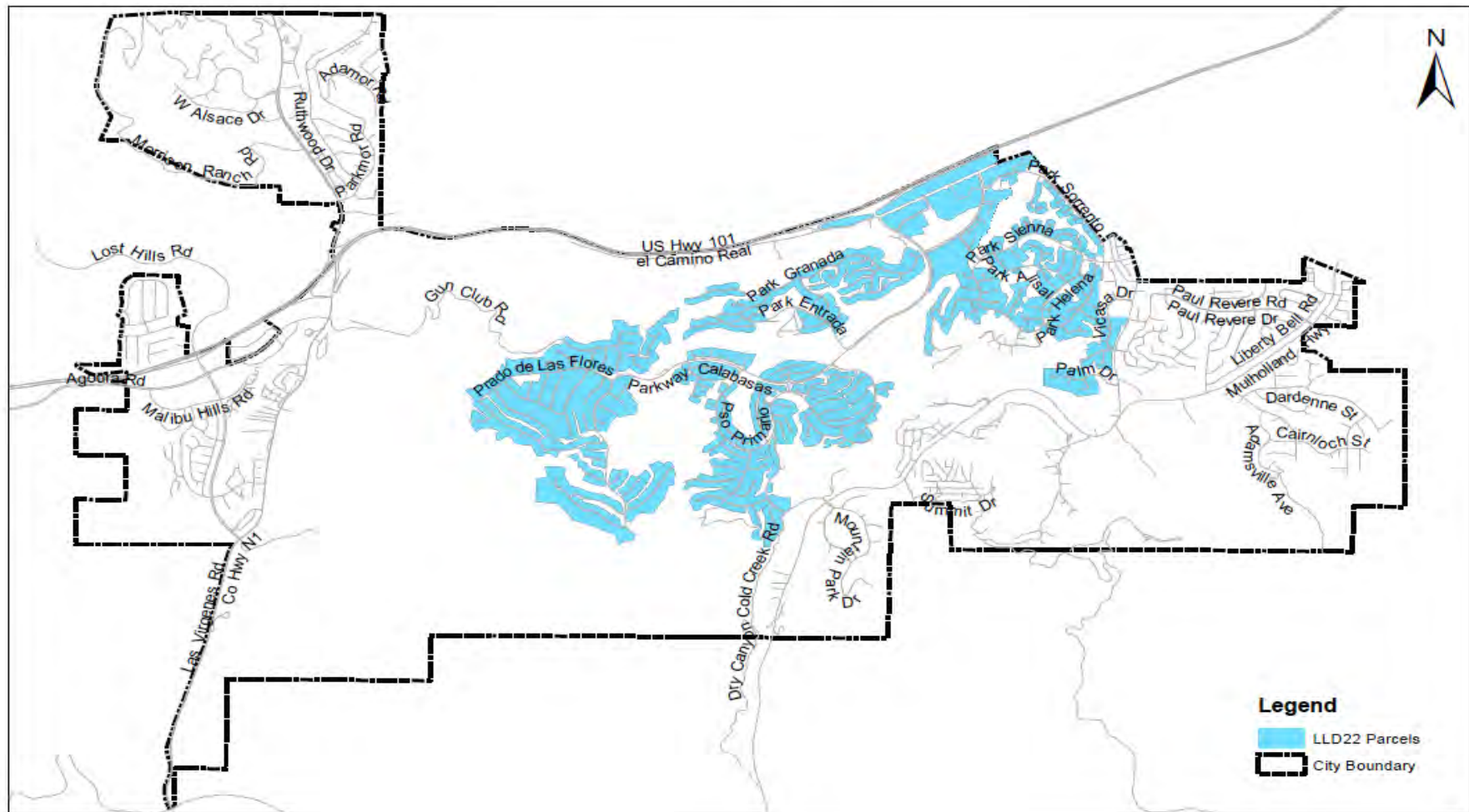
**The City of Calabasas' Chief Financial Officer provided the FY 2019-20 Budget Sources and Uses, and Consumer Price Index increase 3.81%.**  
The detailed records for the costs, utilities, maintenance contracts and other uses are on file at the City of Calabasas

## V. DISTRICT BOUNDARY MAPS

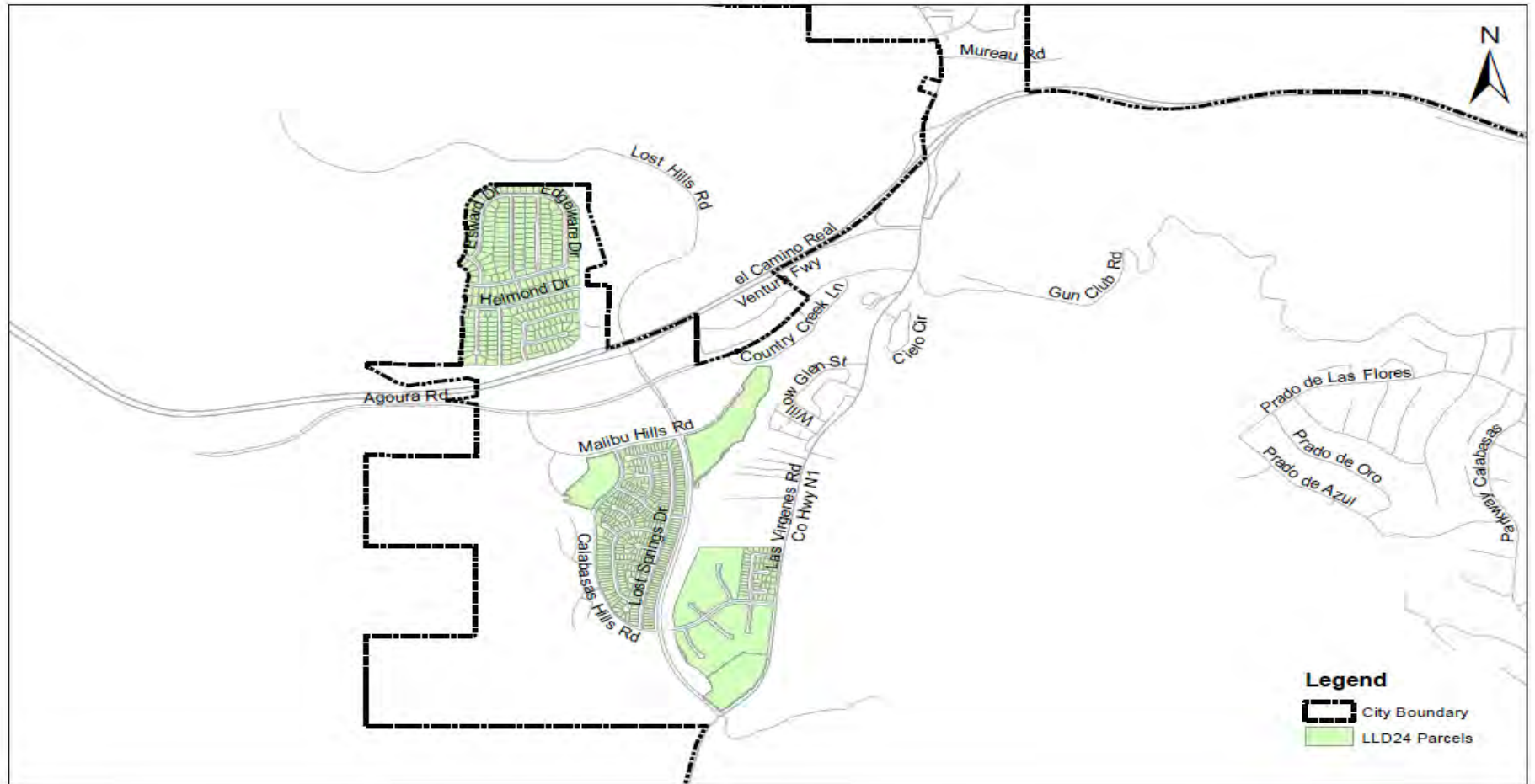
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Reference is hereby made to the Assessor's Maps of the County of Los Angeles for an exact description of the lines and dimensions of each parcel within the Assessment District.

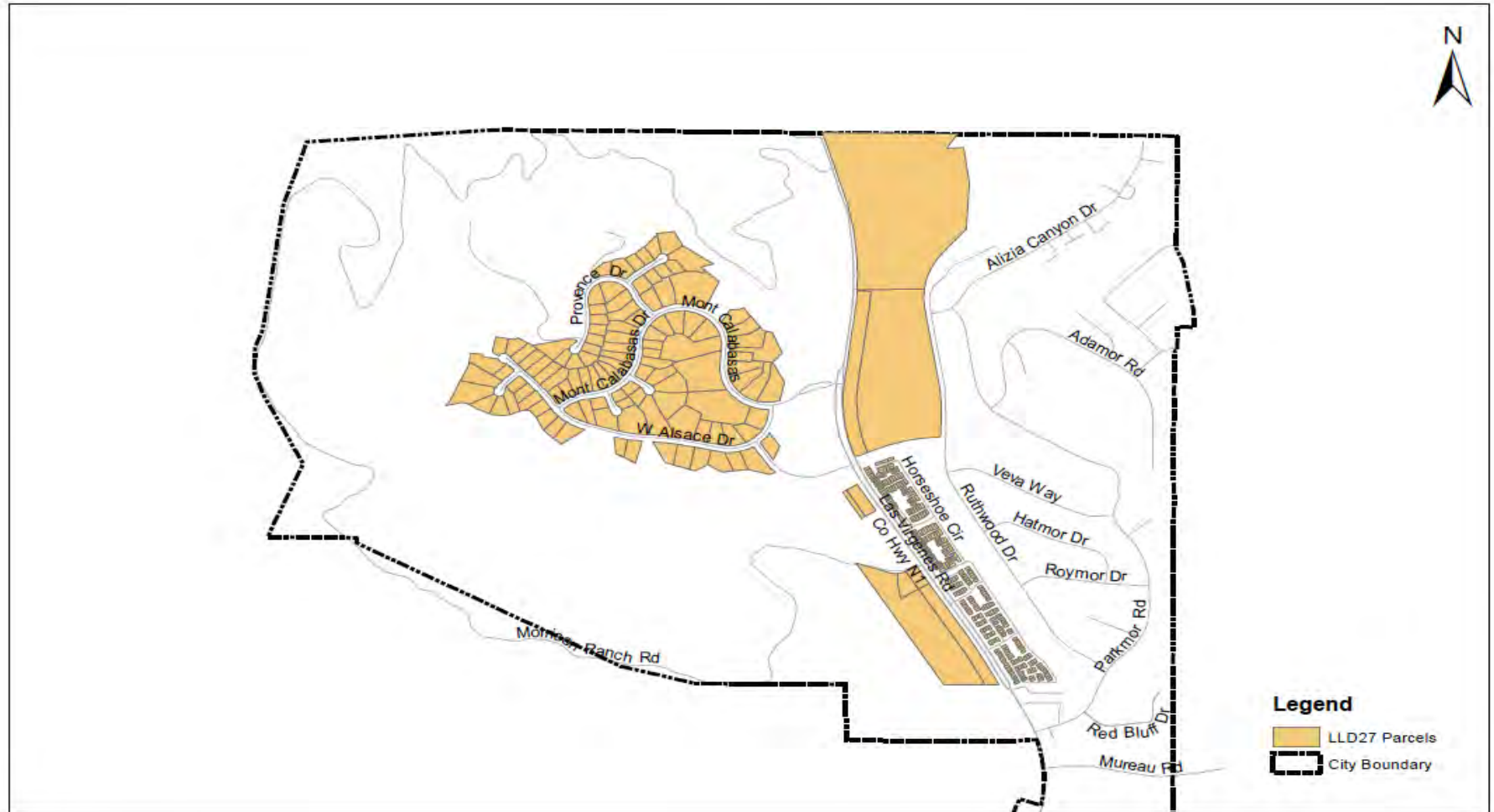
## City of Calabasas Landscaping and Lighting District No. 22 Boundary Map



## 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	Prop 18-Majority Vote	No	No																	
2007-2008	Final Asmts & CPI Increase for all Zones	805.48	1,031.87	647.91	647.91	794.35	2,031.40	273.96 per acre	3,348.00	NAP	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



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

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**DATE:** JUNE 18, 2019

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT:** 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

**MEETING DATE:** JUNE 26, 2019

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**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution NO. 2019-1635, approving the fiscal year (FY) 2019-20 and FY 2020-21 budgets; and Resolution No. 2019-1636, establishing the Appropriations Limit for FY 2019-20.

**BACKGROUND:**

Resolution 2019-1635;

The Detailed Budget Report (Attachment) includes all of the City's revenue and expenditures accounts for each of the City's funds, and it represents the entire two-year budget for the City of Calabasas at the most detailed level. The Budget workshop presentation delivered by the City's Chief Financial Officer on May 30, 2019 represented a summary of the budget, and no changes have been made to the document since the delivery of that presentation.

Following adoption of Resolution No. 2019-1635, the Biennial Budget and Capital Improvement Plan for FY 2019-20 and 2020-21 will be distributed and used for management and reporting purposes.

Resolution 2019-1636:

In November 1979, the California voters passed Proposition 4 (Article XIII B – “Gann Limit”), which places a ceiling on the amount a local government can spend from “the proceeds of taxation.” This limit is known as “the Gann Limit” and for Calabasas, is based on 1992-93 tax expenditures and was adjusted annually for inflation and population growth. According to the Revenue and Taxation Code, Section 7910, local governments must establish its appropriations limit by resolution each year at a regularly scheduled meeting or a noticed special meeting.

Because of Proposition 111, the City is required to choose between two annual inflation factors and two population growth factors for the establishment of the Limit. The choice offered for the annual inflation factor is the greater of (1) the growth in California per capita income, or (2) the growth in non-residential assessed valuation due to new construction within the City. This year, the calculation was based on the growth in California per capita income of 3.85%.

The choice offered for the annual population growth factor is the greater of the growth in City or County population. Based on growth rates for both the City of Calabasas and the County of Los Angeles provided by the California Department of Finance, the appropriation limit was calculated using the County of Los Angeles’ population growth factor of negative (0.01%).

The application of the annual growth factors to the FY 2018-19 limit resulted in a FY 2019-20 limit of \$32,599,937.

CITY of CALABASAS  
**GANN APPROPRIATIONS LIMIT CALCULATION**

FY 2019-2020

(A)	PRIOR YEAR'S GANN LIMIT 2018-19	\$ 31,394,392
(B)	PRICE FACTOR	1.0385
(C)	POPULATION FACTOR	0.9999
(D) = (B) X (C)	ANNUAL COMBINED FACTOR	1.0384
(E)	ANNUAL ADJUSTMENT	\$ 1,205,545
(F) = (A) X (E)	CURRENT YEAR GANN LIMIT 2019-20	<b>\$ 32,599,937</b>

The amount in the City's 2019-20 budget subject to the Limit (net proceeds of taxes, including interest earnings) totals \$24,694,500. This amount is well within the required limit:

2018-19 Appropriation Limit	\$ 32,599,937
2018-19 Appropriations Subject to Limit	\$ 24,694,500
Amount Under Limit:	\$ 7,905,437

**REQUESTED ACTION:**

Adopt Resolution No. 2019-1635 approving the Operating and Capital Improvement Budget from July 1, 2019 through June 30, 2021, providing for the appropriations and expenditures for all sums set forth in said budget and repealing all resolutions in conflict herewith; and Adopt Resolution No. 2019-1636 establishing the appropriations limit for FY 2019-20.

**ATTACHMENTS:**

- A Detailed Budget FY 2019-20 & 2020-21
- B Resolution No. 2019-1635
- C Resolution No. 2019-1636
- D Budget Workshop Presentation dated May 30, 2019

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>Fund: 10 - General Fund</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
10 - 000 - 401000	Property Tax	3,741,900.00
10 - 000 - 402000	Sales and Use Tax	3,858,000.00
10 - 000 - 403000	Franchise Fee - Cable TV	6,045,000.00
10 - 000 - 403010	Franchise Fee - Edison	333,000.00
10 - 000 - 403020	Franchise Fee - Gas	341,300.00
10 - 000 - 404000	Transfer Tax	443,800.00
10 - 000 - 405000	Transient Occupancy Tax	83,900.00
10 - 000 - 406001	Utility Tax - Electric	86,000.00
10 - 000 - 406002	Utility Tax - Gas	309,000.00
10 - 000 - 406003	Utility Tax-Telecommunications	316,700.00
10 - 000 - 411000	Building Fees	2,478,600.00
10 - 000 - 411001	Building Fees - Electrical	2,635,000.00
10 - 000 - 411002	Building Fees - Mechanical	1,933,400.00
10 - 000 - 411003	Building Fees - Plumbing	1,972,100.00
10 - 000 - 411010	Planning Fees	395,900.00
10 - 000 - 411020	Engineering Fees	403,800.00
10 - 000 - 411030	Investigative Fines	821,400.00
10 - 000 - 411050	Recoverable Admin Fee	805,600.00
10 - 000 - 414000	Misc Permits & Fees	1,992,100.00
10 - 000 - 414001	Film Permits	2,041,900.00
10 - 000 - 414100	Bid & Plan	105,100.00
10 - 000 - 416300	Property Damage/Loss Reimburse	107,700.00
10 - 000 - 421000	Traffic Fines	57,400.00
10 - 000 - 422000	False Alarm Fines	58,800.00
10 - 000 - 431000	Vehicle License Fee	113,900.00
10 - 000 - 431100	Las Virgenes Parking Admin	116,700.00
10 - 000 - 440001	De Anza Court Rental	130,000.00
10 - 000 - 440002	De Anza Picnic Rental	133,300.00
10 - 000 - 440003	Facility Rental - De Anza	76,200.00
10 - 000 - 440005	De Anza Vending Machine	78,100.00
10 - 000 - 440010	Facility Rental - Lupin Hill	50,000.00
10 - 000 - 440900	Loan Receipt	51,300.00
10 - 000 - 441000	Interest Income	32,800.00
10 - 000 - 441503	Facility Rental - AC Stelle	33,600.00
10 - 000 - 441506	AC Stelle Sports Leagues	36,700.00
10 - 000 - 442000	Miscellaneous	35,800.00
10 - 000 - 442004	Misc - CFD Admin Fees	30,000.00
10 - 000 - 442100	Reimbursement for Sheriff Svc	32,000.00
10 - 000 - 442102	Rebates & Refunds	7,700.00
10 - 000 - 442103	Copy Fees	92,800.00
10 - 000 - 442104	Charging Station Fees	95,100.00
10 - 000 - 442110	De Anza Event Insurance	25,800.00
		5,000.00
		2,571,300.00
		2,651,000.00
		133,200.00
		136,500.00
		17,000.00
		17,000.00
		4,500.00
		4,500.00
		16,500.00
		16,500.00
		1,500.00
		1,500.00
		96,000.00
		96,500.00
		4,900.00
		5,000.00
		365,100.00
		420,900.00
		42,000.00
		42,000.00
		50,000.00
		50,000.00
		13,000.00
		13,000.00
		69,600.00
		69,600.00
		67,500.00
		69,200.00
		6,100.00
		6,300.00
		4,900.00
		5,000.00
		11,800.00
		12,100.00
		20,000.00
		20,500.00

## Detailed Budget FY 2019-20 & 2020-21

		<u>2019-20</u>	<u>2020-21</u>
		<u>Budget</u>	<u>Budget</u>
10 - 000 - 445005	Facility Rental - Creekside	93,600.00	97,200.00
10 - 000 - 445006	Creekside PR Reimbursement	400,000.00	410,000.00
10 - 000 - 445100	Facility Rental - Gates Cyn	10,000.00	12,000.00
10 - 000 - 445200	Facility Rental - Grape Arbor	5,000.00	5,100.00
10 - 000 - 445300	Facility Rental - Civic Center	14,300.00	14,700.00
10 - 000 - 446000	De Anza Recreation Program Fees	83,500.00	85,600.00
10 - 000 - 446001	De Anza Youth Sport Leagues	123,000.00	126,100.00
10 - 000 - 446005	4th of July Revenue	28,500.00	28,500.00
10 - 000 - 446006	Facility Rental - AE Wright	7,500.00	8,500.00
10 - 000 - 446007	AE Wright Sport Leagues	53,000.00	54,300.00
10 - 000 - 446009	Pumpkin Festival	85,000.00	85,000.00
10 - 000 - 446011	Recreation Processing Fees	1,900.00	1,900.00
10 - 000 - 446025	Special Events	8,800.00	9,000.00
10 - 000 - 446030	Calabasas Fine Arts Festival	40,300.00	40,300.00
10 - 000 - 446200	Senior Center Membership	67,000.00	67,000.00
10 - 000 - 446201	Senior Center Rentals	2,500.00	2,600.00
10 - 000 - 446202	Senior Center Daily Fees	22,700.00	23,300.00
10 - 000 - 446203	Senior Center Program Fees	302,800.00	310,400.00
10 - 000 - 446400	Lease Income	166,400.00	183,500.00
10 - 000 - 446702	Scanning Fees	23,200.00	23,800.00
10 - 000 - 449600	EG Access Fee	136,100.00	139,500.00
10 - 000 - 484003	Refunds - De Anza Park	(100.00)	(100.00)
10 - 000 - 484007	Refunds - Youth Sports Leagues	(100.00)	(100.00)
10 - 000 - 484009	Refunds - Senior Center	(700.00)	(700.00)
10 - 000 - 490014	Transfer in AB 939	106,600.00	109,300.00
10 - 000 - 490029	Transfer in Transit	76,500.00	78,400.00
10 - 000 - 490039	Transfer in Measure R Trans	350,000.00	350,000.00
		<b>24,909,700.00</b>	<b>25,645,200.00</b>
<b>Total Fund 10 Revenue</b>		<b>24,909,700.00</b>	<b>25,645,200.00</b>

### Expenditures

#### Division: 111 - Legislation & Policy

10 - 111 - 522100	Special Dept. Supplies	5,000.00	5,000.00
10 - 111 - 522113	Special Dept Sup- J Bozajian	5,000.00	5,000.00
10 - 111 - 522114	Special Dept Sup- MS Maurer	5,000.00	5,000.00
10 - 111 - 522116	Special Dept Sup- F Gaines	5,000.00	5,000.00
10 - 111 - 522118	Special Dept Sup- D Shapiro	5,000.00	5,000.00
10 - 111 - 522119	Special Dept Sup- A Weintraub	5,000.00	5,000.00
10 - 111 - 522600	Dues and Memberships	41,900.00	42,900.00
10 - 111 - 527000	Business Meeting & Conference	18,000.00	18,000.00
		<b>89,900.00</b>	<b>90,900.00</b>

#### Division: 112 - Boards & Commissions

10 - 112 - 522100	Special Dept. Supplies	500.00	500.00
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## Detailed Budget FY 2019-20 & 2020-21

		<u>2019-20</u>	<u>2020-21</u>
		<u>Budget</u>	<u>Budget</u>
10 - 112 - 522200	Printing	1,500.00	1,500.00
10 - 112 - 525200	Contractual Services	4,900.00	5,000.00
10 - 112 - 527000	Business Meeting & Conference	2,000.00	2,100.00
		<b>8,900.00</b>	<b>9,100.00</b>
<u>Division: 121 - Legal</u>			
10 - 121 - 525010	Contractual Svcs-Gen'l Matter	391,400.00	401,200.00
10 - 121 - 525011	Contractual Svcs-HR Matters	6,700.00	6,900.00
10 - 121 - 525020	Contractual Svcs-Litigation	3,300.00	3,400.00
		<b>401,400.00</b>	<b>411,500.00</b>
<u>Division: 131 - City Clerk</u>			
10 - 131 - 522000	Office Supplies	1,400.00	1,400.00
10 - 131 - 522100	Special Dept. Supplies	700.00	700.00
10 - 131 - 522200	Printing	2,900.00	3,000.00
10 - 131 - 522600	Dues and Memberships	2,000.00	2,100.00
10 - 131 - 522800	Publications	4,400.00	4,500.00
10 - 131 - 525200	Contractual Services	18,300.00	18,800.00
10 - 131 - 525700	Elections	10,000.00	65,000.00
10 - 131 - 526500	Advertising	4,300.00	4,400.00
10 - 131 - 527000	Business Meeting & Conference	500.00	4,000.00
10 - 131 - 528500	Training	5,000.00	5,000.00
10 - 131 - 541600	Miscellaneous Expenditure	100.00	100.00
10 - 131 - 543000	Mileage Reimbursement	400.00	400.00
		<b>50,000.00</b>	<b>109,400.00</b>
<u>Division: 132 - Administrative Services</u>			
10 - 132 - 522000	Office Supplies	1,100.00	1,100.00
10 - 132 - 522600	Dues and Memberships	1,100.00	1,100.00
10 - 132 - 525200	Contractual Services	900.00	900.00
10 - 132 - 525700	Elections	0.00	4,800.00
10 - 132 - 526500	Advertising	900.00	900.00
10 - 132 - 527000	Business Meeting & Conference	800.00	800.00
10 - 132 - 528000	Tuition Reimbursement	20,000.00	20,000.00
10 - 132 - 528500	Training	1,500.00	1,500.00
10 - 132 - 541600	Miscellaneous Expenditure	300.00	300.00
10 - 132 - 543000	Mileage Reimbursement	300.00	300.00
		<b>26,900.00</b>	<b>31,700.00</b>
<u>Division: 134 - Non-Departmental</u>			
10 - 134 - 520000	Insurance	913,400.00	936,200.00
10 - 134 - 520001	Unemployment Insurance	900.00	900.00
10 - 134 - 522000	Office Supplies	7,200.00	7,400.00
10 - 134 - 522100	Special Dept. Supplies	5,800.00	5,900.00
10 - 134 - 522109	Emergency Facility Repairs	5,000.00	5,000.00
10 - 134 - 522200	Printing	5,500.00	5,600.00



## Detailed Budget FY 2019-20 & 2020-21

		<b>2019-20</b>	<b>2020-21</b>
		<b>Budget</b>	<b>Budget</b>
10 - 134 - 522300	Kitchen Supplies	22,000.00	22,600.00
10 - 134 - 522400	Furniture & Fixtures	400.00	400.00
10 - 134 - 522600	Dues and Memberships	1,400.00	1,400.00
10 - 134 - 522700	Storage Rental	50,400.00	51,700.00
10 - 134 - 523000	Postage / Courier Service	17,900.00	18,300.00
10 - 134 - 523100	Bank & Merchant Fees	144,700.00	148,300.00
10 - 134 - 523300	Contribution to Others	255,000.00	255,000.00
10 - 134 - 523301	Contribution to Chamber of Com	30,000.00	30,000.00
10 - 134 - 523303	Humanitarian Aid	25,000.00	25,000.00
10 - 134 - 523306	Relay for Life	5,000.00	5,000.00
10 - 134 - 523401	Art Rental	8,000.00	8,000.00
10 - 134 - 523900	Equipment Maintenance	12,300.00	12,600.00
10 - 134 - 525200	Contractual Services	20,000.00	20,000.00
10 - 134 - 525257	Mass Notification System	30,000.00	30,000.00
10 - 134 - 525284	Parking Enforcement	36,900.00	37,800.00
10 - 134 - 541600	Miscellaneous Expenditure	1,300.00	1,300.00
10 - 134 - 550001	Security	125,000.00	100,000.00
10 - 134 - 650000	Capital Outlay	14,700.00	14,700.00
10 - 134 - 655000	Open Space & Environmental Prg	20,000.00	20,000.00
10 - 134 - 990028	Transfer to Library Fund	4,300.00	4,400.00
10 - 134 - 990040	Transfer to Capital	25,000.00	25,000.00
10 - 134 - 990085	Transfer to 2006 COP	2,500.00	2,500.00
10 - 134 - 990087	Transfer to 2015 COP	1,845,000.00	1,846,200.00
		<b>3,634,600.00</b>	<b>3,641,200.00</b>
<u>Division: 135 - Payroll</u>			
10 - 135 - 510000	Full Time Salaries	6,072,200.00	6,268,300.00
10 - 135 - 510002	Full Time Employee Overtime	30,000.00	31,000.00
10 - 135 - 510400	Benefits	1,654,700.00	1,674,200.00
10 - 135 - 510401	Retiree Medical Benefits	80,100.00	80,100.00
10 - 135 - 510600	Employer Taxes	1,247,400.00	1,285,200.00
10 - 135 - 510900	Hourly Employees	760,000.00	760,000.00
10 - 135 - 511000	Auto Allowance	47,000.00	47,000.00
10 - 135 - 511001	457 Match	107,600.00	111,100.00
		<b>9,999,000.00</b>	<b>10,256,900.00</b>
<u>Division: 136 - Civic Center O&amp;M</u>			
10 - 136 - 522100	Special Dept. Supplies	17,600.00	18,000.00
10 - 136 - 522103	Facility Maintenance	64,700.00	49,500.00
10 - 136 - 523800	Rent Equipment	1,000.00	1,000.00
10 - 136 - 523900	Equipment Maintenance	26,700.00	27,400.00
10 - 136 - 524000	Utilities - Electric	77,400.00	79,300.00
10 - 136 - 524001	Utilities - Water	7,400.00	7,600.00
10 - 136 - 524002	Utilities - Gas	6,300.00	6,500.00
10 - 136 - 541600	Miscellaneous Expenditure	8,900.00	7,100.00
10 - 136 - 550001	Building Security	3,800.00	3,900.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
10 - 136 - 650000    Capital Outlay	200.00	200.00
	<b>214,000.00</b>	<b>200,500.00</b>
<u>Division: 141 - City Management</u>		
10 - 141 - 522000    Office Supplies	1,100.00	1,100.00
10 - 141 - 522100    Special Dept. Supplies	1,300.00	1,300.00
10 - 141 - 522600    Dues and Memberships	900.00	900.00
10 - 141 - 527000    Business Meeting & Conference	23,500.00	24,100.00
	<b>26,800.00</b>	<b>27,400.00</b>
<u>Division: 151 - Financial Management</u>		
10 - 151 - 522000    Office Supplies	2,300.00	2,400.00
10 - 151 - 522100    Special Dept. Supplies	3,100.00	3,200.00
10 - 151 - 522200    Printing	1,100.00	1,100.00
10 - 151 - 522600    Dues and Memberships	300.00	300.00
10 - 151 - 525200    Contractual Services	68,000.00	69,700.00
10 - 151 - 527000    Business Meeting & Conference	1,000.00	1,000.00
10 - 151 - 528500    Training	1,200.00	1,200.00
	<b>77,000.00</b>	<b>78,900.00</b>
<u>Division: 152 - Payroll &amp; Revenue</u>		
10 - 152 - 522000    Office Supplies	100.00	100.00
10 - 152 - 522100    Special Dept. Supplies	200.00	200.00
10 - 152 - 522200    Printing	100.00	100.00
10 - 152 - 522600    Dues and Memberships	700.00	700.00
10 - 152 - 523501    Computer Software	400.00	400.00
10 - 152 - 525200    Contractual Services	73,400.00	75,200.00
10 - 152 - 527000    Business Meeting & Conference	2,000.00	2,100.00
10 - 152 - 528500    Training	800.00	800.00
	<b>77,700.00</b>	<b>79,600.00</b>
<u>Division: 161 - Public Information</u>		
10 - 161 - 520800    Telephone	52,400.00	53,700.00
10 - 161 - 522000    Office Supplies	1,400.00	1,400.00
10 - 161 - 522100    Special Dept. Supplies	5,800.00	5,900.00
10 - 161 - 522200    Printing	4,300.00	4,400.00
10 - 161 - 522600    Dues and Memberships	600.00	600.00
10 - 161 - 522800    Publications	500.00	500.00
10 - 161 - 523500    Computer Hardware	5,300.00	5,400.00
10 - 161 - 523800    Rent Equipment	5,000.00	5,100.00
10 - 161 - 525200    Contractual Services	24,000.00	26,000.00
10 - 161 - 525217    Film Permit Services	25,400.00	26,000.00
10 - 161 - 526000    City Newsletter\Promotions	10,600.00	10,900.00
10 - 161 - 527000    Business Meeting & Conference	5,100.00	5,200.00
10 - 161 - 528500    Training	400.00	400.00
10 - 161 - 650000    Capital Outlay	25,000.00	20,000.00

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
	<b>165,800.00</b>	<b>165,500.00</b>
<u>Division: 162 - Information Technology</u>		
10 - 162 - 522000 Office Supplies	1,100.00	1,100.00
10 - 162 - 522100 Special Dept. Supplies	11,900.00	12,200.00
10 - 162 - 522600 Dues and Memberships	200.00	200.00
10 - 162 - 523500 Computer Hardware	94,900.00	97,300.00
10 - 162 - 523501 Computer Software	74,000.00	75,900.00
10 - 162 - 525200 Contractual Services	22,000.00	22,600.00
10 - 162 - 527000 Business Meeting & Conference	2,200.00	2,300.00
10 - 162 - 528500 Training	7,200.00	7,400.00
10 - 162 - 650000 Capital Outlay	12,900.00	13,200.00
	<b>226,400.00</b>	<b>232,200.00</b>
<u>Division: 163 - Telecom Regulation</u>		
10 - 163 - 522100 Special Dept. Supplies	200.00	200.00
10 - 163 - 522600 Dues and Memberships	200.00	200.00
10 - 163 - 525200 Contractual Services	80,000.00	85,000.00
10 - 163 - 527000 Business Meeting & Conference	200.00	200.00
	<b>80,600.00</b>	<b>85,600.00</b>
<u>Division: 211 - LA Co. Sheriff's Department</u>		
10 - 211 - 522100 Special Dept. Supplies	7,100.00	7,300.00
10 - 211 - 525200 Contractual Services	4,780,600.00	4,780,600.00
10 - 211 - 525263 LA Co. Sheriff Reimbursable	67,500.00	69,200.00
	<b>4,855,200.00</b>	<b>4,857,100.00</b>
<u>Division: 221 - LA Co. Fire District</u>		
10 - 221 - 525200 Contractual Services	20,800.00	20,800.00
	<b>20,800.00</b>	<b>20,800.00</b>
<u>Division: 222 - Public Safety and Emergency Preparedness</u>		
10 - 222 - 522000 Office Supplies	300.00	300.00
10 - 222 - 522100 Special Dept. Supplies	6,000.00	6,200.00
10 - 222 - 522200 Printing	3,500.00	3,600.00
10 - 222 - 522600 Dues and Memberships	500.00	500.00
10 - 222 - 525200 Contractual Services	17,500.00	17,500.00
10 - 222 - 525206 Special Events	21,900.00	22,400.00
	<b>49,700.00</b>	<b>50,500.00</b>
<u>Division: 231 - LA Co. Animal Services</u>		
10 - 231 - 525200 Contractual Services	55,200.00	62,200.00
	<b>55,200.00</b>	<b>62,200.00</b>
<u>Division: 311 - Administration &amp; Engineering</u>		
10 - 311 - 522000 Office Supplies	500.00	500.00

## Detailed Budget FY 2019-20 & 2020-21

		<b>2019-20</b>	<b>2020-21</b>
		<b>Budget</b>	<b>Budget</b>
10 - 311 - 522100	Special Dept. Supplies	400.00	400.00
10 - 311 - 522200	Printing	2,000.00	2,100.00
10 - 311 - 522600	Dues and Memberships	1,500.00	1,500.00
10 - 311 - 522800	Publications	200.00	200.00
10 - 311 - 523501	Computer Software	5,800.00	5,900.00
10 - 311 - 525200	Contractual Services	200,000.00	205,000.00
10 - 311 - 525206	Special Events	14,000.00	14,400.00
10 - 311 - 527000	Business Meeting & Conference	2,900.00	3,000.00
		<b>227,300.00</b>	<b>233,000.00</b>
<u>Division: 312 - Street Maintenance Services</u>			
10 - 312 - 522000	Office Supplies	1,000.00	1,000.00
10 - 312 - 522100	Special Dept. Supplies	5,000.00	5,100.00
10 - 312 - 522600	Dues and Memberships	1,600.00	1,600.00
10 - 312 - 524000	Utilities - Electric	5,500.00	5,600.00
10 - 312 - 524001	Utilities - Water	126,900.00	130,100.00
10 - 312 - 525200	Contractual Services	22,600.00	23,200.00
10 - 312 - 525210	Road safety/Shoulder/Pky maint	50,000.00	51,300.00
10 - 312 - 525212	Drain Maint & Catch Basin Clen	2,000.00	2,100.00
10 - 312 - 525215	Street/Sidewalk Repair	64,300.00	65,900.00
10 - 312 - 525220	Street Sweeping	93,900.00	96,200.00
10 - 312 - 525280	Tree Trimming	300.00	300.00
10 - 312 - 525281	Graffiti Removal	200.00	200.00
10 - 312 - 525283	General Landscape Maintenance	209,000.00	214,200.00
		<b>582,300.00</b>	<b>596,800.00</b>
<u>Division: 313 - Water Quality Enhancement</u>			
10 - 313 - 522100	Special Dept. Supplies	200.00	200.00
10 - 313 - 522600	Dues and Memberships	300.00	300.00
10 - 313 - 525200	Contractual Services	71,600.00	73,400.00
10 - 313 - 525227	Compliance Monitoring Program	172,100.00	176,400.00
10 - 313 - 525228	Sewer Infrastructure Managemnt	35,000.00	35,900.00
10 - 313 - 527000	Business Meeting & Conference	400.00	400.00
		<b>279,600.00</b>	<b>286,600.00</b>
<u>Division: 321 - General Landscape Maintenance</u>			
10 - 321 - 522000	Office Supplies	200.00	200.00
10 - 321 - 524000	Utilities - Electric	100.00	100.00
10 - 321 - 524001	Utilities - Water	98,300.00	100,800.00
10 - 321 - 525250	Annual Fuel Reduction	163,000.00	167,100.00
10 - 321 - 525280	Tree Trimming	71,100.00	72,900.00
10 - 321 - 525283	General Landscape Maintenance	263,800.00	270,400.00
10 - 321 - 527000	Business Meeting & Conference	500.00	500.00
10 - 321 - 572200	Tree Removal	45,000.00	46,100.00
10 - 321 - 650236	Tree Planting	9,400.00	9,600.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
	<b>651,400.00</b>	<b>667,700.00</b>
<u>Division: 331 - Transportation Planning</u>		
10 - 331 - 522000 Office Supplies	2,000.00	2,100.00
10 - 331 - 522100 Special Dept. Supplies	400.00	400.00
10 - 331 - 523501 Computer Software	100.00	100.00
10 - 331 - 525200 Contractual Services	2,000.00	2,100.00
	<b>4,500.00</b>	<b>4,700.00</b>
<u>Division: 332 - Transportation Eng/Operations</u>		
10 - 332 - 522000 Office Supplies	1,000.00	1,000.00
10 - 332 - 522100 Special Dept. Supplies	1,400.00	1,400.00
10 - 332 - 522600 Dues and Memberships	2,500.00	2,600.00
10 - 332 - 522800 Publications	300.00	300.00
10 - 332 - 523700 Vehicle Maintenance	7,500.00	7,700.00
10 - 332 - 523701 Vehicle Gasoline / Oil	11,800.00	12,100.00
10 - 332 - 524000 Utilities - Electric	71,100.00	72,900.00
10 - 332 - 525200 Contractual Services	2,800.00	2,900.00
10 - 332 - 525210 Road safety/Shoulder/Pky maint	38,200.00	39,200.00
10 - 332 - 525224 Property Damage & Repairs	92,800.00	95,100.00
10 - 332 - 525240 Striping, Signing & Marking	75,000.00	76,900.00
10 - 332 - 525260 Traffic Signal/Lighting	95,000.00	97,400.00
10 - 332 - 527000 Business Meeting & Conference	700.00	700.00
	<b>400,100.00</b>	<b>410,200.00</b>
<u>Division: 333 - Transit Services</u>		
<u>Division: 334 - Intergovernmental Relations</u>		
10 - 334 - 522000 Office Supplies	100.00	100.00
10 - 334 - 522503 School Safety	14,500.00	14,900.00
10 - 334 - 525270 Crossing Guard	106,500.00	109,200.00
10 - 334 - 525275 School Programs	5,800.00	5,900.00
	<b>126,900.00</b>	<b>130,100.00</b>
<u>Division: 411 - Community Development Admin</u>		
10 - 411 - 522000 Office Supplies	8,500.00	8,700.00
10 - 411 - 522100 Special Dept. Supplies	700.00	700.00
10 - 411 - 522200 Printing	14,200.00	14,600.00
10 - 411 - 522600 Dues and Memberships	2,700.00	2,800.00
10 - 411 - 522800 Publications	300.00	300.00
10 - 411 - 523500 Computer Hardware	100.00	100.00
10 - 411 - 523501 Computer Software	58,000.00	58,000.00
10 - 411 - 525200 Contractual Services	3,000.00	3,100.00
10 - 411 - 526500 Advertising	3,400.00	3,500.00
10 - 411 - 527000 Business Meeting & Conference	4,200.00	4,300.00
	<b>95,100.00</b>	<b>96,100.00</b>

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division: 412 - Planning Projects &amp; Studies</u>		
10 - 412 - 522200    Printing	100.00	100.00
10 - 412 - 523203    Senior Rental Voucher	97,700.00	100,100.00
10 - 412 - 525069    Affordable Housing Exp	75,000.00	25,000.00
10 - 412 - 525200    Contractual Services	33,000.00	0.00
10 - 412 - 5252XX    Historic Site Markers	15,000.00	0.00
10 - 412 - 527000    Business Meeting & Conference	3,000.00	3,100.00
10 - 412 - 528500    Training	3,000.00	0.00
	<b>226,800.00</b>	<b>128,300.00</b>
<u>Division: 415 - Building Inspection</u>		
10 - 415 - 522000    Office Supplies	300.00	300.00
10 - 415 - 522100    Special Dept. Supplies	8,200.00	8,400.00
10 - 415 - 525200    Contractual Services	836,400.00	857,300.00
10 - 415 - 528500    Training	12,000.00	800.00
	<b>856,900.00</b>	<b>866,800.00</b>
<u>Division: 416 - Code Enforcement</u>		
10 - 416 - 525216    Code Enforcement Prosecutor	50,000.00	51,300.00
10 - 416 - 528500    Training	200.00	200.00
	<b>50,200.00</b>	<b>51,500.00</b>
<u>Division: 511 - Community Services Management</u>		
10 - 511 - 522000    Office Supplies	2,200.00	2,200.00
10 - 511 - 522100    Special Dept. Supplies	1,000.00	1,000.00
10 - 511 - 522600    Dues and Memberships	300.00	300.00
10 - 511 - 526500    Advertising	100.00	100.00
	<b>3,600.00</b>	<b>3,600.00</b>
<u>Division: 512 - Creekside Park</u>		
10 - 512 - 520800    Telephone	200.00	200.00
10 - 512 - 522100    Special Dept. Supplies	400.00	400.00
10 - 512 - 525150    Contract Instructors	200.00	200.00
10 - 512 - 525200    Contractual Services	10,000.00	10,000.00
10 - 512 - 541800    Custodial Supplies	1,000.00	1,000.00
	<b>11,800.00</b>	<b>11,800.00</b>
<u>Division: 513 - De Anza Park/Recreation Progrm</u>		
10 - 513 - 520020    Event Insurance	20,000.00	20,000.00
10 - 513 - 520800    Telephone	5,000.00	5,000.00
10 - 513 - 522000    Office Supplies	2,100.00	2,200.00
10 - 513 - 522100    Special Dept. Supplies	61,200.00	62,700.00
10 - 513 - 522200    Printing	58,000.00	60,000.00
10 - 513 - 522600    Dues and Memberships	500.00	500.00
10 - 513 - 522900    State Required Fingerprinting	3,000.00	3,000.00
10 - 513 - 523000    Postage / Courier Service	9,000.00	9,200.00

## Detailed Budget FY 2019-20 & 2020-21

		<u>2019-20</u>	<u>2020-21</u>
		<u>Budget</u>	<u>Budget</u>
10 - 513 - 525150	Contract Instructors	157,000.00	160,000.00
10 - 513 - 525200	Contractual Services	16,000.00	16,400.00
10 - 513 - 525207	Tickets / Pre-sale	12,900.00	13,200.00
10 - 513 - 525208	Facility Rental	30,000.00	30,000.00
10 - 513 - 526300	Special Community Services	200.00	200.00
10 - 513 - 528500	Training	600.00	600.00
10 - 513 - 541800	Custodial Supplies	7,000.00	7,500.00
10 - 513 - 543000	Mileage Reimbursement	1,100.00	1,100.00
10 - 513 - 650000	Capital Outlay	20,000.00	10,000.00
		<b>403,600.00</b>	<b>401,600.00</b>
<u>Division: 514 - Parks Maintenance</u>			
10 - 514 - 522000	Office Supplies	2,000.00	2,100.00
10 - 514 - 523700	Vehicle Maintenance	8,000.00	8,000.00
10 - 514 - 524000	Utilities - Electric	37,000.00	38,000.00
10 - 514 - 524002	Utilities - Gas	2,700.00	2,800.00
10 - 514 - 525200	Contractual Services	20,000.00	22,000.00
10 - 514 - 541800	Custodial Supplies	12,400.00	12,700.00
10 - 514 - 553500	Cal/Agoura Jt Community Center	65,000.00	65,000.00
10 - 514 - 650000	Capital Outlay	20,000.00	20,000.00
		<b>167,100.00</b>	<b>170,600.00</b>
<u>Division: 515 - School Joint Use</u>			
10 - 515 - 522100	Special Dept. Supplies	100.00	100.00
10 - 515 - 525200	Contractual Services	200.00	200.00
10 - 515 - 525305	School Facility Maintenance	60,000.00	60,000.00
10 - 515 - 553600	School Joint Use Contract	50,000.00	50,000.00
		<b>110,300.00</b>	<b>110,300.00</b>
<u>Division: 516 - Special Events</u>			
10 - 516 - 522100	Special Dept. Supplies	1,400.00	1,400.00
10 - 516 - 522700	Storage Rental	8,500.00	8,700.00
10 - 516 - 525205	July 4th	106,000.00	106,000.00
10 - 516 - 525311	Egg Stravaganza	6,000.00	6,000.00
10 - 516 - 525315	Teen Events	7,500.00	7,500.00
10 - 516 - 525316	Holiday Gala Event	35,000.00	35,900.00
10 - 516 - 525317	Film Festival	15,000.00	15,000.00
10 - 516 - 525318	Pumpkin Festival	130,000.00	133,000.00
10 - 516 - 525319	Calabasas Musical Programs	50,000.00	50,000.00
10 - 516 - 525323	Civic Center Art Programs	800.00	800.00
10 - 516 - 525324	Calabasas Fine Arts Festival	40,300.00	40,300.00
		<b>400,500.00</b>	<b>404,600.00</b>
<u>Division: 517 - Klubhouse Preschool</u>			
10 - 517 - 525200	Contractual Services	5,000.00	5,000.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
	<b>5,000.00</b>	<b>5,000.00</b>
<u>Division: 518 - Senior Center</u>		
10 - 518 - 520020    Event Insurance	6,500.00	6,500.00
10 - 518 - 520800    Telephone	2,000.00	2,000.00
10 - 518 - 522000    Office Supplies	3,800.00	3,800.00
10 - 518 - 522100    Special Dept. Supplies	30,000.00	30,000.00
10 - 518 - 522103    Facility Maintenance	1,200.00	1,200.00
10 - 518 - 522200    Printing	1,000.00	1,000.00
10 - 518 - 522600    Dues and Memberships	500.00	500.00
10 - 518 - 522900    State Required Fingerprinting	200.00	200.00
10 - 518 - 523000    Postage / Courier Service	300.00	300.00
10 - 518 - 523900    Equipment Maintenance	700.00	700.00
10 - 518 - 524000    Utilities - Electric	23,300.00	23,900.00
10 - 518 - 524001    Utilities - Water	3,400.00	3,500.00
10 - 518 - 524002    Utilities - Gas	2,300.00	2,400.00
10 - 518 - 524003    Utilities - Cable	2,200.00	2,300.00
10 - 518 - 525150    Contract Instructors	87,000.00	90,000.00
10 - 518 - 525200    Contractual Services	27,000.00	29,000.00
10 - 518 - 525276    Senior Programs	21,000.00	22,000.00
10 - 518 - 541800    Custodial Supplies	6,900.00	7,100.00
10 - 518 - 550001    Building Security	2,500.00	2,500.00
10 - 518 - 650000    Capital Outlay	12,000.00	15,000.00
	<b>233,800.00</b>	<b>243,900.00</b>
<b>Total Fund 10 Expenditures</b>	<b>24,896,700.00</b>	<b>25,234,200.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>14,027,878.16</b>	<b>14,040,878.16</b>
<b>CHANGE IN FUND 10 BALANCE</b>	<b>13,000.00</b>	<b>411,000.00</b>
<b>FUND 10 BALANCE</b>	<b>14,040,878.16</b>	<b>14,451,878.16</b>
 <b>Fund: 11 - Recoverable Deposits</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
11 - 000 - 411060    Recoverable Project	515,300.00	528,100.00
	<b>515,300.00</b>	<b>528,100.00</b>
<b>Total Fund 11 Revenue</b>	<b>515,300.00</b>	<b>528,100.00</b>
 <b>Expenditures</b>		
<u>Division: 163 - Cable Regulation</u>		
11 - 163 - 525200    Contractual Services	27,300.00	28,000.00
	<b>27,300.00</b>	<b>28,000.00</b>
<u>Division: 311 - Administration &amp; Engineering</u>		



# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
11 - 311 - 522200    Printing	1,600.00	1,600.00
11 - 311 - 525200    Contractual Services	152,800.00	156,600.00
	<b>154,400.00</b>	<b>158,200.00</b>
<u>Division: 412 - Planning Projects &amp; Studies</u>		
11 - 412 - 522200    Printing	500.00	500.00
11 - 412 - 525200    Contractual Services	319,400.00	327,400.00
	<b>319,900.00</b>	<b>327,900.00</b>
<u>Division: 415 - Building Inspection</u>		
11 - 415 - 525200    Contractual Services	13,700.00	14,000.00
	<b>13,700.00</b>	<b>14,000.00</b>
<b>Total Fund 11 Expenditures</b>	<b>515,300.00</b>	<b>528,100.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>
<b>CHANGE IN FUND 11 BALANCE</b>	<b>0.00</b>	<b>0.00</b>
<b>FUND 11 BALANCE</b>	<b>0.00</b>	<b>0.00</b>
 <b>Fund: 12 - South Coast Air Quality Management District</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
12 - 000 - 441000    Interest Income	2,600.00	3,500.00
12 - 000 - 447000    South Coast Air Quality Mgmt	35,000.00	35,000.00
	<b>37,600.00</b>	<b>38,500.00</b>
<b>Total Fund 12 Revenue</b>	<b>37,600.00</b>	<b>38,500.00</b>
 <b>Expenditures</b>		
<u>Division: 331 - Transportation Planning</u>		
12 - 331 - 650000    Capital Outlay	19,800.00	19,800.00
	<b>19,800.00</b>	<b>19,800.00</b>
<b>Total Fund 12 Expenditures</b>	<b>19,800.00</b>	<b>19,800.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>83,862.57</b>	<b>101,662.57</b>
<b>CHANGE IN FUND 12 BALANCE</b>	<b>17,800.00</b>	<b>18,700.00</b>
<b>FUND 12 BALANCE</b>	<b>101,662.57</b>	<b>120,362.57</b>
 <b>Fund: 13 - Park &amp; Recreation Improvements</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
13 - 000 - 441000    Interest Income	300.00	300.00

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
13 - 000 - 447600    Grant L.A. Co. Measure A-M & S	40,000.00	40,000.00
	<b>40,300.00</b>	<b>40,300.00</b>
<b>Total Fund 13 Revenue</b>	<b>40,300.00</b>	<b>40,300.00</b>
<b>Expenditures</b>		
<u>Division: 519 - Capital Improvements-Parks</u>		
13 - 519 - 554800    Measure A- M & S Projects	32,000.00	40,000.00
	<b>32,000.00</b>	<b>40,000.00</b>
<b>Total Fund 13 Expenditures</b>	<b>32,000.00</b>	<b>40,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>2,851.81</b>	<b>11,151.81</b>
<b>CHANGE IN FUND 13 BALANCE</b>	<b>8,300.00</b>	<b>300.00</b>
<b>FUND 13 BALANCE</b>	<b>11,151.81</b>	<b>11,451.81</b>
 <b>Fund: 14 - AB 939</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
14 - 000 - 441000    Interest Income	51,500.00	59,500.00
14 - 000 - 480000    AB 939 Franchise Fees	220,000.00	225,000.00
	<b>271,500.00</b>	<b>284,500.00</b>
<b>Total Fund 14 Revenue</b>	<b>271,500.00</b>	<b>284,500.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
14 - 134 - 990010    Transfer to General Fund	106,600.00	109,300.00
	<b>106,600.00</b>	<b>109,300.00</b>
<u>Division: 313 - Water Quality Enhancement</u>		
14 - 313 - 525031    Public Education - AB 939	15,200.00	15,200.00
14 - 313 - 525200    Contractual Services	98,700.00	98,700.00
	<b>113,900.00</b>	<b>113,900.00</b>
<u>Division: 414 - Natural Resource Protection</u>		
<b>Total Fund 14 Expenditures</b>	<b>220,500.00</b>	<b>223,200.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,928,877.74</b>	<b>1,979,877.74</b>
<b>CHANGE IN FUND 14 BALANCE</b>	<b>51,000.00</b>	<b>61,300.00</b>
<b>FUND 14 BALANCE</b>	<b>1,979,877.74</b>	<b>2,041,177.74</b>

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>Fund: 15 - Gas Tax</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
15 - 000 - 441000 Interest Income	38,700.00	37,000.00
15 - 000 - 461000 Gas Tax Fund - 2105	135,200.00	138,600.00
15 - 000 - 461010 Gas Tax Fund - 2106	84,600.00	86,700.00
15 - 000 - 461020 Gas Tax Fund - 2107	177,500.00	181,900.00
15 - 000 - 461030 Gas Tax Fund - 2107.5	5,000.00	5,100.00
15 - 000 - 461040 Gas Tax Fund - 2103	207,200.00	212,400.00
15 - 000 - 461101 Road Maintenance - 2032	402,100.00	412,200.00
15 - 000 - 461102 Loan Repayment	27,400.00	28,100.00
	<b>1,077,700.00</b>	<b>1,102,000.00</b>
<b>Total Fund 15 Revenue</b>	<b>1,077,700.00</b>	<b>1,102,000.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
15 - 134 - 990040 Transfer to Capital	1,260,000.00	1,320,000.00
	<b>1,260,000.00</b>	<b>1,320,000.00</b>
<b>Total Fund 15 Expenditures</b>	<b>1,260,000.00</b>	<b>1,320,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,671,170.42</b>	<b>1,488,870.42</b>
<b>CHANGE IN FUND 15 BALANCE</b>	<b>(182,300.00)</b>	<b>(218,000.00)</b>
<b>FUND 15 BALANCE</b>	<b>1,488,870.42</b>	<b>1,270,870.42</b>
<b>Fund: 16 - Developer Impact Fees</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
16 - 000 - 441000 Interest Income	36,600.00	55,800.00
16 - 000 - 481500 Traffic Mitigation Fees	0.00	453,900.00
	<b>36,600.00</b>	<b>509,700.00</b>
<b>Total Fund 16 Revenue</b>	<b>36,600.00</b>	<b>509,700.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
16 - 134 - 990040 Transfer to Capital	338,200.00	0.00
	<b>338,200.00</b>	<b>0.00</b>
<u>Division: 332 - Transportation Eng/Operations</u>		

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>Total Fund 16 Expenditures</b>	<b>338,200.00</b>	<b>0.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,707,333.75</b>	<b>1,405,733.75</b>
<b>CHANGE IN FUND 16 BALANCE</b>	<b>(301,600.00)</b>	<b>509,700.00</b>
<b>FUND 16 BALANCE</b>	<b>1,405,733.75</b>	<b>1,915,433.75</b>
 <b>Fund: 18 - Affordable Housing</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
18 - 000 - 441000 Interest Income	44,700.00	51,600.00
	<b>44,700.00</b>	<b>51,600.00</b>
<b>Total Fund 18 Revenue</b>	<b>44,700.00</b>	<b>51,600.00</b>
 <b>ESTIMATED BEGINNING FUND BALANCE</b>		
	<b>1,674,218.71</b>	<b>1,718,918.71</b>
<b>CHANGE IN FUND 18 BALANCE</b>	<b>44,700.00</b>	<b>51,600.00</b>
<b>FUND 18 BALANCE</b>	<b>1,718,918.71</b>	<b>1,770,518.71</b>
 <b>Fund: 19 - Las Virgenes / Lost Hills B&amp;T</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
19 - 000 - 441000 Interest Income	47,000.00	54,200.00
	<b>47,000.00</b>	<b>54,200.00</b>
<b>Total Fund 19 Revenue</b>	<b>47,000.00</b>	<b>54,200.00</b>
 <b>ESTIMATED BEGINNING FUND BALANCE</b>		
	<b>1,760,214.93</b>	<b>1,807,214.93</b>
<b>CHANGE IN FUND 19 BALANCE</b>	<b>47,000.00</b>	<b>54,200.00</b>
<b>FUND 19 BALANCE</b>	<b>1,807,214.93</b>	<b>1,861,414.93</b>
 <b>Fund: 20 - Prop A</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
20 - 000 - 441000 Interest Income	15,600.00	23,100.00
20 - 000 - 462000 Prop A - Per Parcel	497,700.00	510,100.00
	<b>513,300.00</b>	<b>533,200.00</b>
<b>Total Fund 20 Revenue</b>	<b>513,300.00</b>	<b>533,200.00</b>
 <b>Expenditures</b>		

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division: 134 - Non-Departmental</u>		
20 - 134 - 990029    Transfer to Transportation Programs	332,100.00	340,300.00
20 - 134 - 990040    Transfer to Capital	350,000.00	0.00
	<b>682,100.00</b>	<b>340,300.00</b>
 <b>Total Fund 20 Expenditures</b>	 <b>682,100.00</b>	 <b>340,300.00</b>
 <b>ESTIMATED BEGINNING FUND BALANCE</b>	 <b>767,341.32</b>	 <b>598,541.32</b>
<b>CHANGE IN FUND 20 BALANCE</b>	<b>(168,800.00)</b>	<b>192,900.00</b>
<b>FUND 20 BALANCE</b>	<b>598,541.32</b>	<b>791,441.32</b>
 <b>Fund: 21 - LMD 22 - Common Benefit Areas</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
21 - 000 - 401022    Prop Tax - Dist 22 Ad Valorem	2,010,800.00	2,061,100.00
21 - 000 - 441022    Interest Landscape Dist. #22	162,000.00	222,600.00
	<b>2,172,800.00</b>	<b>2,283,700.00</b>
 <b>Total Fund 21 Revenue</b>	 <b>2,172,800.00</b>	 <b>2,283,700.00</b>
 <b>Expenditures</b>		
<u>Division: 326 - LMD #22 Ad Valorum/CBA</u>		
21 - 326 - 510600    Employer Taxes	1,400.00	1,400.00
21 - 326 - 510900    Temporary Employees	18,300.00	18,300.00
21 - 326 - 570221    Electric Svc - IrrigationMeter	15,000.00	15,400.00
21 - 326 - 570224    Electric Svc - IrrigationMeter	6,500.00	6,700.00
21 - 326 - 570225    Electric Svc - IrrigationMeter	5,000.00	5,100.00
21 - 326 - 570226    Electric Svc - IrrigationMeter	2,600.00	2,700.00
21 - 326 - 570625    Insect & Disease Control	5,000.00	5,100.00
21 - 326 - 570721    Irrigation Repairs	3,000.00	3,100.00
21 - 326 - 570724    Irrigation Repairs	5,500.00	5,600.00
21 - 326 - 570725    Irrigation Repairs	15,000.00	15,400.00
21 - 326 - 570726    Irrigation Repairs	4,000.00	4,100.00
21 - 326 - 570821    Lake Insurance	4,000.00	4,100.00
21 - 326 - 570921    Lake Maintenance-Aeration	10,000.00	10,300.00
21 - 326 - 571121    Lake Maintenance-Svc Contract	139,800.00	143,300.00
21 - 326 - 571221    Landscape Maint-Svc Contract	115,200.00	118,100.00
21 - 326 - 571224    Landscape Maint-Svc Contract	38,000.00	39,000.00
21 - 326 - 571225    Landscape Maint-Svc Contract	70,900.00	72,700.00
21 - 326 - 571226    Landscape Maint-Svc Contract	68,200.00	69,900.00
21 - 326 - 571321    Landscape Refurbishment	5,000.00	5,100.00
21 - 326 - 571324    Landscape Refurbishment	500.00	500.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
21 - 326 - 571326 Landscape Refurbishment	1,000.00	1,000.00
21 - 326 - 571621 Pest Abatement	7,000.00	7,200.00
21 - 326 - 571625 Pest Abatement	1,500.00	1,500.00
21 - 326 - 572221 Tree Removal	15,000.00	15,400.00
21 - 326 - 572224 Tree Removal	3,000.00	3,100.00
21 - 326 - 572225 Tree Removal	5,000.00	5,100.00
21 - 326 - 572321 Tree Trimming	30,000.00	30,800.00
21 - 326 - 572324 Tree Trimming	6,000.00	6,200.00
21 - 326 - 572325 Tree Trimming	5,000.00	5,100.00
21 - 326 - 572326 Tree Trimming	5,900.00	6,000.00
21 - 326 - 572621 Water	110,000.00	112,800.00
21 - 326 - 572624 Water	18,500.00	19,000.00
21 - 326 - 572625 Water	100,000.00	102,500.00
21 - 326 - 572626 Water	8,000.00	8,200.00
21 - 326 - 572721 Brush Clearance	1,000.00	1,000.00
	<b>849,800.00</b>	<b>870,800.00</b>
<b>Total Fund 21 Expenditures</b>	<b>849,800.00</b>	<b>870,800.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>4,907,790.65</b>	<b>6,230,790.65</b>
<b>CHANGE IN FUND 21 BALANCE</b>	<b>1,323,000.00</b>	<b>1,412,900.00</b>
<b>FUND 21 BALANCE</b>	<b>6,230,790.65</b>	<b>7,643,690.65</b>
 <b>Fund: 22 - Landscape Maintenance District 22</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
22 - 000 - 441022 Interest Landscape Dist. #22	34,500.00	36,500.00
22 - 000 - 471022 Prop Tax - Dist 22 Assessments	3,083,300.00	3,160,400.00
	<b>3,117,800.00</b>	<b>3,196,900.00</b>
<b>Total Fund 22 Revenue</b>	<b>3,117,800.00</b>	<b>3,196,900.00</b>
 <b>Expenditures</b>		
<u>Division: 322 - LMD #22</u>		
22 - 322 - 570104 Contractual Services	5,100.00	5,200.00
22 - 322 - 570106 Contractual Services	4,500.00	4,600.00
22 - 322 - 570107 Contractual Services	2,800.00	2,900.00
22 - 322 - 570108 Contractual Services	2,500.00	2,600.00
22 - 322 - 570109 Contractual Services	500.00	500.00
22 - 322 - 570110 Contractual Services	500.00	500.00
22 - 322 - 570111 Contractual Services	500.00	500.00
22 - 322 - 570112 Contractual Services	100.00	100.00
22 - 322 - 570114 Contractual Services	1,000.00	1,000.00
22 - 322 - 570116 Contractual Services	2,000.00	2,100.00

## Detailed Budget FY 2019-20 & 2020-21

		<b>2019-20</b>	<b>2020-21</b>
		<b>Budget</b>	<b>Budget</b>
22 - 322 - 570119	Contractual Services	500.00	500.00
22 - 322 - 570120	Contractual Services	300.00	300.00
22 - 322 - 570206	Electric Svc - IrrigationMeter	7,000.00	7,200.00
22 - 322 - 570207	Electric Svc - IrrigationMeter	5,000.00	5,100.00
22 - 322 - 570208	Electric Svc - IrrigationMeter	6,800.00	7,000.00
22 - 322 - 570210	Electric Svc - IrrigationMeter	2,500.00	2,600.00
22 - 322 - 570211	Electric Svc - IrrigationMeter	1,500.00	1,500.00
22 - 322 - 570214	Electric Svc - IrrigationMeter	900.00	900.00
22 - 322 - 570219	Electric Svc - IrrigationMeter	5,000.00	5,100.00
22 - 322 - 570220	Electric Svc - IrrigationMeter	800.00	800.00
22 - 322 - 570704	Irrigation Repairs	9,000.00	9,200.00
22 - 322 - 570705	Irrigation Repairs	4,500.00	4,600.00
22 - 322 - 570706	Irrigation Repairs	40,000.00	41,000.00
22 - 322 - 570707	Irrigation Repairs	23,000.00	23,600.00
22 - 322 - 570708	Irrigation Repairs	15,000.00	15,400.00
22 - 322 - 570709	Irrigation Repairs	2,000.00	2,100.00
22 - 322 - 570710	Irrigation Repairs	3,500.00	3,600.00
22 - 322 - 570711	Irrigation Repairs	2,500.00	2,600.00
22 - 322 - 570713	Irrigation Repairs	6,600.00	6,800.00
22 - 322 - 570714	Irrigation Repairs	5,500.00	5,600.00
22 - 322 - 570719	Irrigation Repairs	30,000.00	30,800.00
22 - 322 - 570720	Irrigation Repairs	8,500.00	8,700.00
22 - 322 - 571204	Landscape Maint-Svc Contract	60,000.00	61,500.00
22 - 322 - 571205	Landscape Maint-Svc Contract	27,900.00	28,600.00
22 - 322 - 571206	Landscape Maint-Svc Contract	151,900.00	155,700.00
22 - 322 - 571207	Landscape Maint-Svc Contract	76,500.00	78,400.00
22 - 322 - 571208	Landscape Maint-Svc Contract	144,900.00	148,500.00
22 - 322 - 571209	Landscape Maint-Svc Contract	15,000.00	15,400.00
22 - 322 - 571210	Landscape Maint-Svc Contract	48,200.00	49,400.00
22 - 322 - 571211	Landscape Maint-Svc Contract	38,500.00	39,500.00
22 - 322 - 571213	Landscape Maint-Svc Contract	66,500.00	68,200.00
22 - 322 - 571214	Landscape Maint-Svc Contract	46,000.00	47,200.00
22 - 322 - 571219	Landscape Maint-Svc Contract	100,000.00	102,500.00
22 - 322 - 571220	Landscape Maint-Svc Contract	57,700.00	59,100.00
22 - 322 - 571304	Landscape Refurbishment	2,000.00	2,100.00
22 - 322 - 571305	Landscape Refurbishment	3,000.00	3,100.00
22 - 322 - 571306	Landscape Refurbishment	30,000.00	30,800.00
22 - 322 - 571307	Landscape Refurbishment	1,600.00	1,600.00
22 - 322 - 571308	Landscape Refurbishment	20,000.00	20,500.00
22 - 322 - 571310	Landscape Refurbishment	2,000.00	2,100.00
22 - 322 - 571311	Landscape Refurbishment	2,500.00	2,600.00
22 - 322 - 571313	Landscape Refurbishment	25,000.00	25,600.00
22 - 322 - 571314	Landscape Refurbishment	5,000.00	5,100.00
22 - 322 - 571320	Landscape Refurbishment	2,000.00	2,100.00
22 - 322 - 571607	Pest Abatement	15,500.00	15,900.00
22 - 322 - 571619	Pest Abatement	5,600.00	5,700.00

## Detailed Budget FY 2019-20 & 2020-21

		<b>2019-20</b>	<b>2020-21</b>
		<b>Budget</b>	<b>Budget</b>
22 - 322 - 571809	Planting - Shrubs & Turf Grass	800.00	800.00
22 - 322 - 571906	Planting - Trees	15,000.00	15,400.00
22 - 322 - 571907	Planting - Trees	5,000.00	5,100.00
22 - 322 - 571913	Planting - Trees	5,000.00	5,100.00
22 - 322 - 572205	Tree Removal	3,500.00	3,600.00
22 - 322 - 572206	Tree Removal	25,000.00	25,600.00
22 - 322 - 572207	Tree Removal	20,600.00	21,100.00
22 - 322 - 572210	Tree Removal	6,500.00	6,700.00
22 - 322 - 572211	Tree Removal	7,500.00	7,700.00
22 - 322 - 572213	Tree Removal	8,800.00	9,000.00
22 - 322 - 572220	Tree Removal	20,000.00	20,500.00
22 - 322 - 572304	Tree Trimming	7,000.00	7,200.00
22 - 322 - 572305	Tree Trimming	10,000.00	10,300.00
22 - 322 - 572306	Tree Trimming	40,000.00	41,000.00
22 - 322 - 572307	Tree Trimming	45,000.00	46,100.00
22 - 322 - 572310	Tree Trimming	6,000.00	6,200.00
22 - 322 - 572311	Tree Trimming	28,000.00	28,700.00
22 - 322 - 572312	Tree Trimming	5,800.00	5,900.00
22 - 322 - 572313	Tree Trimming	41,400.00	42,400.00
22 - 322 - 572314	Tree Trimming	8,100.00	8,300.00
22 - 322 - 572319	Tree Trimming	40,000.00	41,000.00
22 - 322 - 572320	Tree Trimming	36,000.00	36,900.00
22 - 322 - 572506	V-Ditch Non-Irrigated Common	2,000.00	2,100.00
22 - 322 - 572604	Water	60,500.00	62,000.00
22 - 322 - 572605	Water	15,000.00	15,400.00
22 - 322 - 572607	Water	115,000.00	117,900.00
22 - 322 - 572608	Water	118,000.00	121,000.00
22 - 322 - 572609	Water	7,000.00	7,200.00
22 - 322 - 572610	Water	40,000.00	41,000.00
22 - 322 - 572611	Water	36,000.00	36,900.00
22 - 322 - 572612	Water	2,300.00	2,400.00
22 - 322 - 572613	Water	32,000.00	32,800.00
22 - 322 - 572614	Water	23,000.00	23,600.00
22 - 322 - 572616	Water	255,000.00	261,400.00
22 - 322 - 572619	Water	77,500.00	79,400.00
22 - 322 - 572620	Water	44,000.00	45,100.00
22 - 322 - 572704	Brush Clearance	6,700.00	6,900.00
22 - 322 - 572705	Brush Clearance	2,000.00	2,100.00
22 - 322 - 572706	Brush Clearance	75,000.00	76,900.00
22 - 322 - 572707	Brush Clearance	80,000.00	82,000.00
22 - 322 - 572708	Brush Clearance	85,000.00	87,100.00
22 - 322 - 572710	Brush Clearance	18,100.00	18,600.00
22 - 322 - 572716	Brush Clearance	140,000.00	143,500.00
22 - 322 - 572720	Brush Clearance	17,000.00	17,400.00
22 - 322 - 579908	Miscellaneous	53,000.00	54,300.00
22 - 322 - 579909	Miscellaneous	5,400.00	5,500.00



## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
22 - 322 - 579914    Miscellaneous	600.00	600.00
22 - 322 - 579916    Miscellaneous	40,000.00	41,000.00
	<b>2,882,300.00</b>	<b>2,954,900.00</b>
<b>Total Fund 22 Expenditures</b>	<b>2,882,300.00</b>	<b>2,954,900.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,018,185.50</b>	<b>1,253,685.50</b>
<b>CHANGE IN FUND 22 BALANCE</b>	<b>235,500.00</b>	<b>242,000.00</b>
<b>FUND 22 BALANCE</b>	<b>1,253,685.50</b>	<b>1,495,685.50</b>
 <b>Fund: 24 - Landscape Maintenance District #24</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
24 - 000 - 441024    Interest Landscape Dist. #24	1,600.00	2,200.00
24 - 000 - 471024    Property Tax - District 24	206,300.00	211,500.00
	<b>207,900.00</b>	<b>213,700.00</b>
<b>Total Fund 24 Revenue</b>	<b>207,900.00</b>	<b>213,700.00</b>
 <b>Expenditures</b>		
<u>Division: 323 - LMD #24</u>		
24 - 323 - 570130    Consultant	500.00	500.00
24 - 323 - 570230    Electric Svc - IrrigationMeter	2,100.00	2,200.00
24 - 323 - 570630    Insect & Disease Control	500.00	500.00
24 - 323 - 570730    Irrigation Repairs	3,500.00	3,600.00
24 - 323 - 571230    Landscape Maint-Svc Contract	88,500.00	90,700.00
24 - 323 - 571330    Landscape Refurbishment	2,000.00	2,100.00
24 - 323 - 572230    Tree Removal	25,000.00	25,600.00
24 - 323 - 572330    Tree Trimming	25,000.00	25,600.00
24 - 323 - 572630    Water	38,000.00	39,000.00
24 - 323 - 572730    Brush Clearance	10,000.00	10,300.00
	<b>195,100.00</b>	<b>200,100.00</b>
<b>Total Fund 24 Expenditures</b>	<b>195,100.00</b>	<b>200,100.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>47,915.53</b>	<b>60,715.53</b>
<b>CHANGE IN FUND 24 BALANCE</b>	<b>12,800.00</b>	<b>13,600.00</b>
<b>FUND 24 BALANCE</b>	<b>60,715.53</b>	<b>74,315.53</b>
 <b>Fund: 25 - Prop C</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
25 - 000 - 441000    Interest Income	10,800.00	15,800.00

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
25 - 000 - 463000 Prop C	376,600.00	384,100.00
	<b>387,400.00</b>	<b>399,900.00</b>
<b>Total Fund 25 Revenue</b>	<b>387,400.00</b>	<b>399,900.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
25 - 134 - 990029 Transfer to Transit	265,100.00	271,700.00
	<b>265,100.00</b>	<b>271,700.00</b>
<u>Division: 333 - Transit Services</u>		
<b>Total Fund 25 Expenditures</b>	<b>265,100.00</b>	<b>271,700.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>403,685.22</b>	<b>525,985.22</b>
<b>CHANGE IN FUND 25 BALANCE</b>	<b>122,300.00</b>	<b>128,200.00</b>
<b>FUND 25 BALANCE</b>	<b>525,985.22</b>	<b>654,185.22</b>
<b>Fund: 26 - Transportation Development Act (TDA)</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
26 - 000 - 441000 Interest Income	100.00	100.00
26 - 000 - 463500 TDA	3,300.00	0.00
	<b>3,400.00</b>	<b>100.00</b>
<b>Total Fund 26 Revenue</b>	<b>3,400.00</b>	<b>100.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>887.35</b>	<b>4,287.35</b>
<b>CHANGE IN FUND 26 BALANCE</b>	<b>3,400.00</b>	<b>100.00</b>
<b>FUND 26 BALANCE</b>	<b>4,287.35</b>	<b>4,387.35</b>
<b>Fund: 27 - Landscape Maintenance District #27</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
27 - 000 - 441027 Interest Landscape Dist. #27	7,600.00	8,700.00
27 - 000 - 471027 Property Tax - District 27	282,800.00	289,900.00
	<b>290,400.00</b>	<b>298,600.00</b>
<b>Total Fund 27 Revenue</b>	<b>290,400.00</b>	<b>298,600.00</b>
<b>Expenditures</b>		

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division: 324 - LMD #27</u>		
27 - 324 - 570240 Electric Svc - IrrigationMeter	500.00	500.00
27 - 324 - 570740 Irrigation Repairs	4,000.00	4,100.00
27 - 324 - 571240 Landscape Maint-Svc Contract	18,000.00	18,500.00
27 - 324 - 571340 Landscape Refurbishment	1,500.00	1,500.00
27 - 324 - 571440 Office Supplies	400.00	400.00
27 - 324 - 570141 Consultant	500.00	500.00
27 - 324 - 570741 Irrigation Repairs	24,000.00	24,600.00
27 - 324 - 571241 Landscape Maint-Svc Contract	187,000.00	191,700.00
27 - 324 - 572741 Brush Clearance	25,000.00	25,600.00
27 - 324 - 571940 Planting - Trees	500.00	500.00
27 - 324 - 572240 Tree Removal	6,000.00	6,200.00
27 - 324 - 572340 Tree Trimming	9,000.00	9,200.00
27 - 324 - 572640 Water	5,500.00	5,600.00
	<b>281,900.00</b>	<b>288,900.00</b>
<b>Total Fund 27 Expenditures</b>	<b>281,900.00</b>	<b>288,900.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>70,322.30</b>	<b>78,822.30</b>
<b>CHANGE IN FUND 27 BALANCE</b>	<b>8,500.00</b>	<b>9,700.00</b>
<b>FUND 27 BALANCE</b>	<b>78,822.30</b>	<b>88,522.30</b>
 <b>Fund: 28 - Library</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
28 - 000 - 401000 Property Tax	2,080,700.00	2,122,300.00
28 - 000 - 425000 Library Fines and Recovery	19,200.00	19,700.00
28 - 000 - 432100 Hidden Hills Library Funds	290,700.00	296,500.00
28 - 000 - 441000 Interest Income	52,300.00	58,100.00
28 - 000 - 490010 Transfer in General Fund	4,300.00	4,400.00
	<b>2,447,200.00</b>	<b>2,501,000.00</b>
<b>Total Fund 28 Revenue</b>	<b>2,447,200.00</b>	<b>2,501,000.00</b>
 <b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
28 - 134 - 990085 Transfer to 2006 COP	1,000.00	1,000.00
28 - 134 - 990087 Transfer to 2015 COP	779,400.00	780,000.00
	<b>780,400.00</b>	<b>781,000.00</b>
 <u>Division: 136 - Civic Center O&amp;M</u>		
28 - 136 - 522100 Special Dept. Supplies	10,000.00	10,300.00
28 - 136 - 522103 Facility Maintenance	43,100.00	44,200.00
28 - 136 - 523900 Equipment Maintenance	13,100.00	13,400.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
28 - 136 - 524000    Utilities - Electric	65,500.00	67,100.00
28 - 136 - 524001    Utilities - Water	6,200.00	6,400.00
28 - 136 - 524002    Utilities - Gas	4,600.00	4,700.00
28 - 136 - 541600    Miscellaneous Expenditure	200.00	200.00
28 - 136 - 550001    Building Security	3,400.00	3,500.00
	<b>146,100.00</b>	<b>149,800.00</b>
<u>Division: 533 - Library</u>		
28 - 533 - 510000    Full Time Salaries	531,600.00	545,600.00
28 - 533 - 510400    Benefits	142,400.00	143,500.00
28 - 533 - 510600    Employer Taxes	123,700.00	126,400.00
28 - 533 - 510900    Hourly Employees	255,800.00	255,800.00
28 - 533 - 511001    457 Match	8,400.00	8,700.00
28 - 533 - 520800    Telephone	2,000.00	2,100.00
28 - 533 - 522000    Office Supplies	4,000.00	4,100.00
28 - 533 - 522100    Special Dept. Supplies	12,000.00	12,300.00
28 - 533 - 522300    Kitchen Supplies	2,100.00	2,200.00
28 - 533 - 522600    Dues and Memberships	6,500.00	6,700.00
28 - 533 - 523000    Postage / Courier Service	200.00	200.00
28 - 533 - 523500    Computer Hardware	9,000.00	1,000.00
28 - 533 - 523501    Computer Software	5,000.00	5,000.00
28 - 533 - 523900    Equipment Maintenance	10,000.00	10,000.00
28 - 533 - 524003    Utilities - Cable	3,400.00	3,500.00
28 - 533 - 524005    Utilities - Broadband	20,000.00	20,000.00
28 - 533 - 525200    Contractual Services	2,000.00	2,100.00
28 - 533 - 526800    Magazines Newspprs Periodicals	10,000.00	10,300.00
28 - 533 - 526802    eBooks-Hidden Hills-LVUSD	125,000.00	125,000.00
28 - 533 - 527000    Business Meeting & Conference	3,000.00	3,000.00
28 - 533 - 528500    Training	600.00	600.00
28 - 533 - 650000    Capital Outlay	3,900.00	3,900.00
28 - 533 - 652800    Library Collection Development	54,300.00	55,000.00
	<b>1,334,900.00</b>	<b>1,347,000.00</b>
<b>Total Fund 28 Expenditures</b>	<b>2,261,400.00</b>	<b>2,277,800.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,826,333.05</b>	<b>2,012,133.05</b>
<b>CHANGE IN FUND 28 BALANCE</b>	<b>185,800.00</b>	<b>223,200.00</b>
<b>FUND 28 BALANCE</b>	<b>2,012,133.05</b>	<b>2,235,333.05</b>
<b>Fund: 29 - Transportation Programs</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
29 - 000 - 441000    Interest Income	(1,100.00)	(1,300.00)
29 - 000 - 462011    Transit Fares	22,200.00	23,000.00
29 - 000 - 490020    Transfer in Prop A	332,100.00	340,300.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
29 - 000 - 490025    Transfer in Prop C	265,100.00	271,700.00
29 - 000 - 490034    Transfer in Measure R Local	91,700.00	94,000.00
	<b>710,000.00</b>	<b>727,700.00</b>
<b>Total Fund 29 Revenue</b>	<b>710,000.00</b>	<b>727,700.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
29 - 134 - 990010    Transfer to General Fund	76,500.00	78,400.00
	<b>76,500.00</b>	<b>78,400.00</b>
<u>Division: 333 - Transit Services</u>		
29 - 333 - 525231    Camp Calabasas-Rec #140-25	30,300.00	31,100.00
29 - 333 - 525233    Dial-a-Ride #130-01	100,000.00	102,500.00
29 - 333 - 525234    Pumpkin Fest Shuttle #140-07	8,600.00	8,800.00
29 - 333 - 525235    Summer Beach Bus #140-01	23,300.00	23,900.00
29 - 333 - 525241    Youth Excursion Trip #140-03	6,300.00	6,500.00
29 - 333 - 525248    Senior Trips #140-24	15,700.00	16,100.00
29 - 333 - 525251    Transit Maintenance #200-03	0.00	0.00
29 - 333 - 525229    Public Transit Fueling #110-04	65,500.00	67,100.00
29 - 333 - 525239    Flexible Route Shuttle #110-01	199,800.00	204,800.00
29 - 333 - 525249    Trolley #110-02	27,000.00	27,700.00
29 - 333 - 525251    Vehicle Maintenance #180-01	32,300.00	33,100.00
29 - 333 - 525252    Transit Marketing #280-01	200.00	200.00
29 - 333 - 525253    Line 1 Fixed Rt (JARC) #110-05	125,600.00	128,700.00
	<b>634,600.00</b>	<b>650,500.00</b>
<b>Total Fund 29 Expenditures</b>	<b>711,100.00</b>	<b>728,900.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(41,886.16)</b>	<b>(42,986.16)</b>
<b>CHANGE IN FUND 29 BALANCE</b>	<b>(1,100.00)</b>	<b>(1,200.00)</b>
<b>FUND 29 BALANCE</b>	<b>(42,986.16)</b>	<b>(44,186.16)</b>
<b>Fund: 32 - Landscape Maintenance District #32</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
32 - 000 - 441032    Interest Landscape Dist. #32	0.00	(700.00)
32 - 000 - 471032    Property Tax - District 32	34,300.00	35,200.00
	<b>34,300.00</b>	<b>34,500.00</b>
<b>Total Fund 32 Revenue</b>	<b>34,300.00</b>	<b>34,500.00</b>
<b>Expenditures</b>		

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division: 325 - LMD #32</u>		
32 - 325 - 570250    Electric Svc - IrrigationMeter	300.00	300.00
32 - 325 - 571250    Landscape Maint-Svc Contract	24,700.00	25,300.00
32 - 325 - 572650    Water	4,500.00	4,600.00
	<b>29,500.00</b>	<b>30,200.00</b>
<b>Total Fund 32 Expenditures</b>	<b>29,500.00</b>	<b>30,200.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(32,506.85)</b>	<b>(27,706.85)</b>
<b>CHANGE IN FUND 32 BALANCE</b>	<b>4,800.00</b>	<b>4,300.00</b>
<b>FUND 32 BALANCE</b>	<b>(27,706.85)</b>	<b>(23,406.85)</b>
 <b>Fund: 33 - Used Oil Grants</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
33 - 000 - 441000    Interest Income	(100.00)	(100.00)
33 - 000 - 480100    STATE - Recycling Block Grant	14,000.00	7,000.00
	<b>13,900.00</b>	<b>6,900.00</b>
<b>Total Fund 33 Revenue</b>	<b>13,900.00</b>	<b>6,900.00</b>
 <b>Expenditures</b>		
<u>Division: 315 - Natural Resource Protection</u>		
33 - 315 - 525200    Contractual Services	6,700.00	6,900.00
	<b>6,700.00</b>	<b>6,900.00</b>
<b>Total Fund 33 Expenditures</b>	<b>6,700.00</b>	<b>6,900.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(10,553.05)</b>	<b>(3,353.05)</b>
<b>CHANGE IN FUND 33 BALANCE</b>	<b>7,200.00</b>	<b>0.00</b>
<b>FUND 33 BALANCE</b>	<b>(3,353.05)</b>	<b>(3,353.05)</b>
 <b>Fund: 34 - Measure R - Local Return</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
34 - 000 - 441000    Interest Income	26,000.00	34,800.00
34 - 000 - 463900    Measure R - Local Return	250,200.00	256,500.00
	<b>276,200.00</b>	<b>291,300.00</b>
<b>Total Fund 34 Revenue</b>	<b>276,200.00</b>	<b>291,300.00</b>
 <b>Expenditures</b>		

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division: 134 - Non-Departmental</u>		
34 - 134 - 990029    Transfer to Transportation Programs	91,700.00	94,000.00
	<b>91,700.00</b>	<b>94,000.00</b>
<b>Total Fund 34 Expenditures</b>	<b>91,700.00</b>	<b>94,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>814,076.92</b>	<b>998,576.92</b>
<b>CHANGE IN FUND 34 BALANCE</b>	<b>184,500.00</b>	<b>197,300.00</b>
<b>FUND 34 BALANCE</b>	<b>998,576.92</b>	<b>1,195,876.92</b>
 <b>Fund: 35 - CDBG</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
35 - 000 - 441000    Interest Income	(300.00)	100.00
35 - 000 - 465001    FED - CDBG Admin	18,600.00	19,100.00
35 - 000 - 465002    FED - CDBG Res Rehab	75,900.00	77,800.00
	<b>94,200.00</b>	<b>97,000.00</b>
<b>Total Fund 35 Revenue</b>	<b>94,200.00</b>	<b>97,000.00</b>
 <b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
35 - 134 - 523201    Residential Rehab Program	82,800.00	84,900.00
	<b>82,800.00</b>	<b>84,900.00</b>
<b>Total Fund 35 Expenditures</b>	<b>82,800.00</b>	<b>84,900.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(21,716.33)</b>	<b>(10,316.33)</b>
<b>CHANGE IN FUND 35 BALANCE</b>	<b>11,400.00</b>	<b>12,100.00</b>
<b>FUND 35 BALANCE</b>	<b>(10,316.33)</b>	<b>1,783.67</b>
 <b>Fund: 36 - Grants</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
36 - 000 - 441000    Interest Income	(61,400.00)	(54,900.00)
36 - 000 - 466400    FED - Federal Transit Admin	164,500.00	0.00
36 - 000 - 466600    FED - Bike Lane (MTA Grant)	166,400.00	300,000.00
36 - 000 - 467100    STATE -Water Resources	1,462,400.00	700,000.00
36 - 000 - 480400    Signal Sync (MTA Grant)	313,304.48	530,400.00
36 - 000 - 469000    FED - STPL	100,000.00	0.00
	<b>2,145,204.48</b>	<b>1,475,500.00</b>

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>Total Fund 36 Revenue</b>	<b>2,145,204.48</b>	<b>1,475,500.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
36 - 134 - 990040    Transfer to Capital	1,530,400.00	1,000,000.00
	<b>1,530,400.00</b>	<b>1,000,000.00</b>
<b>Total Fund 36 Expenditures</b>	<b>1,530,400.00</b>	<b>1,000,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>(2,974,917.57)</b>	<b>(2,360,113.09)</b>
<b>CHANGE IN FUND 36 BALANCE</b>	<b>614,804.48</b>	<b>475,500.00</b>
<b>FUND 36 BALANCE</b>	<b>(2,360,113.09)</b>	<b>(1,884,613.09)</b>
 <b>Fund: 38 - COPS - AB 3229 Grant</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
38 - 000 - 441000    Interest Income	1,100.00	1,300.00
38 - 000 - 468000    COPS AB3229 Grant Revenue	100,000.00	100,000.00
	<b>101,100.00</b>	<b>101,300.00</b>
<b>Total Fund 38 Revenue</b>	<b>101,100.00</b>	<b>101,300.00</b>
<b>Expenditures</b>		
<u>Division: 213 - Cops Grant</u>		
38 - 213 - 525200    Contractual Services	97,500.00	100,000.00
	<b>97,500.00</b>	<b>100,000.00</b>
<b>Total Fund 38 Expenditures</b>	<b>97,500.00</b>	<b>100,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>38,764.61</b>	<b>42,364.61</b>
<b>CHANGE IN FUND 38 BALANCE</b>	<b>3,600.00</b>	<b>1,300.00</b>
<b>FUND 38 BALANCE</b>	<b>42,364.61</b>	<b>43,664.61</b>
 <b>Fund: 39 - Mearure R - Trans</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
39 - 000 - 463800    Lost Hills Overpass & Interchg	(698,100.00)	350,000.00
	<b>(698,100.00)</b>	<b>350,000.00</b>
<b>Total Fund 39 Revenue</b>	<b>(698,100.00)</b>	<b>350,000.00</b>
<b>Expenditures</b>		



## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division: 134 - Non-Departmental</u>		
39 - 134 - 990010    Transfer to General Fund	350,000.00	350,000.00
	<b>350,000.00</b>	<b>350,000.00</b>
<b>Total Fund 39 Expenditures</b>	<b>350,000.00</b>	<b>350,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,048,124.52</b>	<b>24.52</b>
<b>CHANGE IN FUND 39 BALANCE</b>	<b>(1,048,100.00)</b>	<b>0.00</b>
<b>FUND 39 BALANCE</b>	<b>24.52</b>	<b>24.52</b>
 <b>Fund: 40 - Capital Improvement Projects</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
40 - 000 - 490010    Transfer in General Fund	25,000.00	25,000.00
40 - 000 - 490015    Transfer in Gas Tax	1,260,000.00	1,320,000.00
40 - 000 - 490016    Transfer in Developr ImpactFee	338,200.00	0.00
40 - 000 - 490020    Transfer in Prop A	350,000.00	0.00
40 - 000 - 490034    Transfer in Measure R Local	250,000.00	250,000.00
40 - 000 - 490036    Transfer in Grant Fund	1,530,400.00	1,000,000.00
40 - 000 - 490047    Transfer in Measure M Local	400,000.00	300,000.00
40 - 000 - 490049    Transfer in Measure M	900,000.00	1,316,200.00
	<b>5,053,600.00</b>	<b>4,211,200.00</b>
<b>Total Fund 40 Revenue</b>	<b>5,053,600.00</b>	<b>4,211,200.00</b>
 <b>Expenditures</b>		
<u>Division: 319 - Capital Improvements-Pub Wks</u>		
40 - 319 - 650212    Street - Rubberized Overlay	1,010,000.00	1,020,000.00
40 - 319 - 650236    Tree Planting	25,000.00	25,000.00
40 - 319 - 650268    Wild Walnut Park - Phase II	350,000.00	0.00
40 - 319 - 650337    STATE - Green Street Project	1,400,000.00	1,956,200.00
	<b>2,785,000.00</b>	<b>3,001,200.00</b>
 <u>Division: 339 - Capital Improvements-Trnsption</u>		
40 - 339 - 650335    Citywide Guardrails	50,000.00	50,000.00
40 - 339 - 650210    Rondell Parking Lot	500,000.00	500,000.00
40 - 339 - 6503XX    Mulholland Highway Safety Program	0.00	60,000.00
40 - 339 - 650340    Signal Synchronization	868,600.00	0.00
40 - 339 - 650336    MulHwy Bicycle Gap Closure	850,000.00	600,000.00
	<b>2,268,600.00</b>	<b>1,210,000.00</b>
<b>Total Fund 40 Expenditures</b>	<b>5,053,600.00</b>	<b>4,211,200.00</b>

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>Fund: 42 - Civic Center Capital Replacement</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
42 - 000 - 441000 Interest Income	28,000.00	32,300.00
	<b>28,000.00</b>	<b>32,300.00</b>
<b>Total Fund 42 Revenue</b>	<b>28,000.00</b>	<b>32,300.00</b>
<b>Expenditures</b>		
<u>Division: 136 - Civic Center O&amp;M</u>		
42 - 136 - 650000 Capital Outlay	4,000.00	0.00
	<b>4,000.00</b>	<b>0.00</b>
<b>Total Fund 42 Expenditures</b>	<b>4,000.00</b>	<b>0.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,051,810.84</b>	<b>1,075,810.84</b>
<b>CHANGE IN FUND 42 BALANCE</b>	<b>24,000.00</b>	<b>32,300.00</b>
<b>FUND 42 BALANCE</b>	<b>1,075,810.84</b>	<b>1,108,110.84</b>
 <b>Fund: 47 - Measure M - MTA Local Return</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
47 - 000 - 441000 Interest Income	18,500.00	24,600.00
47 - 000 - 464700 Measure M - Local Return	400,000.00	410,000.00
	<b>418,500.00</b>	<b>434,600.00</b>
<b>Total Fund 47 Revenue</b>	<b>418,500.00</b>	<b>434,600.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
47 - 134 - 541600 Miscellaneous Expenditure	0.00	0.00
47 - 134 - 650000 Capital Outlay	400,000.00	300,000.00
	<b>400,000.00</b>	<b>300,000.00</b>
<b>Total Fund 47 Expenditures</b>	<b>400,000.00</b>	<b>300,000.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>692,898.87</b>	<b>711,398.87</b>
<b>CHANGE IN FUND 47 BALANCE</b>	<b>18,500.00</b>	<b>134,600.00</b>
<b>FUND 47 BALANCE</b>	<b>711,398.87</b>	<b>845,998.87</b>

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>Fund: 48 - Library Capital Replacement</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
48 - 000 - 441000 Interest Income	14,200.00	16,400.00
	<b>14,200.00</b>	<b>16,400.00</b>
<b>Total Fund 48 Revenue</b>	<b>14,200.00</b>	<b>16,400.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>532,458.47</b>	<b>546,658.47</b>
<b>CHANGE IN FUND 48 BALANCE</b>	<b>14,200.00</b>	<b>16,400.00</b>
<b>FUND 48 BALANCE</b>	<b>546,658.47</b>	<b>563,058.47</b>
<b>Fund: 49 - Measure M - Traffic Improvement</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
49 - 000 - 441000 Interest Income	12,500.00	11,300.00
49 - 000 - XXXXXX Measure M - Traffic Improvement	675,000.00	1,212,200.00
	<b>687,500.00</b>	<b>1,223,500.00</b>
<b>Total Fund 49 Revenue</b>	<b>687,500.00</b>	<b>1,223,500.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
49 - 134 - 990040 Transfer to Capital	900,000.00	1,316,200.00
	<b>900,000.00</b>	<b>1,316,200.00</b>
<b>Total Fund 49 Expenditures</b>	<b>900,000.00</b>	<b>1,316,200.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>692,340.81</b>	<b>479,840.81</b>
<b>CHANGE IN FUND 49 BALANCE</b>	<b>(212,500.00)</b>	<b>(92,700.00)</b>
<b>FUND 49 BALANCE</b>	<b>479,840.81</b>	<b>387,140.81</b>
<b>Fund: 50 - Tennis &amp; Swim Center Operation</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
50 - 000 - 441000 Interest Income	14,400.00	16,300.00
50 - 000 - 442000 Miscellaneous	1,500.00	1,500.00
50 - 000 - 450002 Top Seed Contribution for CIP	52,000.00	53,500.00
50 - 000 - 450010 Aquatic-Daily	84,000.00	84,000.00

## Detailed Budget FY 2019-20 & 2020-21

		<u>2019-20</u>	<u>2020-21</u>
		<u>Budget</u>	<u>Budget</u>
50 - 000 - 450011	Swim	50,500.00	52,000.00
50 - 000 - 450020	Health/Swim	598,500.00	607,000.00
50 - 000 - 450025	Miscellaneous	12,600.00	12,600.00
50 - 000 - 450030	Coke Machine	2,800.00	2,900.00
50 - 000 - 450050	Facility Rental	30,000.00	30,000.00
50 - 000 - 450060	General Recreation	100,000.00	100,000.00
50 - 000 - 450070	Fitness Class	38,600.00	39,000.00
50 - 000 - 450090	Tennis Membership	1,355,900.00	1,380,900.00
50 - 000 - 450095	Lessons & Clinics	1,581,000.00	1,612,600.00
50 - 000 - 484000	Refunds - Overpayments	(100.00)	(100.00)
50 - 000 - 484001	Refunds - Tennis & Swim Center	(1,200.00)	(1,200.00)
50 - 000 - 484002	Refunds - Top Seed	(1,500.00)	(1,500.00)
		<b>3,919,000.00</b>	<b>3,989,500.00</b>
<b>Total Fund 50 Revenue</b>		<b>3,919,000.00</b>	<b>3,989,500.00</b>
 <b>Expenditures</b>			
<u>Division: 521 - Health &amp; Swim Center</u>			
50 - 521 - 510000	Full Time Salaries	342,500.00	355,400.00
50 - 521 - 510002	Full Time Employee Overtime	5,000.00	5,000.00
50 - 521 - 510400	Benefits	60,800.00	61,800.00
50 - 521 - 510600	Employer Taxes	180,400.00	182,900.00
50 - 521 - 510900	Hourly Employees	500,000.00	505,000.00
50 - 521 - 511000	Auto Allowance	800.00	800.00
50 - 521 - 511001	457 Match	6,000.00	6,200.00
50 - 521 - 520020	Event Insurance	2,800.00	2,800.00
50 - 521 - 522000	Office Supplies	4,000.00	4,000.00
50 - 521 - 522101	Program Supplies	57,100.00	58,000.00
50 - 521 - 522102	Pool Chemical	30,000.00	32,000.00
50 - 521 - 522103	Facility Maintenance	70,000.00	75,000.00
50 - 521 - 522600	Dues and Memberships	1,000.00	1,000.00
50 - 521 - 523100	Bank & Merchant Fees	23,500.00	24,000.00
50 - 521 - 523500	Computer Hardware	800.00	800.00
50 - 521 - 524000	Utilities - Electric	22,000.00	23,000.00
50 - 521 - 524001	Utilities - Water	25,000.00	26,000.00
50 - 521 - 524002	Utilities - Gas	25,500.00	27,000.00
50 - 521 - 525200	Contractual Services	150,000.00	165,000.00
50 - 521 - 526500	Advertising	1,600.00	1,600.00
50 - 521 - 543000	Mileage Reimbursement	600.00	600.00
50 - 521 - 650100	Capital Improvements	25,000.00	35,000.00
50 - 521 - 650296	Health Center Improvements	5,100.00	5,100.00
		<b>1,539,500.00</b>	<b>1,598,000.00</b>
<u>Division: 522 - Top Seed Tennis Academy</u>			
50 - 522 - 510000	Full Time Salaries	28,900.00	30,400.00

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
50 - 522 - 510400 Benefits	3,800.00	3,900.00
50 - 522 - 510600 Employer Taxes	5,700.00	5,900.00
50 - 522 - 520000 Insurance	147,900.00	149,000.00
50 - 522 - 520800 Telephone	4,700.00	4,900.00
50 - 522 - 522000 Office Supplies	4,900.00	5,000.00
50 - 522 - 522101 Program Supplies	62,000.00	65,000.00
50 - 522 - 522104 Janitorial Supplies	47,000.00	50,000.00
50 - 522 - 522105 Social Event Food	26,000.00	27,000.00
50 - 522 - 522200 Printing	18,000.00	18,500.00
50 - 522 - 522600 Dues and Memberships	1,500.00	1,500.00
50 - 522 - 523000 Postage / Courier Service	12,500.00	14,000.00
50 - 522 - 523100 Bank & Merchant Fees	40,000.00	40,000.00
50 - 522 - 524000 Utilities - Electric	60,100.00	62,500.00
50 - 522 - 524001 Utilities - Water	27,000.00	28,300.00
50 - 522 - 525109 Top Seed Desk/Maint Staff	475,000.00	485,000.00
50 - 522 - 525110 Top Seed Tennis Staff	900,000.00	900,000.00
50 - 522 - 525111 Top Seed Tennis Director	180,000.00	180,000.00
50 - 522 - 525113 Top Seed 50% Profit	235,000.00	250,000.00
50 - 522 - 525200 Contractual Services	29,200.00	30,000.00
50 - 522 - 526500 Advertising	2,000.00	2,000.00
50 - 522 - 650297 Tennis Center Improvements	25,000.00	35,000.00
	<b>2,336,200.00</b>	<b>2,387,900.00</b>
<b>Total Fund 50 Expenditures</b>	<b>3,875,700.00</b>	<b>3,985,900.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>511,481.74</b>	<b>554,781.74</b>
<b>CHANGE IN FUND 50 BALANCE</b>	<b>43,300.00</b>	<b>3,600.00</b>
<b>FUND 50 BALANCE</b>	<b>554,781.74</b>	<b>558,381.74</b>
<b>Fund: 60 - Management Reserve</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
60 - 000 - 441000 Interest Income	140,500.00	162,100.00
	<b>140,500.00</b>	<b>162,100.00</b>
<b>Total Fund 60 Revenue</b>	<b>140,500.00</b>	<b>162,100.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>5,263,663.66</b>	<b>5,404,163.66</b>
<b>CHANGE IN FUND 60 BALANCE</b>	<b>140,500.00</b>	<b>162,100.00</b>
<b>FUND 60 BALANCE</b>	<b>5,404,163.66</b>	<b>5,566,263.66</b>
<b>Fund 64 - Quimby Act</b>		
<b>Revenue</b>		

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<u>Division 000 - Revenue</u>		
64 - 000 - 441000    Interest Income	100.00	100.00
	<b>100.00</b>	<b>100.00</b>
<b>Total Fund 64 Revenue</b>	<b>100.00</b>	<b>100.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>4,137.26</b>	<b>4,237.26</b>
<b>CHANGE IN FUND 64 BALANCE</b>	<b>100.00</b>	<b>100.00</b>
<b>FUND 64 BALANCE</b>	<b>4,237.26</b>	<b>4,337.26</b>
<b>Fund 65 - Oak Tree Mitigation</b>		
<b>Revenue</b>		
<u>Division 000 - Revenue</u>		
65 - 000 - 441000    Interest Income	1,700.00	2,700.00
65 - 000 - 481510    Oak Tree Mitigation Fees	24,000.00	24,600.00
	<b>25,700.00</b>	<b>27,300.00</b>
<b>Total Fund 65 Revenue</b>	<b>25,700.00</b>	<b>27,300.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>40,856.39</b>	<b>66,556.39</b>
<b>CHANGE IN FUND 65 BALANCE</b>	<b>25,700.00</b>	<b>27,300.00</b>
<b>FUND 65 BALANCE</b>	<b>66,556.39</b>	<b>93,856.39</b>
<b>Fund: 80 - CFD 98-1 (Commercial Mello-Roos)</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
80 - 000 - 401015    Mello-Roos Tax	536,100.00	346,500.00
80 - 000 - 441000    Interest Income	18,600.00	21,400.00
	<b>554,700.00</b>	<b>367,900.00</b>
<b>Total Fund 80 Revenue</b>	<b>554,700.00</b>	<b>367,900.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
80 - 134 - 534000    Payments to Escrow Agent	536,100.00	346,500.00
	<b>536,100.00</b>	<b>346,500.00</b>
<b>Total Fund 80 Expenditures</b>	<b>536,100.00</b>	<b>346,500.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>696,165.16</b>	<b>714,765.16</b>

# Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
<b>CHANGE IN FUND 80 BALANCE</b>	<b>18,600.00</b>	<b>21,400.00</b>
<b>FUND 80 BALANCE</b>	<b>714,765.16</b>	<b>736,165.16</b>
 <b>Fund: 83 - 2005 COP (Refunding 1999 COP)</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
83 - 000 - 494000    Transfer in General Fund	0.00	800.00
	<b>0.00</b>	<b>800.00</b>
<b>Total Fund 83 Revenue</b>	<b>0.00</b>	<b>800.00</b>
 <b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
83 - 134 - 541600    Miscellaneous Expenditure	0.00	800.00
	<b>0.00</b>	<b>800.00</b>
<b>Total Fund 83 Expenditures</b>	<b>0.00</b>	<b>800.00</b>
 <b>Fund: 84 - CFD 2006 (The Oaks Mello-Roos)</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
84 - 000 - 401015    Mello-Roos Tax	1,879,900.00	1,513,700.00
84 - 000 - 441000    Interest Income	67,000.00	77,300.00
	<b>1,946,900.00</b>	<b>1,591,000.00</b>
<b>Total Fund 84 Revenue</b>	<b>1,946,900.00</b>	<b>1,591,000.00</b>
 <b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
84 - 134 - 534000    Payments to Escrow Agent	1,879,900.00	1,513,700.00
	<b>1,879,900.00</b>	<b>1,513,700.00</b>
<b>Total Fund 84 Expenditures</b>	<b>1,879,900.00</b>	<b>1,513,700.00</b>
 <b>ESTIMATED BEGINNING FUND BALANCE</b>	 <b>2,509,633.86</b>	 <b>2,576,633.86</b>
<b>CHANGE IN FUND 84 BALANCE</b>	<b>67,000.00</b>	<b>77,300.00</b>
<b>FUND 84 BALANCE</b>	<b>2,576,633.86</b>	<b>2,653,933.86</b>
 <b>Fund: 85 - 2006 COP - Civic Center Financing (CLOSED)</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		

## Detailed Budget FY 2019-20 & 2020-21

	2019-20 Budget	2020-21 Budget
85 - 000 - 492800    Transfer in Library Fund	1,000.00	1,000.00
85 - 000 - 494000    Transfer in General Fund	2,500.00	2,500.00
	<b>3,500.00</b>	<b>3,500.00</b>
<b>Total Fund 85 Revenue</b>	<b>3,500.00</b>	<b>3,500.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
85 - 134 - 541600    Miscellaneous Expenditure	3,500.00	3,500.00
	<b>3,500.00</b>	<b>3,500.00</b>
<b>Total Fund 85 Expenditures</b>	<b>3,500.00</b>	<b>3,500.00</b>
<b>Fund: 87 - 2015 COP - Civic Center Project</b>		
<b>Revenue</b>		
<u>Division: 000 - Revenue</u>		
87 - 000 - 441000    Interest Income	32,400.00	37,400.00
87 - 000 - 492800    Transfer in Library Fund	779,400.00	780,000.00
87 - 000 - 494000    Transfer in General Fund	1,845,000.00	1,846,200.00
	<b>2,656,800.00</b>	<b>2,663,600.00</b>
<b>Total Fund 87 Revenue</b>	<b>2,656,800.00</b>	<b>2,663,600.00</b>
<b>Expenditures</b>		
<u>Division: 134 - Non-Departmental</u>		
87 - 134 - 530000    Principal-Bonded Indebtedness	1,090,000.00	1,125,000.00
87 - 134 - 530100    Interest Exp-Bonded Indebtedne	1,529,400.00	1,496,100.00
87 - 134 - 541600    Miscellaneous Expenditure	5,000.00	5,100.00
	<b>2,624,400.00</b>	<b>2,626,200.00</b>
<b>Total Fund 87 Expenditures</b>	<b>2,624,400.00</b>	<b>2,626,200.00</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>1,212,741.38</b>	<b>1,245,141.38</b>
<b>CHANGE IN FUND 87 BALANCE</b>	<b>32,400.00</b>	<b>37,400.00</b>
<b>FUND 87 BALANCE</b>	<b>1,245,141.38</b>	<b>1,282,541.38</b>
<b>Total Revenue (All Funds)</b>	<b>53,140,404.48</b>	<b>53,831,100.00</b>
<b>Total Expenditures (All Funds)</b>	<b>51,577,100.00</b>	<b>49,652,500.00</b>



# Detailed Budget FY 2019-20 & 2020-21

<u>2019-20</u>	<u>2020-21</u>
<u>Budget</u>	<u>Budget</u>

Prepared by: City of Calabasas - Department of Finance

**ITEM 6 ATTACHMENT B  
RESOLUTION NO. 2019-1635**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING THE OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR THE CITY FOR THE FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2021, PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURES OF ALL SUMS SET FORTH IN SAID BUDGET AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH.**

**WHEREAS**, the City Manager has submitted to the City Council of Calabasas a preliminary budget for the fiscal year July 1, 2019 through June 30, 2021; and

**WHEREAS**, after examination, deliberation and due consideration, the City Council has approved the same; and

**WHEREAS**, it is the intention of this City Council to adopt the budget submitted by the City Manager during the June 26, 2019 Council Meeting.

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

1. That certain document referred to as the "Detailed Budget FY 2019-20 & 2020-21" presented by the City Manager is hereby adopted and the appropriations for the annual budget of the City of Calabasas for the fiscal period July 1, 2019 through June 30, 2020 is hereby approved.
2. The several amounts stated in the annual budget shall become and thereafter be appropriated to the offices, departments, activities, objects and purposes stated therein and said monies are hereby authorized to be expended for the purposes and objects specified in said budget.

All revenue in excess of expenditures and encumbrances as of the close of fiscal year 2018-19 not otherwise re-appropriated above are hereby appropriated to the applicable fund operating reserve on June 30, 2019.

All resolutions in conflict herewith are hereby expressly repealed. This resolution shall become effective immediately upon adoption.

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

**PASSED, APPROVED AND ADOPTED** this 26<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, City Attorney  
Colantuono, Highsmith & Whatley, PC  
City Attorney

**ITEM 6 ATTACHMENT C  
RESOLUTION NO. 2019-1636**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, ESTABLISHING THE  
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-2020.**

**WHEREAS**, the voters approved the Gann Spending-Limitation Initiative (Proposition 4) on November 6, 1979, adding Article XIII B to the Constitution of the State of California to establish and define annual appropriation limits on state and local governmental entities; and

**WHEREAS**, SB 1352 provides for the implementation of Article XIII B by defining various terms used in this article and prescribing procedures to be used in implementing specific provisions of the article, including the establishment by resolution each year by the governing body of each local jurisdiction of its appropriations limits; and

**WHEREAS**, the required computations to determine the Appropriations Limits for Fiscal Year 2019-2020 were performed and are on file with the City Clerk and available for public review.

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

**SECTION 1.** That the Appropriations Limit for the City of Calabasas for Fiscal Year 2019-2020 is \$32,599,937.

**SECTION 2.** 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 26<sup>th</sup> day of June 2019.

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

ATTEST:

APPROVED AS TO FORM:

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

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



CITY of CALABASAS



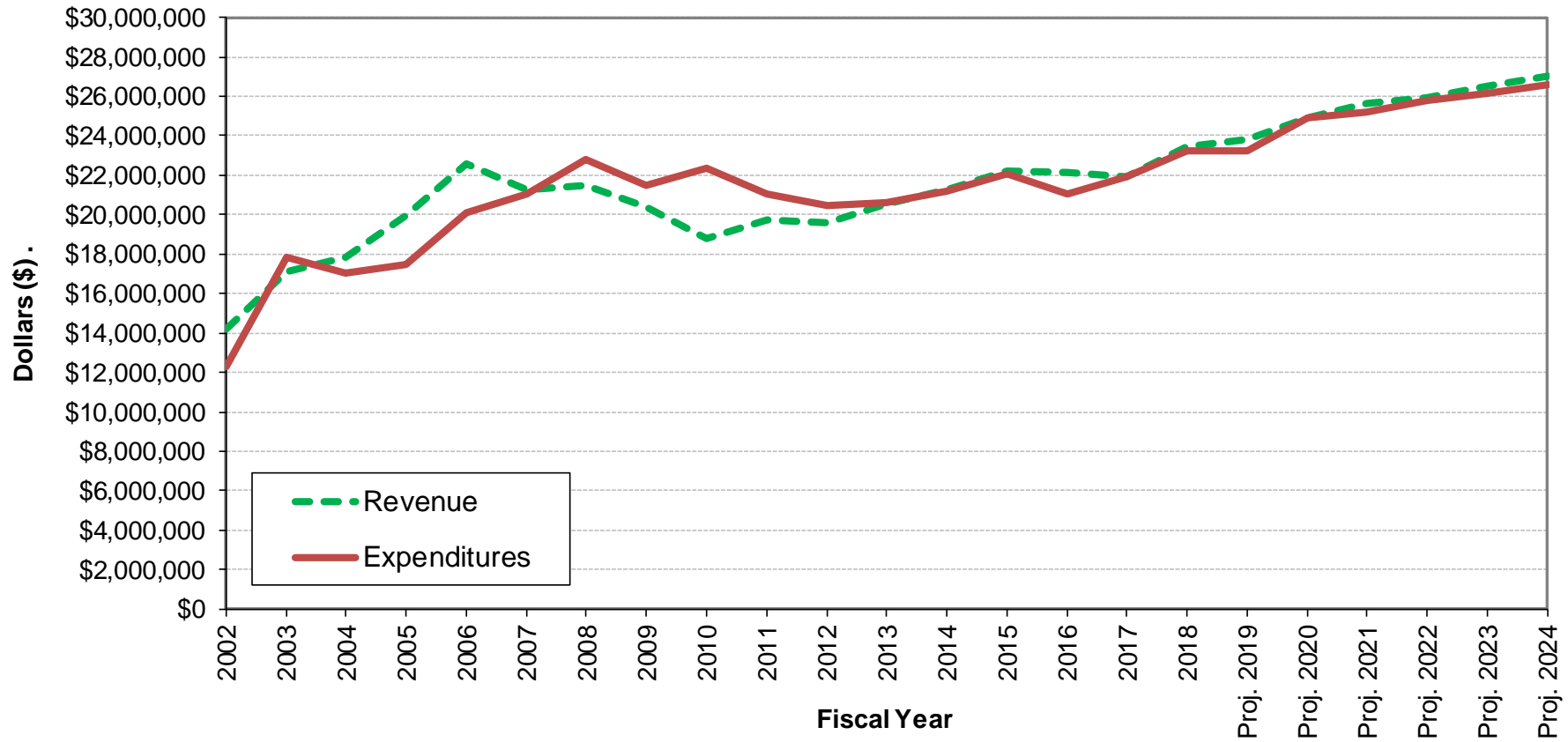
# **Budget Summary FY 2019-20 & 2020-21 Budget Workshop**

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**May 30, 2019**

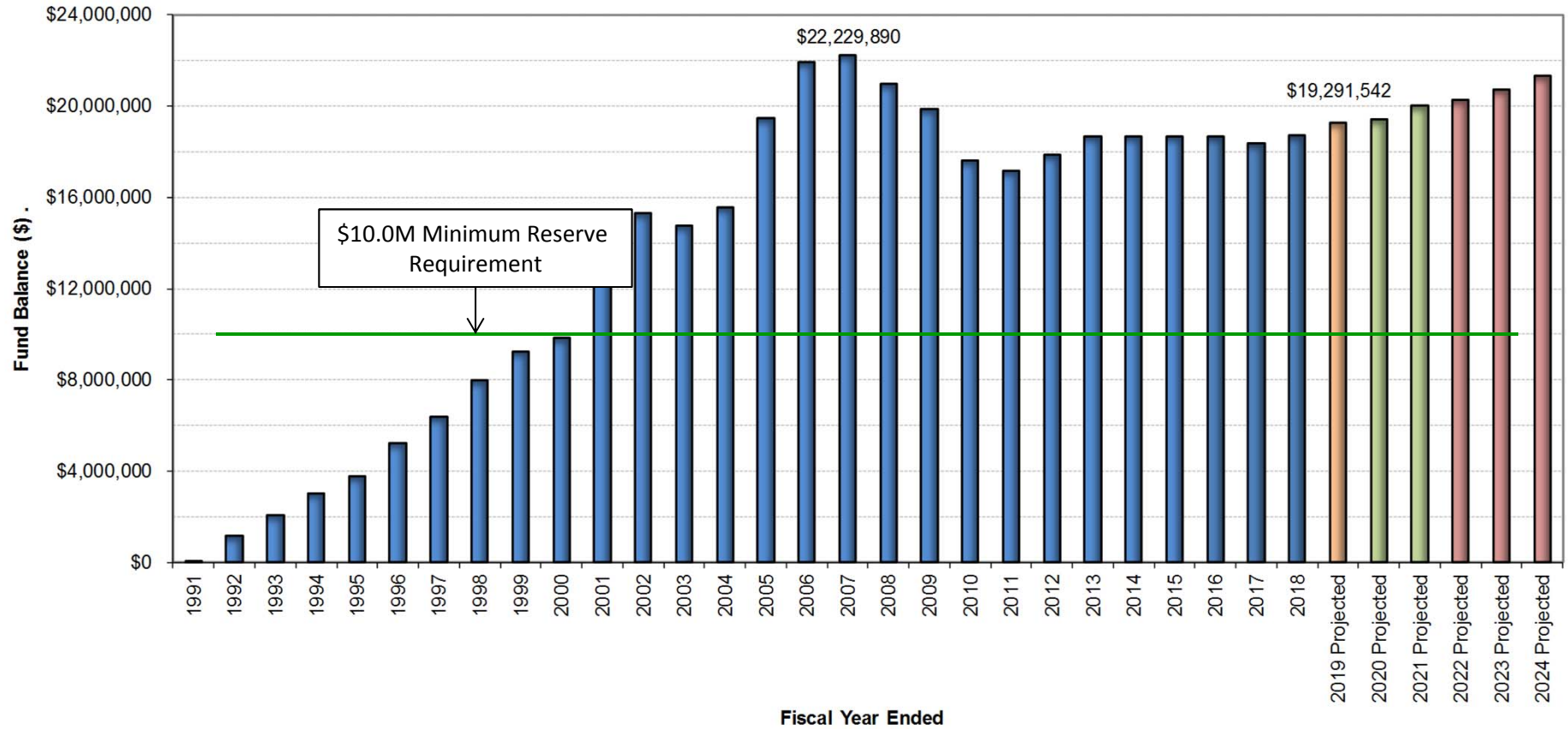


# Historical & Projected Revenue & Expenditures for the General Fund





# Historical & Projected Fund Balances for the General Fund & Management Reserve





# Change in Fund Balance - Overview



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2018-19	Projected 2018-19	Budget 2019-20	Budget 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
<b>Revenue</b>	<b>\$23,805,200</b>	<b>\$23,840,900</b>	<b>\$24,909,700</b>	<b>\$25,645,200</b>	<b>\$25,903,700</b>	<b>\$26,503,700</b>	<b>\$27,049,900</b>
<b>Expenditures</b>							
Personnel Services	\$9,508,500	\$9,281,300	\$9,999,000	\$10,256,900	\$10,409,200	\$10,564,700	\$10,722,600
Supplies & Services	8,001,100	7,986,100	8,638,800	8,754,800	8,927,400	9,058,100	9,196,400
Sheriff Services	4,853,000	4,832,800	4,855,200	4,857,100	4,954,200	5,053,200	5,154,300
<b>Sub-Total - Operational Costs</b>	<b>\$22,362,600</b>	<b>\$22,100,200</b>	<b>\$23,493,000</b>	<b>\$23,868,800</b>	<b>\$24,290,800</b>	<b>\$24,676,000</b>	<b>\$25,073,300</b>
Capital Outlay	\$193,500	\$155,600	\$202,300	\$193,000	\$218,400	\$197,100	\$230,800
Discretionary	978,000	1,008,200	1,201,400	1,172,400	1,260,500	1,274,300	1,288,400
<b>Total Expenditures</b>	<b>\$23,534,100</b>	<b>\$23,264,000</b>	<b>\$24,896,700</b>	<b>\$25,234,200</b>	<b>\$25,769,700</b>	<b>\$26,147,400</b>	<b>\$26,592,500</b>
<b>Change to Fund Balance</b>	<b>\$271,100</b>	<b>\$576,900</b>	<b>\$13,000</b>	<b>\$411,000</b>	<b>\$134,000</b>	<b>\$356,300</b>	<b>\$457,400</b>

Included in the FY 2019-20 Proposed Budget:

1. COLA = 3.81%
2. Interest earning percentage = 2.67%
3. Sheriff contract stable







## Budget Performance – FY 2018-19



**The General Fund Balance for FY 2018-19 is projected to increase by \$577K. The main cause for the increase includes:**

Budgeted increase to General Fund Balance (Revenue > Expenditures)	\$271K
Decrease in budgeted cost of Payroll (full-time employees and associated costs)	227K



## Budget Forecast – FYs 2019-20 & 2020-21



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### BALANCED BUDGET FOR NEXT 2 FISCAL YEARS

#### Revenue Assumptions:

- Sales Tax growth from existing businesses per MuniServices' Forecast plus \$375K for new VOLVO Dealership;
- Property Tax, VLF, UUT growth based on consultant inputs;
- ToT includes revenue from Hilton Garden Inn expansion (Oct 2019)
- Building, Planning & Engineering Fees based on historical averages.

#### Expenditure Assumptions:

- Employee count remains consistent with currently approved levels;
- Increase in staffing costs: salaries, minimum wage, 3.81% COLA;
- N/C in Sheriff service level cost, but includes \$125K for security and surveillance services.





# Revenue Summary



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2018-19	Projected 2018-19	Budget 2019-20	Budget 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Sales Tax	\$5,384,000	\$5,386,600	\$5,912,000	\$6,045,000	\$5,933,000	\$6,099,000	\$6,266,000
Utility Tax	3,195,800	3,108,000	3,150,700	3,181,500	3,245,100	3,309,900	3,376,100
Property Tax	3,789,000	3,872,800	3,741,900	3,858,000	3,935,200	4,013,900	4,094,200
Automobile Registration Fees	2,483,100	2,493,000	2,571,300	2,651,000	2,704,000	2,758,100	2,813,300
Transient Occupancy Tax	2,117,600	2,012,300	2,478,600	2,635,000	2,687,700	2,741,500	2,796,300
Fees	2,734,600	2,710,900	2,767,100	2,837,500	2,894,300	2,952,200	3,011,300
Creekside	565,200	627,200	493,600	507,200	517,300	527,700	538,200
Franchise Fees	770,600	837,000	860,700	882,200	899,800	917,900	936,300
Parks & Rec	705,000	665,100	707,400	718,600	716,000	763,000	744,700
Other	966,500	976,300	993,300	1,020,300	1,040,800	1,061,400	1,082,600
Interest Income	283,100	305,100	365,100	420,900	424,800	435,200	448,500
Fines & Forfeitures	139,100	159,500	164,000	168,000	171,300	174,700	178,100
Transfer Tax	290,500	300,500	309,000	316,700	323,000	329,500	336,100
Senior Center	381,100	386,400	395,000	403,300	411,400	419,700	428,200
<b>TOTAL REVENUE</b>	<b>\$23,805,200</b>	<b>\$23,840,700</b>	<b>\$24,909,700</b>	<b>\$25,645,200</b>	<b>\$25,903,700</b>	<b>\$26,503,700</b>	<b>\$27,049,900</b>

## Notes:

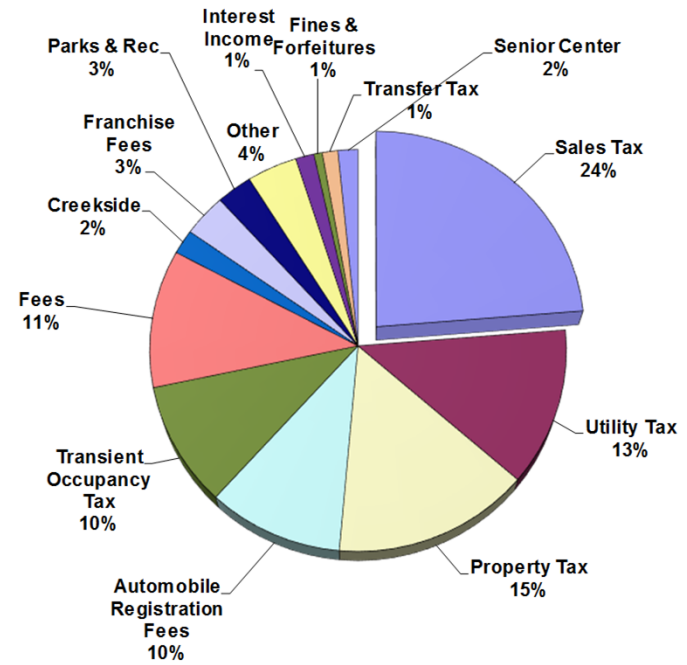
1. In FY 2018-19, Property Tax will over-perform mostly due to resale of existing inventory and assessed value;
2. In FY 2018-19, ToT will under-perform mostly due to the Woolsey Fire. A partial claim has been submitted to CJPIA for reimbursement;
3. In FY 2019-20, Sales Tax will grow based on expected overall local sales and VOLVO [new] sales performance;
4. In FY 2019-20, ToT will grow mostly based on HGI expansion completion in late Fall 2019; and
5. "Other" category includes interfund transfers [AB939, Measure R, Transit], Lease Income, Reimbursements.



# Revenue by Category for FY 2019-20



	<b>Proposed 2019-20</b>
Sales Tax	\$5,912,000
Utility Tax	3,150,700
Property Tax	3,741,900
Automobile Registration Fees	2,571,300
Transient Occupancy Tax	2,478,600
Fees	2,767,100
Creekside	493,600
Franchise Fees	860,700
Parks & Rec	707,400
Other	993,300
Interest Income	365,100
Fines & Forfeitures	164,000
Transfer Tax	309,000
Senior Center	395,000
<b>TOTAL REVENUE</b>	<b>\$24,909,700</b>





# Expenditure Summary by Account Class



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2018-19	Projected 2018-19	Budget 2019-20	Budget 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Personnel Services	\$9,508,500	\$9,281,300	\$9,999,000	\$10,256,900	\$10,409,200	\$10,564,700	\$10,722,600
Supplies & Services	8,001,100	7,986,100	8,638,800	8,754,800	8,927,400	9,058,100	9,196,400
Sheriff Services	4,853,000	4,832,800	4,855,200	4,857,100	4,954,200	5,053,200	5,154,300
<b>Sub-Total</b>	<b>\$22,362,600</b>	<b>\$22,100,200</b>	<b>\$23,493,000</b>	<b>\$23,868,800</b>	<b>\$24,290,800</b>	<b>\$24,676,000</b>	<b>\$25,073,300</b>
Capital Outlay	\$193,500	\$155,600	\$202,300	\$193,000	\$218,400	\$197,100	\$230,800
Discretionary	978,000	1,008,200	1,201,400	1,172,400	1,260,500	1,274,300	1,288,400
<b>Total Expenditures</b>	<b>\$23,534,100</b>	<b>\$23,264,000</b>	<b>\$24,896,700</b>	<b>\$25,234,200</b>	<b>\$25,769,700</b>	<b>\$26,147,400</b>	<b>\$26,592,500</b>

**Note:**

1. *FY 2018-19 Projected Expenditures are forecasted to Underrun by \$270K:*
  - a. *Personnel services – projected to underrun by \$227K*
2. *FY 2019-20 Proposed Budget is forecast to increase by \$1.3M:*
  - a. *Personnel services – overall increase of \$491K due to: increase of (\$313K) due to 3.81% COLA, certain 2.5% step increases, PERS unfunded pool liability;*
  - b. *Supplies & Services – increased by (\$632K) mostly due to previously deferred principal payments for COP debt service;*
  - c. *Sheriff Services – payments to remain unchanged, however \$125K / \$100K included for additional security services.*

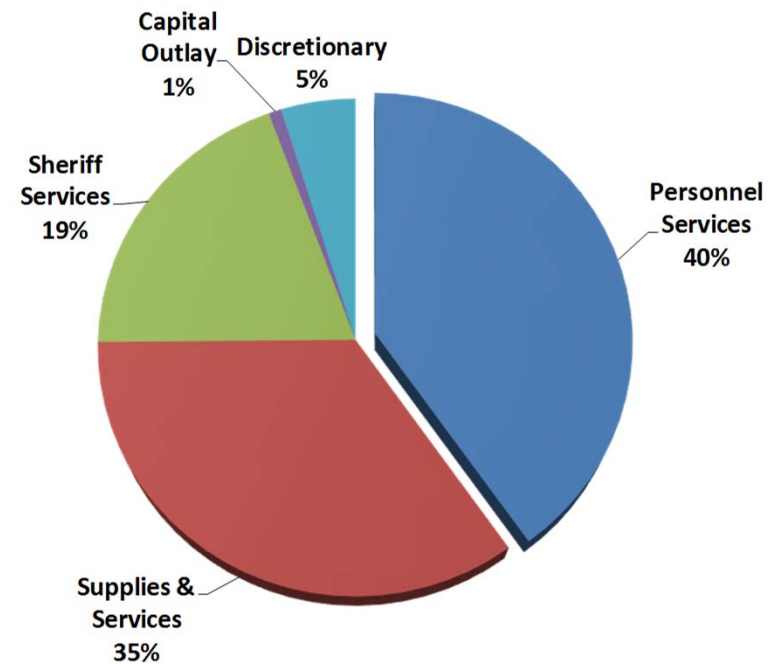




# Expenditure Summary by Account Class



	<u>Proposed</u> <u>2019-20</u>
Personnel Services	\$9,999,000
Supplies & Services	8,638,800
Sheriff Services	4,855,200
Capital Outlay	202,300
Discretionary	1,201,400
<b>TOTAL EXPENDITURES</b>	<b>\$24,896,700</b>





# Payroll & Vendor Services



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2018-19	Projected 2018-19	Budget 2019-20	Budget 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Full Time Salaries	\$5,877,200	\$5,755,600	\$6,072,200	\$6,268,300	\$6,362,300	\$6,457,700	\$6,554,600
Full Time Employee Overtime	42,700	40,500	30,000	31,000	31,500	32,000	32,500
Benefits	1,573,100	1,545,100	1,654,700	1,674,200	1,699,300	1,724,800	1,750,700
Retirement Benefits	78,400	81,000	80,100	80,100	81,300	82,500	83,700
Employer Taxes	996,800	953,000	1,247,400	1,285,200	1,304,500	1,324,100	1,344,000
Hourly Employees	792,300	759,000	760,000	760,000	771,400	783,000	794,700
Hourly Employee Overtime	0	0	0	0	0	0	0
Auto Allowance	46,200	45,100	47,000	47,000	46,200	46,200	46,200
457 Match	101,800	101,900	107,600	111,100	112,700	114,400	116,200
<b>Total Payroll &amp; Payroll Related Costs</b>	<b>\$9,508,500</b>	<b>\$9,281,200</b>	<b>\$9,999,000</b>	<b>\$10,256,900</b>	<b>\$10,409,200</b>	<b>\$10,564,700</b>	<b>\$10,722,600</b>
Sheriff Services	\$4,853,000	\$4,832,800	\$4,855,200	\$4,857,100	\$4,954,200	\$5,053,200	\$5,154,300
Contractual Services	1,948,200	2,066,400	2,056,000	2,084,800	2,126,100	2,168,200	2,211,200
<b>Total Vendor Services</b>	<b>\$6,801,200</b>	<b>\$6,899,200</b>	<b>\$6,911,200</b>	<b>\$6,941,900</b>	<b>\$7,080,300</b>	<b>\$7,221,400</b>	<b>\$7,365,500</b>
<b>TTL PAYROLL &amp; VENDOR SERVICES</b>	<b>\$16,309,700</b>	<b>\$16,180,400</b>	<b>\$16,910,200</b>	<b>\$17,198,800</b>	<b>\$17,489,500</b>	<b>\$17,786,100</b>	<b>\$18,088,100</b>

**Notes:**

1. The General Fund budget includes 84.4 FTE Employees (exc. Council), 65.7 Full-time and 18.7 Part-time Employees;
2. Approximately 61% of Full-time employees (General Fund) will not be eligible for step increases [step 10], but will receive 3.81% Cost of Living Adjustment;
3. Sheriff Cost Level remains unchanged;
4. "Benefits" category increased by (\$81K) mostly caused by medical, dental, vision rate increases;
5. "Employer Taxes" category increased by (\$250K) mostly caused by PERS ER rate increases.



# Programs & Activities Funded in FY 2019-20 Budget



	Budget 2018-19	PROJECTED Actuals 2018-19	PROPOSED Budget 2019-20	PROPOSED Revenue 2019-20	NET COST 2019-20	Notes
City Council Discretionary - J Bozajian	\$5,000	\$5,000	\$5,000	\$0	\$5,000	
City Council Discretionary - MS Maurer	5,000	5,000	5,000	0	5,000	
City Council Discretionary - F Gaines	5,000	5,000	5,000	0	5,000	
City Council Discretionary - D Shapiro	5,000	5,000	5,000	0	5,000	
City Council Discretionary - A Weintraub	5,000	5,000	5,000	0	5,000	
City Council Events & Conferences	18,000	30,000	18,000	0	18,000	COG Meetings, Conferences
Contribution to PFA / PFCs	255,000	255,000	255,000	0	255,000	\$250K - Title I & School Grants, \$5K - Every 15 Minutes
Contribution to Chamber of Com	21,000	21,000	30,000	0	30,000	Calabasas Chamber of Commerce. FY 2019 - \$21K
Neighbors in Need	25,000	25,000	25,000	0	25,000	Rotary Club - Neighbors in Need
Relay for Life	5,000	5,000	5,000	0	5,000	American Cancer Society
Art Rental	8,000	8,000	8,000	0	8,000	Art Soup - LA
Security	0	0	125,000	0	125,000	City-wide Security Services. \$100K patrol; \$25K security equipment
Open Space & Environmental Prg	20,000	24,000	20,000	0	20,000	Tax Default Property Purchase
Business Meetings & Conferences	22,900	19,100	25,500	0	25,500	CA Contract Cities, America In Bloom, City Clerks Assn, Chabad of Calabasas, Chamber Installation
Special Events	21,300	19,157	21,900	0	21,900	Flu Clinic
School Safety	14,100	12,008	14,500	0	14,500	Before-and-After School Aids
Crossing Guard	99,400	106,769	106,500	0	106,500	7.16% increase in billing rate from \$18.85 to \$20.20
School Programs	6,300	5,680	5,800	0	5,800	Gift incentives [walk-to-school, crossing guard gifts, promotions], SATS meetings
Senior Rental Voucher	94,100	95,020	97,700	0	97,700	Increase COLA per Council direction
Historic Site Markers	0	0	15,000	0	15,000	Historic Site Markers
Tickets / Pre-sale	12,500	28,900	12,900	8,800	4,100	Dodger Tickets
July 4th	76,000	88,600	106,000	28,500	77,500	Firework Display Cost Doubled
Egg Stravaganza	6,000	6,000	6,000	0	6,000	
Teen Events	8,000	8,000	7,500	0	7,500	
Holiday Gala Event	12,200	48,200	35,000	0	35,000	\$133 per person
Film Festival	15,000	15,400	15,000	0	15,000	Calabasas Film Festival
Pumpkin Festival Exp.	115,000	130,300	130,000	85,000	45,000	
Calabasas Musical Programs	51,200	42,800	50,000	0	50,000	Concerts in the Park
Civic Center Art Programs	3,200	800	800	0	800	Arts Festival special supplies, food, etc.
Calabasas Fine Arts Festival Exp.	41,800	41,800	40,300	40,300	0	
<b>TOTAL</b>	<b>\$976,000</b>	<b>\$1,061,533</b>	<b>\$1,201,400</b>	<b>\$162,600</b>	<b>\$1,038,800</b>	





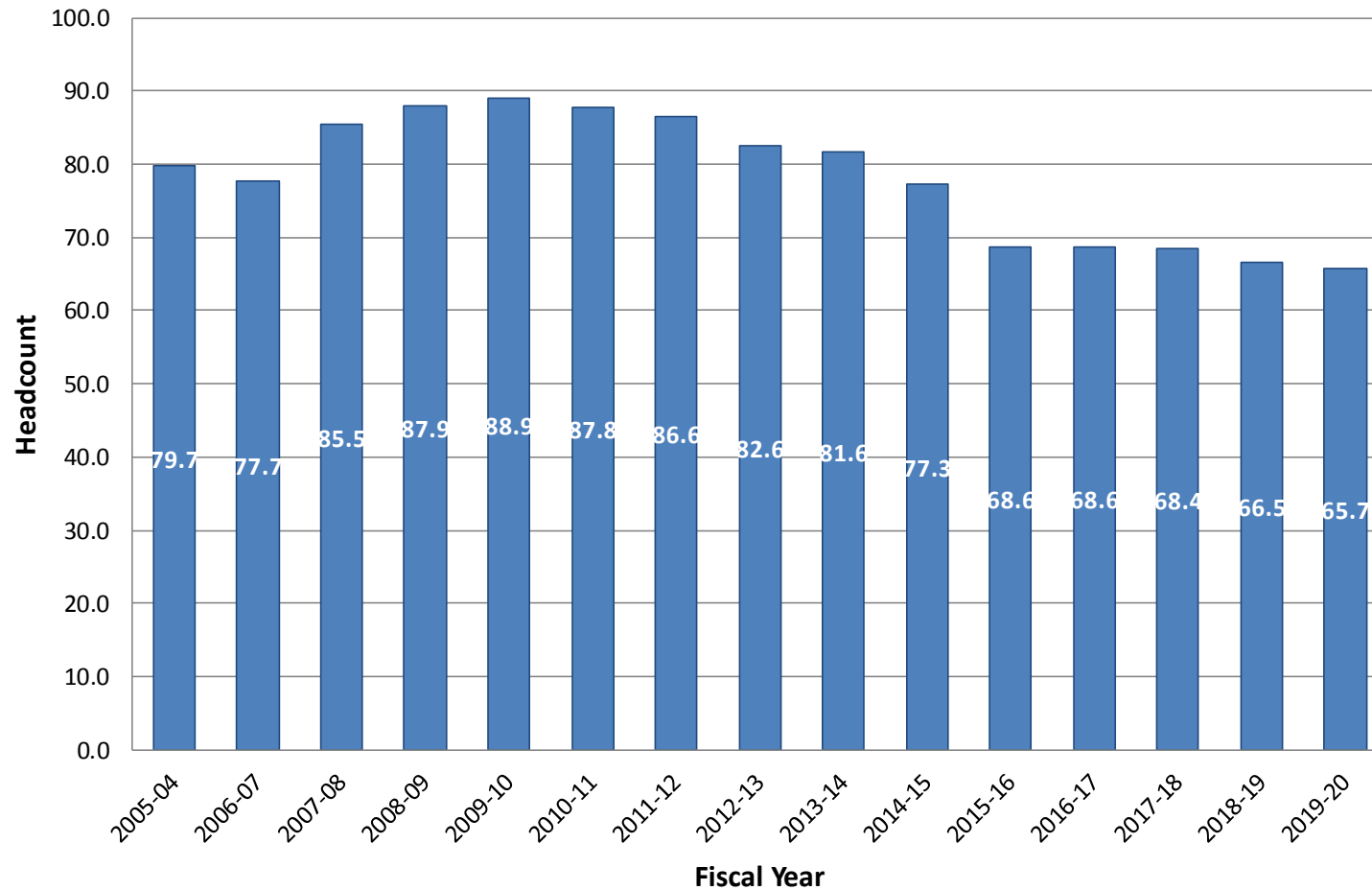


## Additional Information



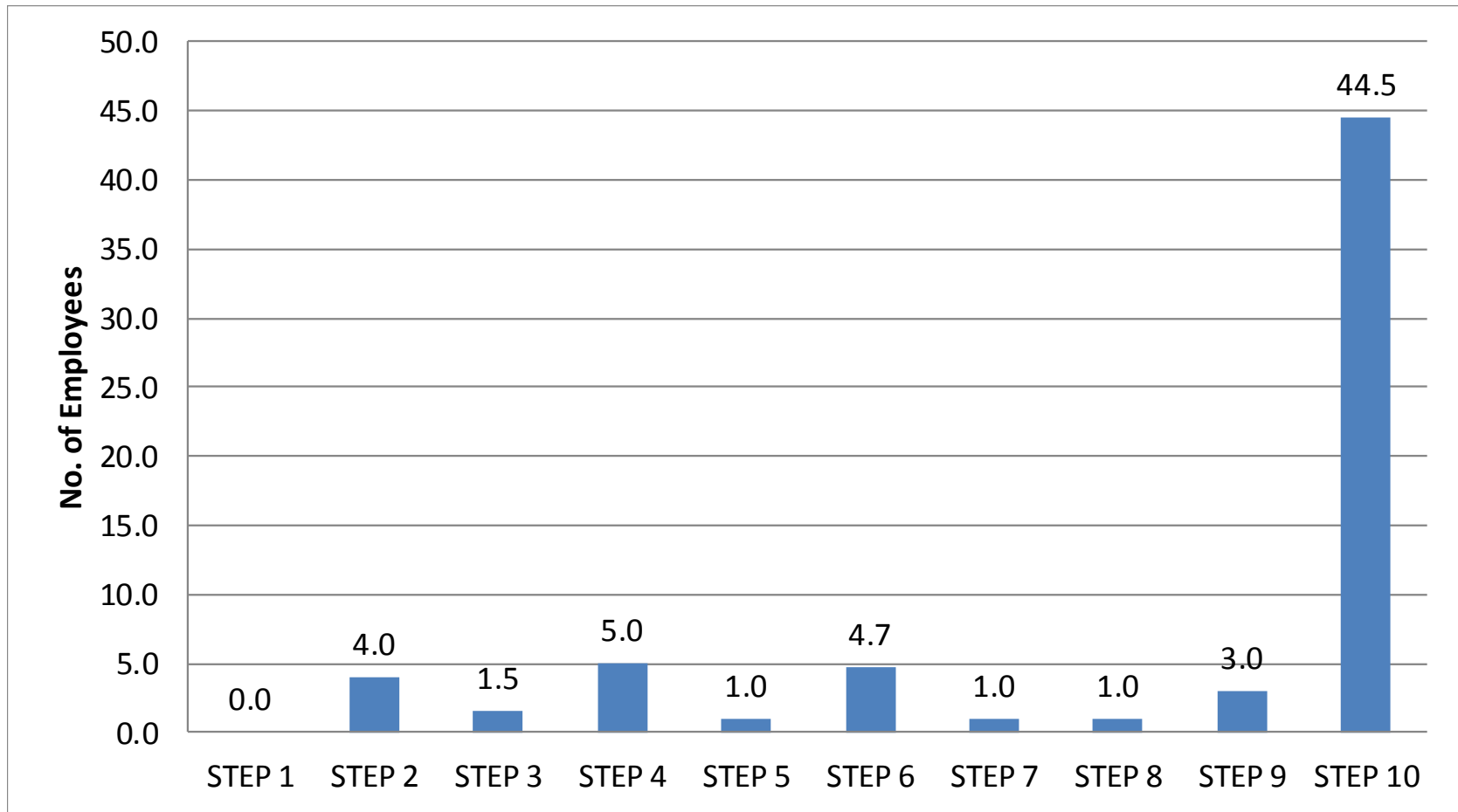


# General Fund Full-time Headcount (excludes Council)





# General Fund Full-time Employees by Step (exc. Council)





# General Fund Full-time Equivalent (FTE) Headcount



Full Time Equivalent (FTE) Headcount	Budget 2019-20
<b><u>Administrative Services</u></b>	
Administrative Services Manager	0.85
Facility Maintenance Technician	0.52
Facility Maintenance Technician II	0.52
Human Resources Specialist	1.00
Maintenance Assistant	0.24
<b>Total Administrative Services</b>	<b>3.13</b>
<b><u>City Clerk</u></b>	
Assistant to the City Clerk	1.00
City Clerk	1.00
Office Assistant	1.00
<b>Total City Clerk</b>	<b>3.00</b>
<b><u>City Council</u></b>	
Council	5.00
<b>Total City Council</b>	<b>5.00</b>
<b><u>City Management</u></b>	
City Manager	1.00
Executive Assistant I	1.00
Management Analyst	1.00
<b>Total City Management</b>	<b>3.00</b>
<b><u>Community Development</u></b>	
Associate Planner	2.00
Building Assistant	0.82
Building Inspector	2.00
Building Official	1.00
City Planner	1.00
Code Enforcement Officer	1.00
Community Development Director	1.00
Executive Assistant I	1.00
Executive Assistant II	1.00
Permit Center Supervisor	1.00
Planner	1.00
Planning Aide	0.41
Senior Building Inspector	1.00
Senior Planner	2.00
<b>Total Community Development</b>	<b>16.23</b>

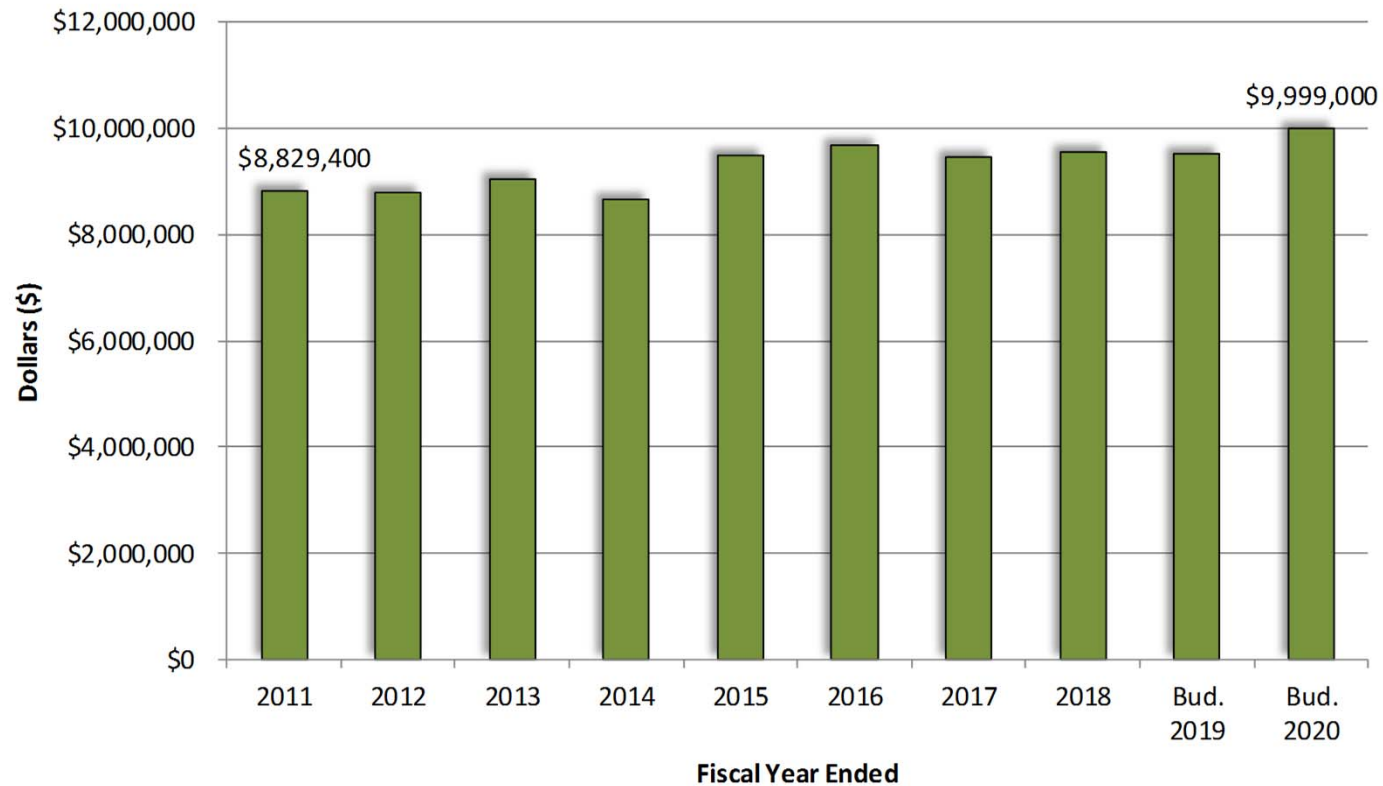
	Budget 2019-20
<b><u>Community Services</u></b>	
Community Services Director	0.75
Deputy Community Services Director	0.70
Events Specialist	0.41
Executive Assistant I	2.00
Facility Maintenance Technician	1.82
Facility Supervisor	2.00
Maintenance Assistant	3.05
Preschool Supervisor	1.00
Preschool Teacher	5.00
Recreation Coordinator	2.41
Recreation Leader I	3.28
Recreation Leader II	2.87
Recreation Specialist	2.87
<b>Total Community Services</b>	<b>28.16</b>
<b><u>Finance</u></b>	
Accounting Specialist	3.00
Accounting Supervisor	1.00
Chief Financial Officer	1.00
Executive Assistant I	1.00
Grant/Contract Administrator	1.00
Senior Accounting Specialist	1.00
<b>Total Finance</b>	<b>8.00</b>
<b><u>Media Operations</u></b>	
Executive Assistant I	1.41
Information Systems Assistant	1.40
Information Systems Manager	1.00
Intern	0.41
Media Production Specialist	0.82
Media Supervisor	1.00
Media, Information and Library Services Dir.	1.00
Public Information Officer	0.41
Senior Media Specialist	2.41
<b>Total Media Operations</b>	<b>9.86</b>

	Budget 2019-20
<b><u>Public Safety</u></b>	
Director Public Safety & Emerg	0.41
Public Safety Coordinator	1.00
<b>Total Public Safety</b>	<b>1.41</b>
<b><u>Public Works</u></b>	
Assistant Transportation Planner	1.41
Associate Civil Engineer	1.00
Deputy Public Works Director	1.00
Engineering Assistant	0.82
Environmental Services Supervisor	1.00
Executive Assistant II	1.00
Intern	0.41
Public Works Director/City Engineer	1.00
Public Works Maintenance Technician	2.00
Senior Civil Engineer	1.00
Senior Public Works Inspector	1.00
<b>Total Public Works</b>	<b>11.64</b>
<b>TOTAL FULL-TIME EQUIV. (FTE) EMPLOYEES</b>	<b>89.43</b>





# Cost History for Personnel Services



**Notes:**

1. Increase in FY 2015 was due to the catchup of a 3-year delay in the issuance of a Cost-of-Living Adjustment (COLA);
2. Increase in FY 2020 caused mostly by increase in PERS member contributions, COLA, and minimum wage increases;
3. The average 10-year annual percentage increase is 1.4%.





# Support for Schools



<u>Program Description</u>	<u>Amount</u>
School Grants	\$250,000
Fixed Shuttle	125,600
Crossing Guard Program	106,500
School Facility Maintenance	60,000
Joint Use Agreement - A.E. Wright & A.C. Stelle	50,000
Before and After School Aides	14,500
School Programs	5,800
Every 15 Minutes	5,000
Walk-To-School Program	1,500
Bus Pass Processing	500
Flu Clinic Services	400
<b>TOTAL AMOUNT BUDGETED</b>	<b>\$619,800</b>

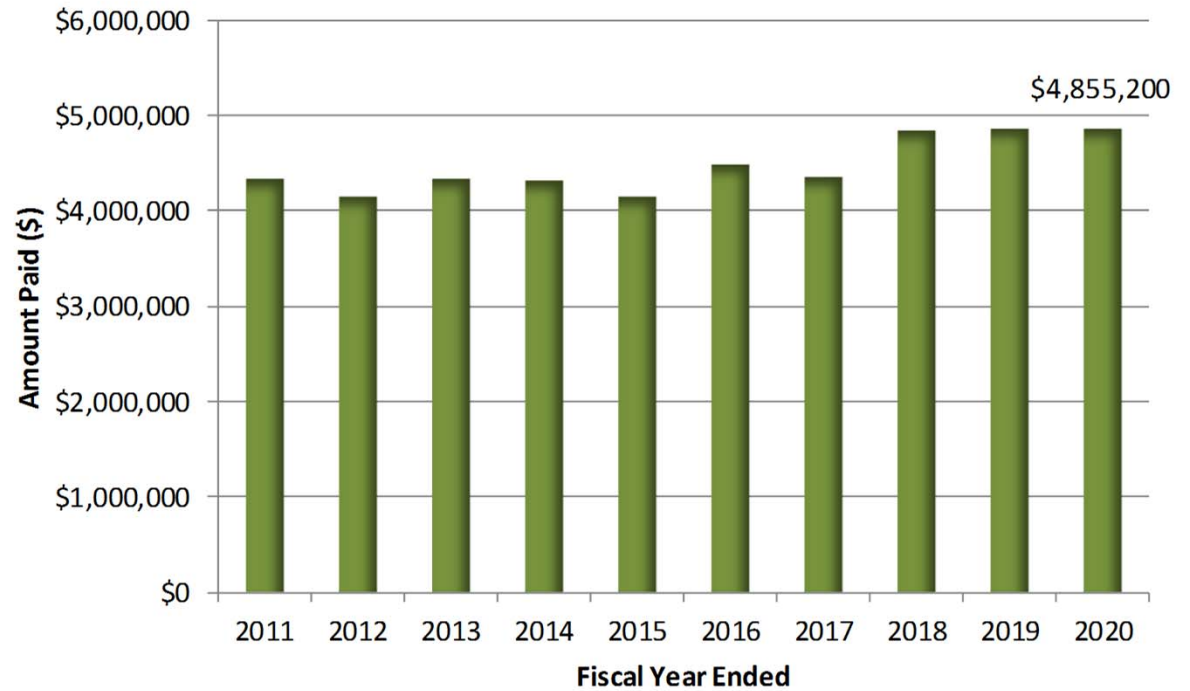




# Sheriff Service Cost History



<u>Fiscal Year</u>	<u>Amount</u>
2011	\$4,345,700
2012	\$4,140,300
2013	\$4,341,800
2014	\$4,318,400
2015	\$4,138,300
2016	\$4,493,200
2017	\$4,357,356
2018	\$4,832,788
2019	\$4,853,000
2020	\$4,855,200
<b>10-YEAR TOTAL</b>	<b>\$44,676,044</b>





# Capital Improvement Projects



	Proposed Budget		FY 2019-20 Funding Sources		FY 2020-21 Funding Sources	
	2019-20	2020-21	General Fund	Other Funds	General Fund	Other Funds
Citywide Guardrails	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000
Mulholland Highway Safety Program	0	60,000	0	0	0	60,000
MulHwy Bicycle Gap Closure	850,000	600,000	0	850,000	0	600,000
Rondell Parking Lot	500,000	500,000	0	500,000	0	500,000
Signal Synchronization	868,600	0	0	868,600	0	0
STATE - Green Street Project	1,400,000	1,956,200	0	1,400,000	0	1,956,200
Street - Rubberized Overlay	1,010,000	1,020,000	0	1,010,000	0	1,020,000
Tree Planting	25,000	25,000	25,000	0	25,000	0
Wild Walnut Park - Phase II	350,000	0	0	350,000	0	0
<b>Total CIP Projects</b>	<b>\$5,053,600</b>	<b>\$4,211,200</b>	<b>\$25,000</b>	<b>\$5,028,600</b>	<b>\$25,000</b>	<b>\$4,186,200</b>







# Fund Balances – All City Funds



Fund No.	Fund Description	(a) Projected Fund Balance June 2019	(b) Revenue	(c) Expenditures	(a) + (b) - (c) Projected Fund Balance June 2020
10	General Fund	\$14,027,878	\$24,909,700	\$24,896,700	\$14,040,878
11	Refundable Deposits	0	515,300	515,300	0
12	South Coast Air Quality Management District	83,863	37,600	19,800	101,663
13	Park & Recreation Improvements	2,852	40,300	32,000	11,152
14	AB 939	1,928,878	271,500	220,500	1,979,878
15	Gas Tax	1,671,170	1,077,700	1,260,000	1,488,870
16	Developer Impact Fees	1,707,334	36,600	338,200	1,405,734
18	Affordable Housing	1,674,219	44,700	0	1,718,919
19	Las Virgenes/ Lost Hills B&T	1,760,215	47,000	0	1,807,215
20	Prop A	767,341	513,300	682,100	598,541
21	LMD 22 - Common Benefit Areas	4,907,791	2,172,800	849,800	6,230,791
22	Landscape Maintenance District #22	1,018,186	3,117,800	2,882,300	1,253,686
24	Landscape Maintenance District #24	47,916	207,900	195,100	60,716
25	Prop C	403,685	387,400	265,100	525,985
26	TDA	887	3,400	0	4,287
27	Landscape Maintenance District #27	70,322	290,400	281,900	78,822
28	Library	1,826,333	2,447,200	2,261,400	2,012,133
29	Transportation Programs	-41,886	710,000	711,100	-42,986
30	Storm Damage	0	0	0	0
32	Landscape Maintenance District #32	-32,507	34,300	29,500	-27,707
33	Used Oil Grants	-10,553	13,900	6,700	-3,353
34	Measure R - Local Return	814,077	276,200	91,700	998,577
35	Community Development Block Grant	-21,716	94,200	82,800	-10,316
36	Grants	-2,974,918	2,145,204	1,530,400	-2,360,113
38	Cops- AB 3229 Grant	38,765	101,100	97,500	42,365
39	Measure R - MTA	1,048,125	-698,100	350,000	25
40	Capital Improvement	0	5,053,600	5,053,600	0
42	Civic Center Capital Replacement	1,051,811	28,000	4,000	1,075,811
47	Measure M - MTA Local Return	692,899	418,500	400,000	711,399
48	Library Capital Replacement	532,458	14,200	0	546,658
49	Measure M - Traffic Improvement	692,341	687,500	900,000	479,841
50	Tennis & Swim Center Operation	511,482	3,919,000	3,875,700	554,782
60	Management Reserve	5,263,664	140,500	0	5,404,164
64	Quimby Act	4,137	100	0	4,237
65	Oak Tree Mitigation	40,856	25,700	0	66,556
80	CFD 98-1	696,165	554,700	536,100	714,765
84	CFD 2006 (The Oaks Mello-Roos)	2,509,634	1,946,900	1,879,900	2,576,634
85	2006 COP (Civic Center Construction)	0	3,500	3,500	0
87	2015 COP (Civic Center Project)	1,212,741	2,656,800	2,624,400	1,245,141
<b>Total</b>		<b>\$43,926,444</b>	<b>\$54,246,404</b>	<b>\$52,877,100</b>	<b>\$45,295,748</b>





# Check Register Report

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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Administrative Services</b>					
105550	6/12/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	328.23	Administrative Services
105548	6/12/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	Administrative Services
<b>Total Amount for 2 Line Item(s) from Administrative Services</b>				<b>\$373.23</b>	
<b>City Council</b>					
105479	6/5/2019	SANTA MONICA MOUNTAINS FUND	DONATION	500.00	City Council
105436	6/3/2019	NARUSZEWICZ/JAKE//	CITY OF CALABASAS SCHOLARSHIP	250.00	City Council
105435	6/3/2019	MEICHELBOCK/RACHEL//	CITY OF CALABASAS SCHOLARSHIP	250.00	City Council
105434	6/3/2019	ADELMAN/BRONTE//	CITY OF CALABASAS SCHOLARSHIP	250.00	City Council
105437	6/3/2019	TREIGER/ANDREW//	CITY OF CALABASAS SCHOLARSHIP	83.34	City Council
105437	6/3/2019	TREIGER/ANDREW//	CITY OF CALABASAS SCHOLARSHIP	83.33	City Council
105437	6/3/2019	TREIGER/ANDREW//	CITY OF CALABASAS SCHOLARSHIP	83.33	City Council
105529	6/12/2019	MARTIN/LUCY//	REIMB BUSINESS LUNCH EXPENSE	39.73	City Council
<b>Total Amount for 8 Line Item(s) from City Council</b>				<b>\$1,539.73</b>	
<b>City Management</b>					
105550	6/12/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	453.17	City Management
105550	6/12/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	21.77	City Management
<b>Total Amount for 2 Line Item(s) from City Management</b>				<b>\$474.94</b>	
<b>Civic Center O&amp;M</b>					
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	748.90	Civic Center O&M
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	605.49	Civic Center O&M
105480	6/5/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIV CTR	474.42	Civic Center O&M
105539	6/12/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	215.37	Civic Center O&M
105539	6/12/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	215.37	Civic Center O&M
<b>Total Amount for 5 Line Item(s) from Civic Center O&amp;M</b>				<b>\$2,259.55</b>	
<b>Community Development</b>					
105528	6/12/2019	M6 CONSULTING, INC.	PLAN CHECK SERVICES	29,154.86	Community Development
105528	6/12/2019	M6 CONSULTING, INC.	INSPECTION SERVICES	7,507.50	Community Development
105528	6/12/2019	M6 CONSULTING, INC.	PERMIT SERVICES	5,580.00	Community Development



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105501	6/12/2019	BARRY KAY ENTERPRISES, INC.	INSPECTOR T-SHIRTS	831.11	Community Development
105511	6/12/2019	CR PRINT	DOOR HANGERS	387.63	Community Development
105488	6/5/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	380.31	Community Development
105512	6/12/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	262.80	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	145.42	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	125.10	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	78.62	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	65.86	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	63.95	Community Development
105512	6/12/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	60.55	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	52.72	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	47.91	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	42.87	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	37.94	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	37.12	Community Development
105457	6/5/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	10.95	Community Development

**Total Amount for 19 Line Item(s) from Community Development**

**\$44,873.22**

**Community Services**

105458	6/5/2019	DMH ENTERPRISES	PERFORMANCE- CONCERT	3,500.00	Community Services
105549	6/12/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,158.66	Community Services
105525	6/12/2019	L.A. CO. FIRE DEPARTMENT	FIRE SAFETY SERVICES	2,410.10	Community Services
105476	6/5/2019	R P BARRICADE INC	EQUIPMENT RENTAL- ARTS FEST	1,779.01	Community Services
105442	6/5/2019	AMERICAN TROPHIES AND AWARDS	T-BALL TROPHIES	788.76	Community Services
105543	6/12/2019	TELLER/BARBARA//	RECREATION INSTRUCTOR	756.00	Community Services
105440	6/5/2019	ALLEGIAN FIRE PROTECTION, INC	FIRE PROTECTION SERVICES	525.00	Community Services
105539	6/12/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES/GRP	425.68	Community Services
105504	6/12/2019	CADHAM/SUSAN//	RECREATION INSTRUCTOR	300.00	Community Services
105521	6/12/2019	KATZ/TRACY//	RECREATION INSTRUCTOR	252.00	Community Services
105542	6/12/2019	TANENBAUM/PATTY LIMATOLA//	RECREATION INSTRUCTOR	245.00	Community Services
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	239.00	Community Services
105480	6/5/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	235.97	Community Services
105540	6/12/2019	SENDOWSKI/SHULAMIT//	RECREATION INSTRUCTOR	231.00	Community Services
105480	6/5/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	165.00	Community Services
105541	6/12/2019	SIMMONS/NEILL//	RECREATION INSTRUCTOR	151.20	Community Services
105493	6/12/2019	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- ARTS FEST	146.00	Community Services
105480	6/5/2019	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	135.00	Community Services



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105547	6/12/2019	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	117.85	Community Services
105508	6/12/2019	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
105534	6/12/2019	PORT-A-STOR INC.	STORAGE - A E WRIGHT	85.00	Community Services
105516	6/12/2019	DNA ELECTRIC	ELECTRICAL REPAIRS	85.00	Community Services
105494	6/12/2019	ANAYA/FELIPE//	REIMB MILEAGE - AUG 15	46.57	Community Services
<b>Total Amount for 23 Line Item(s) from Community Services</b>				<b>\$15,882.80</b>	
<b>Finance</b>					
105506	6/12/2019	CALIFORNIA STATE CONTROLLER	CONFIRMATION FEE	150.00	Finance
105488	6/5/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	59.28	Finance
<b>Total Amount for 2 Line Item(s) from Finance</b>				<b>\$209.28</b>	
<b>Library</b>					
105505	6/12/2019	CALIFA GROUP	BROADBAND SUBSCRIPTION	4,308.90	Library
105502	6/12/2019	BIBLIOTHECA, LLC	E-BOOKS	2,591.71	Library
105500	6/12/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	1,518.51	Library
105533	6/12/2019	OCLC, INC.	MEMBERSHIP DUES- APR 2019	732.99	Library
105535	6/12/2019	RECORDED BOOKS, LLC	BOOKS ON CD	558.18	Library
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	451.63	Library
105520	6/12/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	382.65	Library
105520	6/12/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	323.87	Library
105535	6/12/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	322.22	Library
105535	6/12/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	278.10	Library
105535	6/12/2019	RECORDED BOOKS, LLC	BOOKS ON CD	174.34	Library
105513	6/12/2019	DEMCO, INC.	LIBRARY SUPPLIES	160.71	Library
105507	6/12/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105507	6/12/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105535	6/12/2019	RECORDED BOOKS, LLC	BOOKS ON CD	121.19	Library
105535	6/12/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	108.00	Library
105535	6/12/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	101.66	Library
105511	6/12/2019	CR PRINT	SRP FLYERS	91.00	Library
105535	6/12/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.00	Library
105535	6/12/2019	RECORDED BOOKS, LLC	BOOKS ON CD	45.55	Library
105451	6/5/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- FTG80700	38.10	Library
105535	6/12/2019	RECORDED BOOKS, LLC	E- AUDIO BOOKS	36.54	Library
105500	6/12/2019	BAKER & TAYLOR, LLC	BOOKS-LIBRARY	30.48	Library



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105520	6/12/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	12.46	Library
<b>Total Amount for 24 Line Item(s) from Library</b>				<b>\$12,744.55</b>	
<b><u>LMD #22</u></b>					
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	35,248.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	30,640.00	LMD #22
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	14,977.08	LMD #22
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,764.43	LMD #22
105446	6/5/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,727.85	LMD #22
105438	6/5/2019	ABSOLUTE	BRUSH CLEARANCE SERVICES	3,226.99	LMD #22
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,137.05	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,937.00	LMD #22
105473	6/5/2019	PACIFIC COAST FALCONRY INC.	BIRD CONTROL SERVICES	2,900.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,838.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,484.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,278.29	LMD #22
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,235.99	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,620.00	LMD #22
105446	6/5/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,285.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	825.00	LMD #22
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	755.34	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	586.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	549.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	475.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	378.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	342.00	LMD #22
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	310.46	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	293.00	LMD #22
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	280.77	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	243.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	149.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	136.00	LMD #22
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	121.00	LMD #22
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	106.12	LMD #22
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	51.39	LMD #22
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	35.53	LMD #22



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<b>Total Amount for 32 Line Item(s) from LMD #22</b>				<b>\$123,936.29</b>	
<b>LMD #24</b>					
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,539.49	LMD #24
105446	6/5/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	300.00	LMD #24
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	44.97	LMD #24
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	3.67	LMD #24
<b>Total Amount for 4 Line Item(s) from LMD #24</b>				<b>\$3,888.13</b>	
<b>LMD #27</b>					
105526	6/12/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	346.54	LMD #27
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	0.92	LMD #27
<b>Total Amount for 2 Line Item(s) from LMD #27</b>				<b>\$347.46</b>	
<b>LMD #32</b>					
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	892.80	LMD #32
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	10.43	LMD #32
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	0.92	LMD #32
<b>Total Amount for 3 Line Item(s) from LMD #32</b>				<b>\$904.15</b>	
<b>LMD 22 - Common Benefit Area</b>					
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	13,969.19	LMD 22 - Common Benefit Area
105449	6/5/2019	CALABASAS PARK HOMEOWNERS ASSO	ANNUAL INSURANCE	11,033.00	LMD 22 - Common Benefit Area
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	10,093.74	LMD 22 - Common Benefit Area
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,278.00	LMD 22 - Common Benefit Area
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,147.19	LMD 22 - Common Benefit Area
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,752.84	LMD 22 - Common Benefit Area
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,776.64	LMD 22 - Common Benefit Area
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,633.39	LMD 22 - Common Benefit Area
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	774.00	LMD 22 - Common Benefit Area
105472	6/5/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	563.75	LMD 22 - Common Benefit Area
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	437.00	LMD 22 - Common Benefit Area
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	321.78	LMD 22 - Common Benefit Area



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105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	71.69	LMD 22 - Common Benefit Area
<b>Total Amount for 13 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$53,852.21</b>	
<b>Media Operations</b>					
105487	6/5/2019	VERIZON WIRELESS	TELEPHONE SERVICE	2,545.43	Media Operations
105484	6/5/2019	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations
105484	6/5/2019	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations
105484	6/5/2019	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	1,596.00	Media Operations
105497	6/12/2019	AT&T	TELEPHONE SERVICE	1,092.38	Media Operations
105544	6/12/2019	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,034.00	Media Operations
105470	6/5/2019	LYSIK/CARSON//	CONSULTING SERVICES	945.00	Media Operations
105471	6/5/2019	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	777.00	Media Operations
105522	6/12/2019	KEY INFORMATION SYSTEMS, INC.	T-1 LINE MONTHLY FEE	578.77	Media Operations
105544	6/12/2019	TIME WARNER CABLE	CABLE MODEM- CITY HALL	489.46	Media Operations
105517	6/12/2019	FUSION CLOUD COMPANY	DSL SERVICE	472.97	Media Operations
105544	6/12/2019	TIME WARNER CABLE	CABLE MODEM- CITY HALL	289.98	Media Operations
105550	6/12/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	273.69	Media Operations
105497	6/12/2019	AT&T	TELEPHONE SERVICE	164.69	Media Operations
105550	6/12/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	153.23	Media Operations
105518	6/12/2019	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	102.78	Media Operations
105498	6/12/2019	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations
<b>Total Amount for 17 Line Item(s) from Media Operations</b>				<b>\$15,263.62</b>	
<b>Non-Departmental - Finance</b>					
105474	6/5/2019	PLAYPOWER LT FARMINGTON INC	EMERGENCY- WOOLSEY FIRE 11/18	344,254.66	Non-Departmental - Finance
105472	6/5/2019	NEWBURY PARK TREE SERVICE INC	EMERGENCY- WOOLSEY FIRE 11/18	24,645.00	Non-Departmental - Finance
105532	6/12/2019	NEWBURY PARK TREE SERVICE INC	EMERGENCY- WOOLSEY FIRE 11/18	12,389.00	Non-Departmental - Finance
105532	6/12/2019	NEWBURY PARK TREE SERVICE INC	EMERGENCY- WOOLSEY FIRE 11/18	6,485.00	Non-Departmental - Finance
105549	6/12/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	4,710.00	Non-Departmental - Finance
105549	6/12/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	3,889.00	Non-Departmental - Finance
105480	6/5/2019	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,078.46	Non-Departmental - Finance
105539	6/12/2019	SECURAL SECURITY CORP	PARKING ENFORCEMENT	2,812.46	Non-Departmental - Finance
105486	6/5/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	860.00	Non-Departmental - Finance
105450	6/5/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	742.64	Non-Departmental - Finance
105450	6/5/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	659.79	Non-Departmental - Finance
105477	6/5/2019	READYREFRESH BY NESTLE	WATER SERVICE	505.15	Non-Departmental - Finance



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105459	6/5/2019	DNA ELECTRIC	EMERGENCY- WOOLSEY FIRE 11/18	382.12	Non-Departmental - Finance
105459	6/5/2019	DNA ELECTRIC	EMERGENCY- WOOLSEY FIRE 11/18	345.00	Non-Departmental - Finance
105456	6/5/2019	CR PRINT	BUSINESS CARDS	264.45	Non-Departmental - Finance
105488	6/5/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	255.39	Non-Departmental - Finance
105461	6/5/2019	FENCE FACTORY	EMERGENCY- WOOLSEY FIRE 11/18	228.75	Non-Departmental - Finance
105534	6/12/2019	PORT-A-STOR INC.	EMERGENCY- WOOLSEY FIRE 11/18	179.83	Non-Departmental - Finance
105488	6/5/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	124.45	Non-Departmental - Finance
105460	6/5/2019	FEDERAL EXPRESS CORP.	COURIER SERVICE	87.78	Non-Departmental - Finance
105451	6/5/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- KZT02095	61.10	Non-Departmental - Finance
105460	6/5/2019	FEDERAL EXPRESS CORP.	COURIER SERVICE	39.80	Non-Departmental - Finance
105451	6/5/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	27.31	Non-Departmental - Finance
<b>Total Amount for 23 Line Item(s) from Non-Departmental - Finance</b>				<b>\$407,027.14</b>	

**Payroll**

105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	4,055.87	Payroll
105443	6/5/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	1,838.40	Payroll
105495	6/12/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	1,551.06	Payroll
105443	6/5/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	1,470.40	Payroll
105495	6/12/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	1,445.80	Payroll
<b>Total Amount for 5 Line Item(s) from Payroll</b>				<b>\$10,361.53</b>	

**Police / Fire / Safety**

105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- APR 2019	385,245.75	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- APR 2019	9,252.34	Police / Fire / Safety
105466	6/5/2019	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- APR	4,467.16	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	2,689.57	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	863.56	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- CAL PARK EST	863.56	Police / Fire / Safety
105444	6/5/2019	APPLIED CONCEPTS, INC.	LASER EQUIPMENT REPAIRS	839.82	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- APR 2019	387.50	Police / Fire / Safety
105465	6/5/2019	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	107.23	Police / Fire / Safety
105444	6/5/2019	APPLIED CONCEPTS, INC.	LASER EQUIPMENT REPAIRS	66.13	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	0.00	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	0.00	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- CAL PARK EST	0.00	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- CAL PARK EST	0.00	Police / Fire / Safety





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105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	0.00	Police / Fire / Safety
105468	6/5/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	0.00	Police / Fire / Safety
<b>Total Amount for 16 Line Item(s) from Police / Fire / Safety</b>				<b>\$404,782.62</b>	

**Public Safety & Emergency Preparedness**

105503	6/12/2019	BOARD OF REGENTS	FIRE AWARENESS BROCHURES	147.00	Public Safety & Emergency Preparedness
<b>Total Amount for 1 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$147.00</b>	

**Public Works**

105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	13,802.68	Public Works
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	5,215.90	Public Works
105455	6/5/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	2,874.02	Public Works
105454	6/5/2019	CHRISTENSEN & PLOUFF LAND	SURVEYING SERVICES	1,780.00	Public Works
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,294.00	Public Works
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,138.36	Public Works
105526	6/12/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,113.27	Public Works
105472	6/5/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	980.00	Public Works
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	937.15	Public Works
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	934.00	Public Works
105526	6/12/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	912.70	Public Works
105463	6/5/2019	HAJZADEH/HOUMAN//	CONSULTING SERVICES	875.00	Public Works
105445	6/5/2019	ARUCAN/KEVIN//	CONSULTING SERVICES	875.00	Public Works
105553	6/12/2019	YIN/JULIE//	CONSULTING SERVICES	875.00	Public Works
105463	6/5/2019	HAJZADEH/HOUMAN//	CONSULTING SERVICES	700.00	Public Works
105445	6/5/2019	ARUCAN/KEVIN//	CONSULTING SERVICES	700.00	Public Works
105553	6/12/2019	YIN/JULIE//	CONSULTING SERVICES	700.00	Public Works
105472	6/5/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	615.00	Public Works
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	482.18	Public Works
105536	6/12/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	448.00	Public Works
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	447.00	Public Works
105536	6/12/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	336.00	Public Works
105486	6/5/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	334.00	Public Works
105490	6/5/2019	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	146.25	Public Works
105490	6/5/2019	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	141.00	Public Works
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	85.44	Public Works



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105490	6/5/2019	WILLDAN ASSOCIATES INC.	LOT LINE ADJUSTMENT	82.00	Public Works
105545	6/12/2019	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	80.95	Public Works
105515	6/12/2019	DIG SAFE BOARD	STATE REGULATORY FEE	43.43	Public Works
105487	6/5/2019	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
<b>Total Amount for 31 Line Item(s) from Public Works</b>				<b>\$56,737.19</b>	

**Recoverable / Refund / Liability**

105441	6/5/2019	AMERICAN CANCER SOCIETY	FACILITY RENTAL REFUND	400.00	Recoverable / Refund / Liability
105475	6/5/2019	R D ENGINEERING & CONSTRUCTION	REFUND BUILDING PERMIT	305.18	Recoverable / Refund / Liability
105482	6/5/2019	SMARTLINK, LLC	REFUND BUILDING PERMIT	230.10	Recoverable / Refund / Liability
105462	6/5/2019	GIRL SCOUTS OF GREATER L.A.	FACILITY RENTAL REFUND	228.00	Recoverable / Refund / Liability
105464	6/5/2019	JARAHZADEH/MICHAEL//	RECREATION REFUND	175.00	Recoverable / Refund / Liability
105478	6/5/2019	REYES/MARIA//	RECREATION REFUND	175.00	Recoverable / Refund / Liability
105509	6/12/2019	COUNTY OF LOS ANGELES	REFUND- W.V.C.D.	100.00	Recoverable / Refund / Liability
105475	6/5/2019	R D ENGINEERING & CONSTRUCTION	REFUND BUILDING PERMIT	18.34	Recoverable / Refund / Liability
105475	6/5/2019	R D ENGINEERING & CONSTRUCTION	REFUND BUILDING PERMIT	1.30	Recoverable / Refund / Liability
105475	6/5/2019	R D ENGINEERING & CONSTRUCTION	REFUND BUILDING PERMIT	1.00	Recoverable / Refund / Liability
105538	6/12/2019	RUIZ CONCRETE & PAVING INC.	SIDEWALK REPAIRS	-2,205.97	Recoverable / Refund / Liability
<b>Total Amount for 11 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$-572.05</b>	

**Tennis & Swim Center**

105452	6/5/2019	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	1,265.47	Tennis & Swim Center
105467	6/5/2019	L.A. CO. DEPT. OF HLTH SERVICE	PUBLIC POOL FEE	1,020.00	Tennis & Swim Center
105453	6/5/2019	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	1,001.00	Tennis & Swim Center
105453	6/5/2019	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	588.16	Tennis & Swim Center
105489	6/5/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	431.52	Tennis & Swim Center
105552	6/12/2019	WELTER/FRANCES//	RECREATION INSTRUCTOR	283.50	Tennis & Swim Center
105551	6/12/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	248.95	Tennis & Swim Center
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	220.98	Tennis & Swim Center
105480	6/5/2019	SECURAL SECURITY CORP	SECURITY- T&SC	152.15	Tennis & Swim Center
105439	6/5/2019	ACCURATE BACKFLOW TESTING	BACKFLOW DEVICE TEST	111.00	Tennis & Swim Center
105491	6/5/2019	ZACHARATOS/GERASSIMOS T//	RECREATION INSTRUCTOR	57.40	Tennis & Swim Center
105524	6/12/2019	KISHIMOTO/RAINE//	REIMB MILEAGE - MAY 19	52.02	Tennis & Swim Center
105448	6/5/2019	BCC	LIFE & DISABILITY INS- MAY 19	21.17	Tennis & Swim Center
105469	6/5/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Tennis & Swim Center



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<b>Total Amount for 14 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$5,460.82</b>	
<b>Transportation</b>					
105481	6/5/2019	SECURITY PAVING COMPANY INC	LOST HILLS INTERCHANGE PROJ	321,435.43	Transportation
105538	6/12/2019	RUIZ CONCRETE & PAVING INC.	SIDEWALK REPAIRS	44,119.45	Transportation
105530	6/12/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - APR 19	22,609.00	Transportation
105447	6/5/2019	BANK OF SACRAMENTO	LOST HILLS PROJ- RETENTION	16,917.65	Transportation
105532	6/12/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	16,690.00	Transportation
105530	6/12/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - APR 19	15,197.94	Transportation
105519	6/12/2019	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAY 2019	10,083.00	Transportation
105546	6/12/2019	UNITED PACIFIC	FUEL CHARGES- MAY 2019	6,960.72	Transportation
105492	6/12/2019	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	6,241.80	Transportation
105499	6/12/2019	B & B PLUMBING	PLUMBING REPAIRS	3,002.52	Transportation
105530	6/12/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - APR 19	2,461.34	Transportation
105485	6/5/2019	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- JUN 2019	2,092.14	Transportation
105537	6/12/2019	ROSALES/PATRICIA//	CONSULTING SERVICES	2,072.00	Transportation
105527	6/12/2019	LAS VIRGENES UNIFIED SCHOOL	BEFORE & AFTER SCHOOL AIDES	1,353.36	Transportation
105514	6/12/2019	DEPARTMENT OF MOTOR VEHICLES	VEHICLE REGISTRATION	1,293.00	Transportation
105530	6/12/2019	MV TRANSPORTATION, INC.	SHUTTLE FUEL COST- APR 19	1,039.19	Transportation
105530	6/12/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - APR 19	802.77	Transportation
105499	6/12/2019	B & B PLUMBING	PLUMBING REPAIRS	598.50	Transportation
105523	6/12/2019	KIER & WRIGHT CIVIL ENGINEERS	ENGINEERING SERVICES	250.00	Transportation
105531	6/12/2019	NATIONAL DATA & SURVEYING SVCS	TRAFFIC COUNTERS	180.00	Transportation
105483	6/5/2019	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	137.05	Transportation
105496	6/12/2019	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	92.11	Transportation
105510	6/12/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	19.94	Transportation
<b>Total Amount for 23 Line Item(s) from Transportation</b>				<b>\$475,648.91</b>	
<b>GRAND TOTAL for 280 Line Items</b>				<b>\$1,636,142.32</b>	

## FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

### 14-Aug

1	CC	Consent	Adoption of Resolution No. 2019-1640 designating a voting delegate for the League of CA Cities annual Conference
2	CD	New Business	Introduction of Ordinance No. 2019-376, establishing a safe distance siting standards of 300 feet from the Ventura Fwy. for playgrounds and other outdoor activity areas for children
3	PS	New Business	Results/recommendations from PSC regarding Woolsey Fire
4	CC	New Business	Homeless taskforce update on available programs

### Future Items

5	CD	New Business	Report on expiration of affordable housing entitlements
6	AS/HR	New Business	Hiring freeze explanation/process
7	PS	New Business	EOC plan update and chart and schedule of emergency preparedness training for staff
8	CD	Public Hearing	West Village Project
9	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
10	CA	New Business	Closed session regarding State's mandate for affordable housing
11	PW	New Business	Recommendation from the Environmental Commission regarding anticoagulants ordinance
12	CC	Presentation	Anti-bullying proclamation/program
13	AS	New Business	Evaluation of private security est. Jan 2020
14	PS	New Business	PSC recommendation regarding gun violence prevention ordinance; and an ordinance regarding weapons ban at municipal facilities
15	CS	New Business	Commemorative plaques for City facilities
16	PW	New Business	A presentation on the City's current Transportation Demand Management policy
17	CD	New Business	Citywide cell coverage discussion
18	PW	New Business	Dial-A-Ride needs assessment study
19	PW	New Business	Recommendation from the Environmental Commission regarding Berkeley Ordinance and other ideas for further reduction of plastics, including plastic bags
20	CD	New Business	Annexation updates
21	CA/CC	New Business	Report/timeline on a cannabis tax initiative
22	AS/HR	New Business	City departments reorganization
23	AS/HR	New Business	Salary adjustments policy

### 2019 Meeting Dates

Aug 28	Oct 23
Sep 11	Nov 13
Sep 25	Nov 27 - Canceled - Thanksgiving Eve
Oct 9 Canceled - Yom Kippur	Dec 11 - Council Reorganization Dec 25 - Canceled - Christmas