



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, JUNE 27, 2018
CITY HALL COUNCIL CHAMBERS
100 CIVIC CENTER WAY, CALABASAS
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.**

OPENING MATTERS – 7:00 P.M.

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

ANNOUNCEMENTS/INTRODUCTIONS – 7:05 P.M.

- Adjourn in Memory

PRESENTATIONS – 7:10 P.M.

- Green Business Certification

ORAL COMMUNICATION – PUBLIC COMMENT – 7:20 P.M.

CONSENT ITEMS – 7:25 P.M.

1. [Approval of meeting minutes from June 6, 13, and 15, 2018](#)

2. Adoption of Resolution No. 2018-1581, certifying the result of the assessment ballot proceeding with respect to the proposed increase; and adoption of Resolution No. 2018-1582, 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 2018-2019
3. Adoption of Resolution No. 2018-1587, false alarm service charges
4. Recommendation to award a construction contract for the 2018 Street Resurfacing Project, Specification No. 17-18-06, to All American Asphalt for the total amount of \$750,955
5. Adoption of Ordinance 2018-366, correcting errors and inconsistencies within the Land Use and Development Code (Title 17 of the Calabasas Municipal Code) by the following actions: 1) amend Table 2-2 within Section 17.11.010 (Permitted Land Uses Table) by aligning professional medical offices with other professional office uses; 2) amend Table 3-11 (Parking Requirements by Land Use) within Section 17.28.040 by aligning professional medical offices with other professional office uses; and, amend Section 17.90.020 (Definitions) by adding a new definition for "Professional Medical Office"

The Ordinance is exempt from California Environmental Quality Act Review pursuant to the provisions of §15378(B)(5) of Division 6 of Title 14 of the California Code of Regulations, The CEQA Guidelines

6. Adoption of Ordinance No. 2018-362 a proposed amendment to Chapter 15.16 of Title 15 of the Calabasas Municipal Code, Flood Hazard prevention, by updating floodplain management regulations, as required to comply with the National Flood Insurance Program (NFIP)
7. Recommendation to approve a professional services agreement with Ideal General Services for the City's Dial-A-Ride Services in an amount not to exceed \$220,000
8. Recommendation to approve a professional services agreement with Newbury Park Tree Service, Inc. for Citywide street tree, City parks and LLAD and LMD Districts 22, 24, 27, 32 and CBA tree maintenance services on an as needed basis in an amount not to exceed \$300,000

NEW BUSINESS – 7:35 P.M.

9. Adoption of Resolution No. 2018-1595 to modify Resolution Nos. 2013-1381, 2014-1423, 2015-1471, 2016-1517 and 2017-1558 to include the City Manager's compensation
10. Annual update of the City's Tobacco Retailer Registration Program
11. FY 2018-19 and 2019-20 budget presentation

INFORMATIONAL REPORTS – 8:40 P.M

12. Check Register for the period of June 6-12, 2018

TASK FORCE REPORTS – 8:45 P.M.

CITY MANAGER'S REPORT – 8:50 P.M.

TENTATIVE FUTURE AGENDA ITEMS – 8:55 P.M.

ADJOURN – 9:00 P.M.

The City Council will adjourn in memory of Harold "Hal" Helsley to their next regular meeting scheduled on Wednesday, August 8, 2018, at 7:00 p.m.

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, JUNE 6, 2018**

Mayor pro Tem Shapiro called the meeting to order at 7:00 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

ROLL CALL

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

Absent: None

Consultant: Heather Renschler, Ralph Andersen & Associates

There were no members of the public present.

Mayor Gaines participated via teleconference from 7:00 to 7:35 p.m. until he arrived at the meeting.

CLOSED SESSION

1. Public Employment – City Manager

There were no reportable actions regarding Closed Session Item No.1.

ADJOURN

The meeting adjourned at 9:25 p.m.

Maricela Hernandez, MMC
City Clerk

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, JUNE 13, 2018**

Mayor Gaines called the meeting to order at 7:03 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

ROLL CALL

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

Absent: None

Staff: Bartlett, Bingham, Cohen, Coroalles, Friedman, Haber, Hall, Hernandez, Howard, Jordan, Lockwood, Lysik, Melton, Milbrand, Post, Rubin, Shaheen, Steller, Tamuri and Yalda

PLEDGE OF ALLEGIANCE

Pledge of Allegiance by Girl Scout Brownie Troop 3536.

APPROVAL OF AGENDA

Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to approve the agenda with a modification concerning the adjournment. **MOTION CARRIED 5/0 as follows:**

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

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Bozajian:

- Extended an invitation to the Fourth of July festivities.

Councilmember Maurer:

- Announced that the Santa Monica Mountains Fund celebrated the 40th anniversary of the Santa Monica Mountains National Recreation Area.

Councilmember Weintraub:

- Congratulated the graduating classes of 2018.
- Extended an invitation to the Loving Home Hospice for Children annual event on June 15 at Viewpoint School.

- Reminded everyone to remove all valuables from their vehicles due to recent reports on break-ins.

Mayor pro Tem Shapiro:

- Echoed the sentiments of Councilmember Weintraub and congratulated all graduates.
- Extended appreciation to the staff at Calabasas Klubhouse for an outstanding job with the 19th Annual Preschool culmination.
- Wished a Happy Father's Day to all dads.

Mayor Gaines:

- Extended an invitation to the Chamber monthly networking event on June 14 at the Calabasas Country Club.
- Extended an invitation to the Calabasas Dodger Night event on July 2.
- Wished a Happy Father's Day to all dads.
- Echoed the sentiments of fellow Councilmembers and congratulated all graduates.
- Shared his and Mayor pro Tem Shapiro's attendance to the Calabasas HS Senior awards night.
- Provided an update regarding the City Manager recruitment.

PRESENTATIONS

- Swearing in of the 2018-19 Calabasas-Las Virgenes Historical Society Board of Directors

Mayor Gaines administered the Oath of Office to incoming Board members.

- To Klubhouse Preschool Principal, April Friedman for her outstanding 19 years of service

Mayor Gaines presented Ms. Friedman with a plaque in recognition of her years of service. Members of the Council and Messrs. Rubin and Coroalles expressed appreciation to Ms. Friedman.

- By Dr. Lucy Jones regarding Earthquake Resilience

Mayor pro Tem Shapiro introduced Dr. Lucy Jones.

Dr. Jones made a presentation.

ORAL COMMUNICATIONS – PUBLIC COMMENT

Julie Shy-Sobol spoke during public comment.

CONSENT ITEMS

1. Approval of meeting minutes from May 23, 2018
2. April 2018 Sheriff's Crime Report
3. Adoption of Resolution No. 2018-1588, 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. 2018-1589, levying special taxes within the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017
4. Approval of Memorandum of Understanding between the City of Hidden Hills, City of Calabasas and the Las Virgenes Unified School District for the provision of Library Services
5. Recommendation from the Parks, Recreation & Education Commission Approving an entrance fee modification for the Calabasas Pumpkin Festival
6. Introduction of Ordinance No. 2018-362 a proposed amendment to Chapter 15.16 of Title 15 of the Calabasas Municipal Code, Flood Hazard prevention, by updating floodplain management regulations, as required to comply with the National Flood Insurance Program (NFIP)

Councilmember Bozajian pulled Consent Item No. 5.

Councilmember Maurer moved, seconded by Councilmember Weintraub to approve Consent Item Nos.1-4, 6. MOTION CARRIED 5/0 as follows:

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

After discussion, Councilmember Weintraub moved, seconded by Mayor pro Tem Shapiro to approve Consent Item No. 5. MOTION CARRIED 4/1 as follows:

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

NOES: Councilmember Maurer

The meeting recessed at 8:21 p.m.
The meeting reconvened at 8:29 p.m.

PUBLIC HEARING

- 7. Public Hearing regarding Landscape Lighting Act District Nos. 22, 24, 27 & 32 levy of assessments for Fiscal Year 2018-2019

Mayor Gaines opened the public hearing.

Mr. Yalda presented the report.

Mayor Gaines closed the public hearing.

No action was taken on this item.

- 8. Introduction of Ordinance 2018-366, correcting errors and inconsistencies within the Land Use and Development Code (Title 17 of the Calabasas Municipal Code) by the following actions: 1) amend Table 2-2 within Section 17.11.010 (Permitted Land Uses Table) by aligning professional medical offices with other professional office uses; 2) amend Table 3-11 (Parking Requirements by Land Use) within Section 17.28.040 by aligning professional medical offices with other professional office uses; and, amend Section 17.90.020 (Definitions) by adding a new definition for "Professional Medical Office"

Mayor Gaines opened the public hearing.

Mr. Bartlett presented the report.

Mayor Gaines closed the public hearing.

After discussion, Mayor pro Tem Shapiro moved, seconded by Councilmember Weintraub to approve Item No. 8. MOTION CARRIED 5/0 as follows:

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

- 9. Adoption of Resolution No. 2018-1593, updating the Planning Division fee schedule to establish a fee for Community Development Forums

Mayor Gaines opened the public hearing.

Ms. Tamuri presented the report.

Mayor Gaines closed the public hearing.

After discussion, Councilmember Bozajian moved, seconded by Councilmember Weintraub to approve Item No. 9 with modifications. MOTION CARRIED 3/2 as follows:

AYES: Mayor pro Tem Shapiro, Councilmembers Bozajian and Weintraub

NOES: Mayor Gaines and Councilmember Maurer

NEW BUSINESS

- 10. Recommendation to approve amendment No. 2 expanding the scope of services of the existing child care, after school and camp program agreement with Little Learners, LLC to include the operation of the Calabasas Klubhouse Preschool Program

Mr. Rubin presented the report.

After discussion, Councilmember Weintraub moved, seconded by Councilmember Bozajian to approve Item No. 10 with modifications. MOTION CARRIED 5/0 as follows:

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

INFORMATIONAL REPORTS

- 11. Check Register for the period of May 15-June1, 2018

No action was taken on this item.

TASK FORCE REPORTS

Mayor Gaines reported his attendance to the U.S Conference of Mayors in Boston where they discussed and shared many ideas affecting other cities.

CITY MANAGER’S REPORT

Mr. Coroalles reported his attendance to a quarterly lunch meeting with LVUSD. He also reported that the permanent employee salary matrices for the past five years would be presented to Council with modifications to include the City Manager’s salary.

TENTATIVE FUTURE AGENDA ITEMS

Councilmember Bozajian requested that the discussion for Wild Walnut Park be moved from the June 27 meeting to a future meeting in August.

ADJOURN

Councilmember Weintraub moved, seconded by Mayor pro Tem Shapiro to adjourn the meeting at 9:47 p.m. to a special meeting scheduled on Friday, June 15, 2018, at 4:30 p.m. MOTION CARRIED 5/0 as follows:

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

Maricela Hernandez, MMC
City Clerk

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD FRIDAY, JUNE 15, 2018**

Mayor G a i n e s called the meeting to order at 4:35 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

ROLL CALL

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

Absent: None

Consultant: Heather Renschler, Ralph Andersen & Associates

There were no members of the public present.

Councilmembers Maurer and Bozajian arrived at the meeting at 4:45 and 5:00 p.m., respectively.

CLOSED SESSION

1. Public Employment – City Manager

There were no reportable actions regarding Closed Session Item No.1.

ADJOURN

The meeting adjourned at 10:30 p.m.

Maricela Hernandez, MMC
City Clerk



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: ADOPTION OF RESOLUTION 2018-1581, CERTIFYING THE RESULTS OF THE ASSESSMENT BALLOT PROCEEDING WITH RESPECT TO THE PROPOSED INCREASE; AND ADOPTION OF RESOLUTION 2018-1582, 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 2018-2019.

MEETING

DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

Adopt Resolution 2018-1581, certifying the results of the assessment ballot proceeding with respect to the proposed increase; and adopt resolution 2018-1582, 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 2018-19.

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 11, 2018, 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 2018-19. The Preliminary Engineer's Report approved by Council called for a ballot for an assessment increase for Classic Calabasas Park Zone in LLAD 22. Consequently, pursuant to Proposition 218, a mail ballot proceeding was conducted in that Zone in order to seek property owner approval of the proposed increase. The public hearing with respect to the assessment increase was held on June 13, 2018. Property owners had opportunity to return their ballots until the end of the public input portion of the June 13, 2018 public hearing.

DISCUSSION/ANALYSIS:

The purpose of this agenda item is to adopt Resolution No. 2018-1581, declaring and certifying the results of the balloting in connection with the proposed assessment increase, and to adopt Resolution No. 2018-1582 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 18, 2018 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. Ballot counts were as follows:

Results of the ballot in connection with the proposed assessment increase for Classic Calabasas Park Zone is majority against, therefore not approved.

In addition, this year the City will implement a 2.79% CPI inflation adjustment to Landscape Lighting Act Districts 22, 24, 27 and 32. Classic Calabasas Park will not be exempt from this inflationary adjustment for Fiscal Year 2018/19 since there

is a majority protest with regards to the balloted assessment increase for Fiscal Year 2018/2019.

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. 2018-1581, certifying the results of the assessment ballot proceeding, and Resolution No. 2018-1582 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 2018-19.

ATTACHMENTS:

- A. Resolution 2018-1581
- B. Resolution 2018-1582
- C. Final Engineer’s Report

**ITEM 2 ATTACHMENT A
RESOLUTION NO. 2018-1581**

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

WHEREAS, the City levies an assessment in connection with its Landscape Lighting Act District No. 22 (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. 2018-1580, the City Council declared its intention to increase the authorized assessment rate in the following zone: Calabasas Park; 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 23, 2018, 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 2018-19 assessments; and

WHEREAS, on June 13, 2018, 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 2018-19 and thereafter closed the public hearing, setting June 18, 2018 as the date for the tabulation of ballots; and

WHEREAS, on June 18, 2018 the city clerk or her designee, as an impartial person having no vested interest in the increased assessment of the Classic Calabasas Park 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 the levy assessments as more specifically described in the Final

Engineer's Report dated June 27, 2018 which has been approved by Resolution 2018-1582 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, (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. 2018-1580 (as adjusted by any inflation adjustment disclosed on the assessment ballot):

N/A

SECTION 4. The City Council finds that in the Classic 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 Zone:

Classic Calabasas Park Homeowners' Association

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 27th day of June, 2018.

ATTEST:

Fred Gaines, Mayor

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

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

EXHIBIT "A"
CITY CLERK'S CERTIFICATE OF CANVASS

I, Maricela Hernandez, City Clerk of the City of Calabasas, do certify that on June 18, 2018, 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:

Total in Favor	Total Against
47.18% \$104,682.24	52.82% \$117,208.32

ATTESTED:

Maricela Hernandez, MMC
City Clerk

Date: June 19, 2018

Attachment:

Ballot Tally Sheet

Prop 218 Process for the Landscape Lighting Act District No. 22

Classic Park Calabasas

Total Yes Votes	117	Total Yes %	47.18%
Total No Votes	131	Total No %	52.82%
Total Yes Assessment \$	104,682.24	Total Yes Assessment %	47.18%
Total No Assessment \$	117,208.32	Total No Assessment %	52.82%
Total Assessment	221,890.56		
Total Ballots Mailed	458		
Total Ballots Returned	255	Ballots Returned %	55.68%
Total Ballots Not Returned	203		
Total Ballots Disqualified	7		

**ITEM 2 ATTACHMENT B
RESOLUTION NO. 2018-1582**

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. 2018-1578, the City Council declared its intention to levy and collect assessments for Fiscal Year 2018-19 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 13, 2018, 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 2018-19 assessment, which is at the same rate as in effect in Fiscal Year 2017-2018 plus 2.79% 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 2018-19; and

WHEREAS, the City Council desires to cause the levy and collection of assessments for Fiscal Year 2018-19 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 27, 2018, 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 2018-19 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 2018-19.

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 27th day of June, 2018.

Fred Gaines, Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

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



CITY of CALABASAS

City of Calabasas

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

**FISCAL YEAR 2018/2019
ENGINEER'S REPORT**

**Intent Meeting: April 11, 2018
Public Hearing: June 13, 2018**

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ENGINEER'S REPORT AFFIDAVIT

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

City of Calabasas

Los Angeles County, State of California

This Report describes the Landscaping Lighting Act District Nos. 22, 24, 27 & 32 therein including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2018/2019, 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 21st day of May, 2018.

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

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 2018-19, 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 2017-18, 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.

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 2018/2019

For fiscal Year 2018/2019 balloting procedures were held for the Landscape and Lighting Act District No. 22, for the Classic Calabasas Park zone. The Fiscal Year 2017/2018 rate had a proposed increase of 8.0% for Fiscal Year 2018/2019. Ballots were tabulated on June 18th which resulted in a majority protest vote of no by property owners in the District. Since majority protest existed the District reverted to the previously approved rate for Fiscal Year 2017/2018 plus an inflationary increase of 2.79%, which is reflected in the Budget and Rate Tables for the District/Zone.

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 2018-19, Landscape Lighting Act District Nos. 22, 24, 27, and 32 assessments will be increased by 2.79% 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 2018/2019. 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 2018/2019. 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 2018/2019.

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

II. Plans and Specifications

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

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

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

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

IMPROVEMENT AUTHORIZED BY THE 1972 ACT

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

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

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

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

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

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

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

DESCRIPTION OF IMPROVEMENTS

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

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

IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS

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

Landscape Lighting Act District No. 22

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

Landscape Lighting Act District No. 24

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

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

Landscape Lighting Act District No. 27

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

The area of landscape improvements generally referred to as Las Virgenes Road are: On Las Virgenes Road, the east sidewalk and center medians beginning at 3560 Las Virgenes Road and continuing north to Thousand Oaks Blvd.; on

Las Virgenes Road north of Thousand Oaks Blvd., the east sidewalk area north to the end of Las Virgenes Rd.; at the northwest corner of Thousand Oaks Blvd. and Ruthwood Drive the public right-of-way area located immediately behind the sidewalk; on the south side of Thousand Oaks Blvd., the sidewalk area from Las Virgenes Road to the flood control channel; and the sidewalk area on the north side of Thousand Oaks Blvd. from Las Virgenes Road to Ruthwood Drive.

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

Landscape Lighting Act District No. 32

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

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

III. METHOD OF APPORTIONMENT

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

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

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

DEFINITIONS

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

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

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

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

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

At this time, there are no *Multiple Family Residential* parcels (apartments) in the District. If at a later date, any parcel in the District comes under this land use, it would be assessed to reflect the available data that indicates Multiple Family Residential. Parcels in the City of Calabasas generate an average of 6 trips per day, or 0.6 Assessment Unit per unit. Therefore, the Assessment Units assigned to a multiple family parcel would be the product of the number of dwelling units on a parcel and 0.6 Assessment Units per unit. For instance, a 20-unit apartment house would be assigned $20 \times 0.6 = 12$ Assessment Units.

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

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

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

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

FORMULA OF ASSESSMENT

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

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

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

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 24

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

GENERAL BENEFIT

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

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

SPECIAL BENEFIT

The local landscape improvements provide special benefits to the properties within those developments, and have no benefit to the public at large, to individuals rather than property, or to properties located outside of the district. The

maintenance of landscape improvements within street right-of-way and open space located within the District are of direct and special benefit to the assessed properties. Consequently, 100% of these costs are allocated to special benefit, and the special benefits associated with the landscaped improvements include:

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

PARCEL CLASSIFICATION

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

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

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

FORMULA OF ASSESSMENT

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

The Zones located within the District are as follows:

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

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

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

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

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 27

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

GENERAL/SPECIAL BENEFIT

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

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

SPECIAL BENEFIT - MONT CALABASAS HOA ZONE

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

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

PARCEL CLASSIFICATION

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

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

FORMULA OF ASSESSMENT

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

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

Assessment Formula (Las Virgenes Road)

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

Assessment Formula (Mont Calabasas Zone)

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

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

Zone Total Levy Amount _____ = Assessment Amount per Unit (Parcel)

Zone Total Assessment Units (Parcels)

METHODOLOGY LANDSCAPE LIGHTING ACT DISTRICT NO. 32

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

GENERAL/SPECIAL BENEFIT

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

PARCEL CLASSIFICATION

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

Common Area or Easement parcels within the District include primarily open space parcels that cannot be developed and parking lots that are considered 'unbuildable'. These parcels do not receive special benefit and will not be assessed.

In many cases, the common area parcels provide the same use and function that the District funded improvements provide. Furthermore, these parcels are incidental to the primary parcels. Therefore, the assessment will go directly to the source and assess the parcels that benefit from the Districts improvements and maintenance.

FORMULA OF ASSESSMENT

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

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

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

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

IV. DISTRICT BUDGET

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 2018-2019 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 2018-2019 ("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 XIIIID 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 2018-2019.

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 2018-19.

The estimated budget for Fiscal Year 2018-19 for each District is shown in the table below. The beginning fund balance estimated for July 1, 2018, is projected from 2017-2018 budget year. These fund balances are used to finance all work from July 1, 2018 until June 30, 2019. The first deposit from the County Assessor's Office to the District's accounts is December 2018. The projected carryover from FY 2018-19 will be the beginning fund balance for Fiscal Year 2019-2020 and so forth.

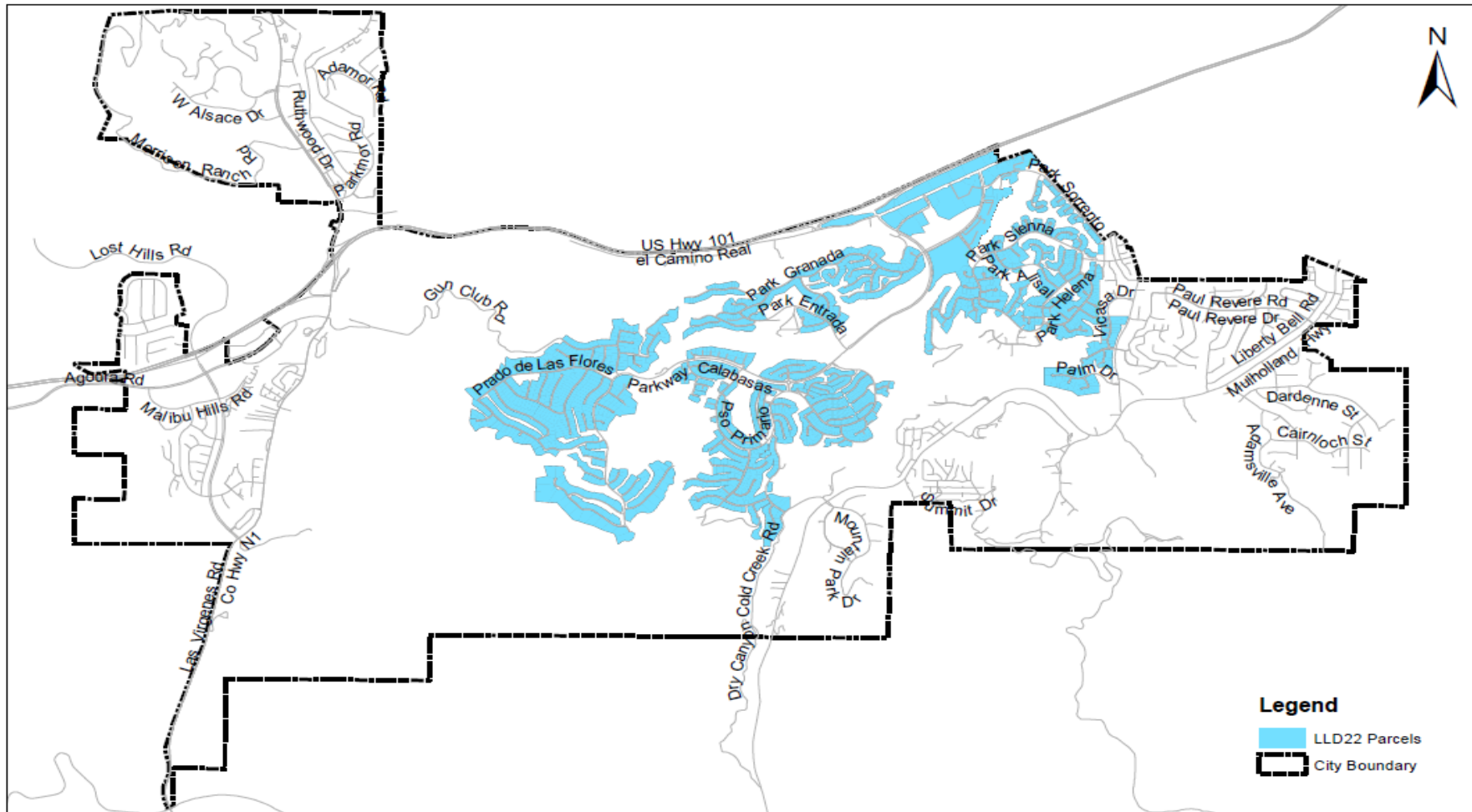
City of Calabasas Landscape Act District Nos. 22, 24, 27, & 32				
Sources and Uses for FY 2018-19				
	<u>LLAD 22</u>	<u>LLAD 24</u>	<u>LLAD 27</u>	<u>LLAD 32</u>
<u>Sources</u>				
Beginning Balance (Est.)	\$1,352,000	\$15,700	\$247,500	\$3,600
Benefit Assessment	2,961,658	200,075	276,683	33,136
Other City Funds*	1,000,000			
Interest	20,300	200	3,700	-100
Total Sources	\$5,333,958	\$215,975	\$527,883	\$36,636
<u>Uses</u>				
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
Tree Maintenance (Installation, Trimming, Removals)	382,600	24,700	6,800	2,300
Fire Break/Brush Clearance	153,400	3,300		
General Benefit Landscape Improvements	1,000,000			
Total Uses	\$3,601,200	\$144,400	\$187,200	\$18,700
Ending Balance Carryover	\$1,732,758	\$71,575	\$340,683	\$17,936

*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 2018-19 Budget Sources and Uses and Consumer Price Index increase 2.79%. The detailed records for the costs, utilities, maintenance contracts and other uses are on file at the City of Calabasas

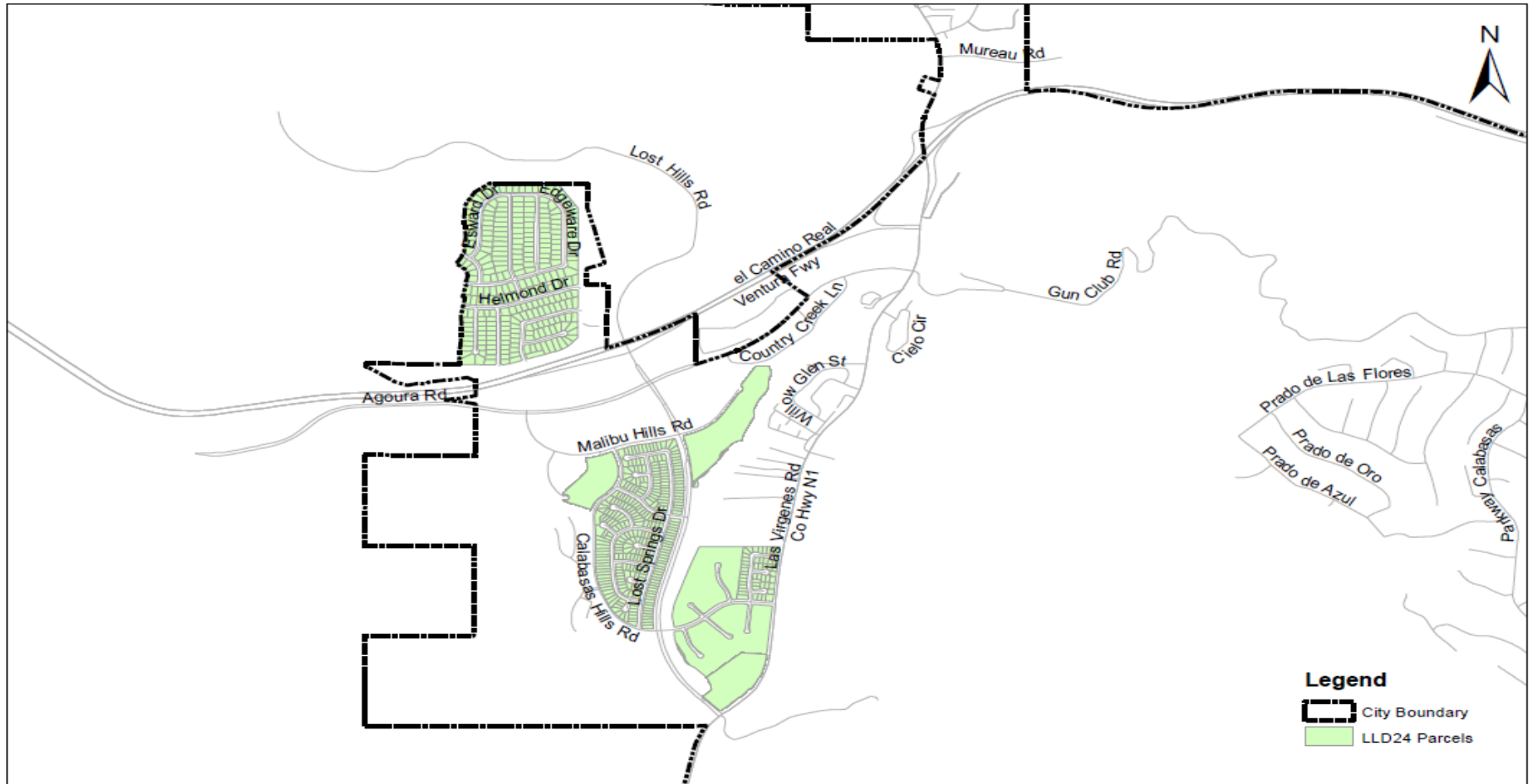
V. DISTRICT BOUNDARY MAPS

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

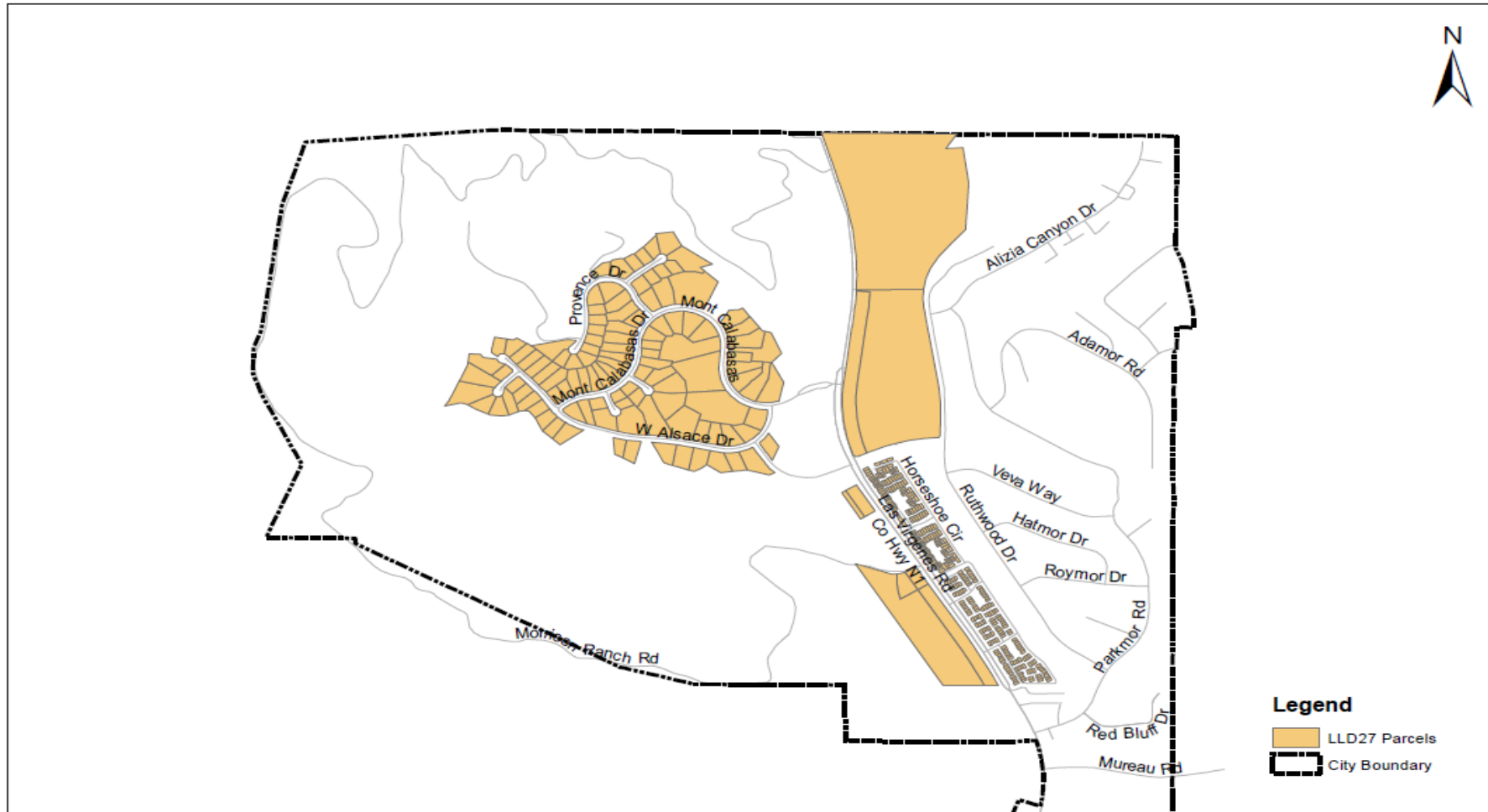
City of Calabasas Landscaping and Lighting District No. 22 Boundary Map



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



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



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

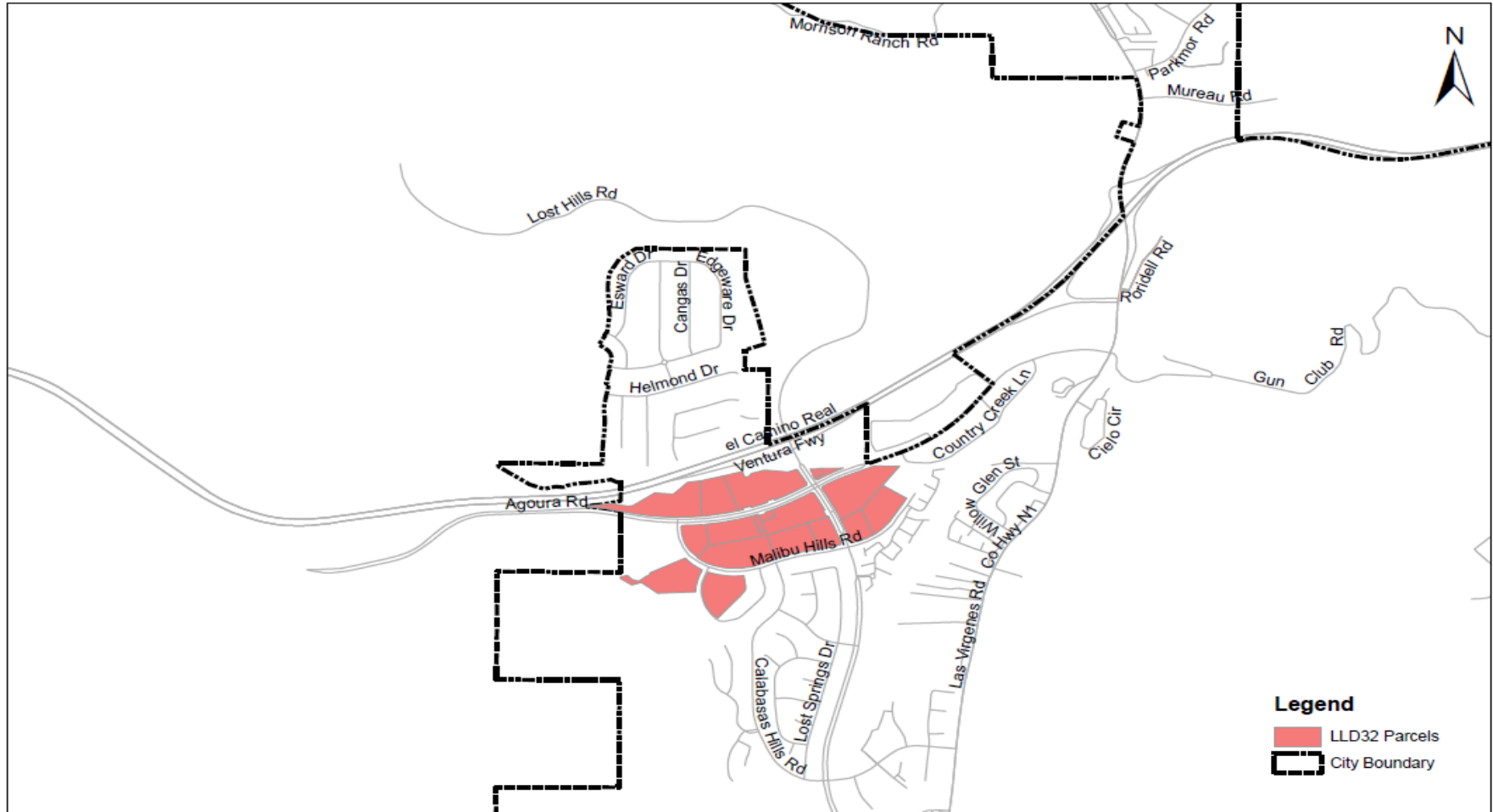


Exhibit A- 2018/2019 ASSESSMENT ROLL

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

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

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

Exhibit B- Maintenance Costs and Assessment by Zone

Landscape Lighting Act District No. 22

ZONE	FY 18-19 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	No. of Acres	FY 17-18 Asmt. Rate (1.89% CPI Increase)	FY 18-19 Asmt. Rate (2.79% CPI Increase)	Per Parcel/Acre
Bellagio	\$156,294.40	SFR	160		\$950.33	\$976.84	Parcel
Calabasas Country Estates	64,333.38	SFR	37		\$1,691.55	\$1,738.74	Parcel
Calabasas Hills	385,012.60	SFR	490		\$764.42	\$785.74	Parcel
Classic Calabasas Park (1)	390,009.90	SFR	458		\$828.44	\$851.55	Parcel
Calabasas Park Estates	450,351.25	SFR	425		\$1,030.89	\$1,059.65	Parcel
Calabasas Rd Comm / Old Town	33,477.93	Commercial	102	100.758	\$323.24	\$332.26	Acre
Clairidge	133,985.94	SFR	33		\$3,949.98	\$4,060.18	Parcel
Las Villas	120,781.90	SFR	89		\$1,320.27	\$1,357.10	Parcel
Oak Creek	8,149.63	Condo	17		\$466.38	\$479.39	Parcel
Oak Park	184,869.08	Condo	268		\$671.09	\$689.81	Parcel
Palatine	94,288.80	SFR	120		\$764.42	\$785.74	Parcel
The Oaks of Calabasas	438,442.92	SFR	558		\$764.42	\$785.74	Parcel
Vista Pointe	314,091.54	SFR	189		\$1,616.76	\$1,661.86	Parcel
West ridge	187,568.91	SFR	111		\$1,643.95	\$1,689.81	Parcel
TOTAL	\$2,961,658.18		3,057	100.758			

(1) Calabasas Park FY 2018/19 Protest Balloting results returned a majority protest vote of no; therefore, the Annual Maximum Assessment Rate for FY2017-2018 has been increased by the annual change in the Consumer Price Index (CPI) of 2.79%, bringing the Annual Maximum Assessment Rate for FY 2018-2019 to \$851.55.

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

Landscape Lighting Act District No. 24

ZONE	FY 18-19 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	Dwelling Units	FY 17-18 Asmt Rate (1.89% CPI Increase)	FY 18-19 Asmt Rate (2.79% CPI Increase)
Deer Springs	\$44,304.00	Residential	300	300	\$143.68	\$147.68
Steeplechase	35,443.20	Residential	240	240	\$143.68	\$147.68
El Encanto	6,350.24	Residential	43	43	\$143.68	\$147.68
Archstone Calabasas	88,608.00	Residential	2	600	\$143.68	\$147.68
Lone Oak	7,088.64	Residential	48	48	\$143.68	\$147.68
Mira Monte (Tract 52150)	5,021.12	Residential	34	34	\$143.68	\$147.68
District 24 Subtotal	\$186,815.20		667	1265		
Saratoga Ranch	\$2,405.53	Residential	49	49	\$47.76	\$49.09
Saratoga Springs	10,849.44	Residential	221	221	\$47.76	\$49.09
Saratogas Subtotal	\$13,254.98		270	270		
District Total	\$200,070.18		937	1535		

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

Landscape Lighting Act District No. 27

ZONE	FY 18-19 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 17-18 Asmt Rate (1.89% CPI Increase)	FY 18-19 Asmt Rate (2.79% CPI Increase)
Casden Malibu Canyon	\$331.32	3	\$107.44	\$110.44
Las Virgenes Park	15,903.36	144	\$107.44	\$110.44
Las Virgenes Village	17,891.28	162	\$107.44	\$110.44
Mont Calabasas	12,148.40	110	\$107.44	\$110.44
Total	\$46,274.36	419		
ZONE	FY 18-19 Maintenance Cost & Benefit Assessment	No. of Parcels	FY 17-18 Asmt Rate (1.89% CPI Increase)	FY 18-19 Asmt Rate (2.79% CPI Increase)
Mont Calabasas	\$230,411.50	110	\$2,037.80	\$2,094.65
Total Mont Calabasas	\$230,411.50	110		
LLAD Total	\$276,685.86	419.00		

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

Landscape Lighting Act District No. 32

ZONE	FY 18-19 Maintenance Cost & Benefit Assessment	Land Use	No. of Parcels	FY 17-18 Asmt Rate (1.89% CPI Increase)	FY 18-19 Asmt Rate (2.79% CPI Increase)
Single Parcels	\$29,454.56	Commercial	16	\$1,790.94	\$1,840.91
Parcel Splits	3,681.80	Commercial	4	\$895.47	\$920.45
TOTAL	\$33,136.36		20		

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)	Clairridge (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	1023.73	172.92 per acre	2500.00	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	1023.73	172.92 per acre	2500.00	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	1023.73	172.92 per acre	2500.00	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	1023.73	172.92 per acre	2500.00	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	1948.37	Not Assessed	3211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43	19.15	1314.35	779.26
2002-2003	Prop 18-Majority Vote							Yes											
2002-2003	Final Assessments	772.56	764.03	621.43	621.43	621.43	1948.37	262.76 per acre	3211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43	19.15	1314.35	779.26
2003-2004		772.56	764.03	621.43	621.43	621.43	1948.37	262.76 per acre	3211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43	19.15	1314.35	779.26
2004-2005		772.56	764.03	621.43	621.43	621.43	1948.37	262.76 per acre	3211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43	19.15	1314.35	779.26
2005-2006		772.56	764.03	621.43	621.43	621.43	1948.37	262.76 per acre	3211.15	NAP	621.43	379.12	545.54	621.43	362.78	621.43	19.15	1314.35	779.26
2006-2007	Prop 18-Majority Vote										Yes								No
2006-2007	Final Assessments	772.56	764.03	621.43	621.43	761.88	1948.37	262.76 per acre	3211.15	NAP	1073.31	379.12	545.54	621.43	362.78	621.43	19.15	1314.35	779.26
2007-2008	Prop 18-Majority Vote			No	No														
2007-2008	Final Asmts & CPI Increase for all Zones	805.48	1031.87	647.91	647.91	794.35	2031.40	273.96 per acre	3348.00	NAP	1118.05	395.80	588.79	647.91	378.24	647.91	N/A All land developed- The Oaks	1370.36	812.47
2008-2009	Prop 18-Majority Vote		Yes		Yes	No										No			Yes
2008-2009	Final Asmts & CPI Increase for all Zones	831.90	1364.87	669.16	700.69	820.40	2098.03	282.95 per acre	3457.81	NAP	155.75	408.25	587.45	669.18	390.65	669.16		1415.31	1439.12
2009-2010	Prop 18-Majority Vote		No																
2009-2010	Final Asmts & CPI Increase for all Zones	861.27	1413.05	692.78	725.42	849.36	2172.09	292.94 per acre	3579.87	NAP	1196.55	422.66	608.19	692.78	NAP	692.78		1465.27	1439.12
2010-2011	Prop 18-Majority Vote	No	Yes																
2010-2011	Final Asmts for all Zones (no CPI increase)	861.27	1533.05	692.78	725.42	849.36	2172.09	292.94 per acre	3578.87	NAP	1196.55	422.66	608.19	692.78	NAP	692.78		1465.27	1439.12
2011-2012	Asmts for all Zones (no CPI increase)	861.27	1533.05	692.78	725.42	849.36	2172.09	292.94 per acre	3578.87	NAP	1196.55	422.66	608.19	692.78	NAP	692.78		1465.27	1439.12
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	1573.98	711.28	744.79	872.04	NAP	300.76	3675.45	NAP	1228.50	433.95	624.43	711.28	NAP	711.28		1504.39	1529.70
2013-2014	Asmts for all Zones (2.03% CSI increase)	902.22	1805.93	725.72	759.91	978.71	NAP	306.87	3750.06	NAP	1253.44	442.76	637.11	725.72	NAP	725.72		1534.93	1560.75
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	\$1,880.17	\$750.24	\$813.07	\$1,011.77	NAP	\$317.24	\$3,878.71	NAP	\$1,295.78	\$457.73	\$858.84	\$750.24	NAP	\$750.24		\$1,588.77	\$1,613.46
2017-2018	Asmts for all Zones (1.89% CPI increase)	\$950.33	\$1,915.71	\$764.42	\$828.44	\$1,030.89	NAP	\$323.24	\$3,952.02	NAP	\$1,320.27	\$466.38	\$875.07	\$764.42	NAP	\$764.42		\$1,618.80	\$1,643.95
2018-2019	Asmts for all Zones (2.79% CPI increase)	\$976.84	\$1,969.15	\$785.75	\$851.55	\$1,059.65	NAP	\$332.25	\$4,062.28	NAP	\$1,357.11	\$479.39	\$899.49	\$785.75	NAP	\$785.75		\$1,663.96	\$1,689.82



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 14, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JAMES JORDAN, DIRECTOR OF PUBLIC SAFETY

SUBJECT: ADOPTION OF RESOLUTION 2018-1587 FALSE ALARM SERVICE CHARGES

MEETING DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

The Public Safety Commission (PSC) recommends the City Council revise the current false service charge schedule and increase false alarm charges as indicated.

BACKGROUND:

The City Council directed the PSC to review the City's false alarm service charge schedule. The PSC reviewed nearby city's charges at its April 23rd meeting and recommended an increase in the service charge schedule.

FISCAL IMACT/SOURCE OF FUNDING:

There is no fiscal impact to the City. Violators will pay increased service charges if the Council revises the service charge schedule.

REQUESTED ACTION:

It is requested that the City Council adopt the revised False Alarm service charge schedule as recommended by the PSC.

ATTACHMENT:

- A. Calabasas Municipal Code 9.12
- B. Resolution 2018-1587

Chapter 9.12 - ALARM SYSTEMS AND FALSE ALARMS

Sections:

9.12.010 - Purpose and scope.

The purpose of this chapter is to set forth regulations governing alarm systems, both commercial and residential, within the city, and provide for enforcement of violations of provisions of this chapter.

(Ord. 96-106 § 2 (part), 1996)

9.12.020 - Definitions.

"Alarm system" means an assembly of equipment and devices designed to signal the presence of a hazard requiring urgent attention. "Alarm system" includes, but is not limited to, audible alarms, automatic dialing systems, commercial alarms, robbery alarm systems, intrusion alarm systems, manual holdup alarm systems which monitor temperature, humidity, smoke or other products of combustion.

"Audible alarm" means any alarm system which generates a sound which is designed to be heard outside the building where the system is installed.

"Automatic dialing system" means an alarm system which automatically sends over telephone lines, by direct connection or otherwise, a message or signal indicating the existence of an emergency situation.

"Commercial alarm" means an alarm installed on premises which are not primarily used for residential purposes.

"False alarm" means the activation of an alarm system through mechanical failure, electrical failure, electronic failure, malfunction, improper installation or maintenance, or the negligence of the owner, lessee, or of his employees or agents. Such terminology does not include, for example, alarms caused by extremely high winds, tornadoes, earthquakes, or other violent, uncontrollable acts of nature.

"Intrusion alarm system" means an alarm system signaling an entry or attempted entry into the area protected by the system.

"Manual holdup alarm system" means an alarm system in which the signal transmission is initiated by the direct action of the person attacked or by an observer of the attack.

"Public agency" includes the state, county and any city or district therein, and any department or officers thereof.

"Robbery alarm system" means an alarm system signaling a robbery or attempted robbery.

"Station commander" means the station commander of the Lost Hills sheriff station or his designated representative.

"Subscriber" means any person or business entity which owns, leases, rents, or is entitled to possession of any premises on which an alarm system is installed. Public agencies are not included within this definition.

(Ord. 96-106 § 2 (part), 1996)

9.12.030 - Audible alarm requirements.

- A. No audible alarm shall be installed, maintained, or used which emits a sound similar to that of an emergency vehicle siren.
- B. The subscriber to an audible alarm system affixed to real property shall post a notice containing the name and telephone number of the person to be notified to render repairs, services, or turn off the alarm when the alarm is activated. Such notice shall be posted near the alarm in such a position as to be legible from the ground adjacent to the building.
- C. All audible alarms shall be designed and/or equipped to automatically turn off no more than ten (10) minutes after being activated.
- D. No subscriber, seller or lessor of alarm systems shall install, equip or utilize an audible alarm that automatically sets itself.
- E. No person shall use any alarm system which is equipped with direct-dial device, and which when activated, automatically dials any telephone number in any office of the sheriff.
- F. This chapter is not applicable to audible alarms affixed to motor vehicles or to a public telephone utility whose only duty is to furnish telephone service pursuant to tariffs on file with the California Public Utilities Commission.

(Ord. 96-106 § 2 (part), 1996)

9.12.040 - Back-up power.

All new alarms shall be supplied with an uninterruptable power supply in such a manner that the failure or interruption of the normal utility electric service will not activate the alarm system. The power supply shall be capable of operating for at least four hours.

(Ord. 96-106 § 2 (part), 1996)

9.12.050 - Alarm company registration.

Persons who install, service, or maintain alarm systems in the city shall register with the city prior to doing so and shall furnish a listing of those residences and businesses at which that person has installed alarm systems and shall update that listing not less than quarterly. The information shall be provided in an electronic format acceptable to the city and shall remain confidential.

(Ord. 96-106 § 2 (part), 1996)

(Ord. No. 2010-269, § 1, 2-10-2010)

9.12.060 - False alarms, service charge and confirmation required status.

The station commander is authorized to implement such procedures and policies as may be reasonably necessary to reduce false alarms as defined in this chapter. These include, but are not limited to, the following:

- A. The Lost Hills sheriff station will monitor all false burglary and robbery alarms within the city.
- B. False alarms activated within a calendar year shall be subject to a service charge as set forth by resolution.

(Ord. 96-106 § 2 (part), 1996)

9.12.070 - Punishment/Public nuisance.

- A. Any violation of any provision of this chapter other than Section 9.12.060 B is an infraction.
- B.

A third false alarm within a one-year period arising from the same alarm system or from the same real property shall constitute a public nuisance and an infraction. In addition to any other remedies provided in this chapter, the city may summarily abate and/or bring suit to enjoin or abate the nuisance.

1. For an alarm system transferring signals directly to a police station, the city may summarily abate a nuisance under this section by severing the connection between the alarm system and the police station.
2. If summary abatement of a nuisance under this section requires entry onto private property, the city may do so only pursuant to a warrant or court order or in those exigent circumstances in which no warrant or court order is required by law.

(Ord. 96-106 § 2 (part), 1996)

(Ord. No. 2010-269, § 2, 2-10-2010)

**ITEM 3 ATTACHMENT B
RESOLUTION NO. 2018-1587**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA REVISING THE SERVICE
CHARGE FOR FALSE ALARMS.**

Section 1. Pursuant to Ordinance No. 96-106, amending the Calabasas Municipal Code, Title 9, regulating alarm systems and false alarms, the City Council hereby revises the service charge for each false alarm created by an alarm system in the city, as follows:

- | | |
|---|-------------------------|
| 1. First two alarms | Warning letter |
| 2. Third false alarm | \$200.00 service charge |
| 3. Fourth false alarm | \$200.00 service charge |
| 4. Fifth and every subsequent false alarm | \$500.00 service charge |

Section 2. 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 27th day of June, 2018.

Fred Gaines,
Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

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



Approved by City Manager:



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 17, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION TO AWARD A CONSTRUCTION CONTRACT FOR THE 2018 STREET RESURFACING PROJECT, SPECIFICATION NO. 17-18-06, TO ALL AMERICAN ASPHALT FOR THE TOTAL AMOUNT OF \$750,955

MEETING

DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

Staff recommends that City Council award the 2018 Street Resurfacing Project to All American Asphalt in the amount of \$705,955, which includes a 25% contingency for unforeseen conditions and any additional spot pavement rehabilitations for various streets citywide. Staff also recommends appropriating \$45,000 for construction management and material testing services for this project. Staff recommends a total of \$750,955 be appropriated to cover the costs associated with this project.

DISCUSSION/ANALYSIS:

Streets selected for this year's pavement rehabilitation project were based on the City's 2013 Pavement Management System (PMS) Report. The PMS report had been completed by IMS Infrastructure Management Services, LLC in March 2013. All streets in the report are ranked with a Pavement Condition Index (PCI) between 0-100 with 100 being best. Streets with a PCI of less than 55 were targeted for the pavement resurfacing project.

Bids for the 2018 Street Resurfacing Project were received on June 7, 2018. The decision to award the project was based on the lowest responsible and responsive bidder.

Four sealed bids were received with the lowest bidder being All American Asphalt with the bid amount of \$564,764. A copy of the bid results received are included and provided in Attachment A.

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

Staff recommends increasing the project amount by \$141,191 for contingency. The additional 25% contingency amount is to address unforeseen conditions that may arise for the project during the construction phase.

Staff also recommends appropriating \$45,000 for inspection and material testing services for this project. One of the City's on-call material testing & special inspection services consultants will be selected to perform the work. The proposed amount is reasonable for a project of this magnitude and scope.

FISCAL IMPACT/SOURCE OF FUNDING:

Fund for this project will be through the local Gas Tax Fund and should be appropriated to the Capital Improvements Project account. The budget should be modified and adjusted accordingly.

REQUESTED ACTION:

Staff recommends that City Council award the 2018 Street Resurfacing Project to All American Asphalt in the amount of \$705,955, which includes a 25% contingency for unforeseen conditions and any additional spot pavement rehabilitations for various streets citywide. Staff also recommends appropriating \$45,000 for construction management and material testing services for this project. Staff recommends a total of \$750,955 be appropriated to cover the costs associated with this project.

ATTACHMENTS:

Attachment A - Bid Results

Attachment B - Construction Contract with All American Asphalt

ITEM 4
ATTACHMENT B
ARTICLES OF AGREEMENT

2018 STREET RESURFACING PROJECT
SPECIFICATION NO. 17-18-06,
AGREEMENT IN THE CITY OF CALABASAS, CALIFORNIA

THIS 2018 STREET RESURFACING PROJECT, SPECIFICATION NO. 17-18-06, AGREEMENT (“AGREEMENT”) is made and entered into for the above-stated project this 27th day of June, 2018, BY AND BETWEEN the City of Calabasas, a municipal corporation, hereafter designated as “AGENCY”, and ALL AMERICAN ASPHALT, a California Corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I: Contract Documents

The contract documents for the 2018 STREET RESURFACING PROJECT SPECIFICATION NO. 17-18-06, shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

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

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

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

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

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of **\$564,764.00 (Five Hundred Sixty Four Thousand, Seven Hundred and Sixty Four Dollars,)** unless specifically approved in advance and in writing by AGENCY.

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

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

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

ARTICLE IV: Labor Code

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

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

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

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

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

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

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

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

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

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

ARTICLE V: Work Site Conditions

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

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

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

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

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

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

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

ARTICLE VI: Insurance

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

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

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

ARTICLE VII: Indemnification

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

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

ARTICLE VIII: Binding Effect

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

ARTICLE IX: Dispute Resolution

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

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

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

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

ARTICLE X: Independent CONTRACTOR

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

ARTICLE XI: Taxes

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

ARTICLE XII: Notices

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

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

CONTRACTOR: MAURICE RAMIREZ
ALL AMERICAN ASPHALT
P.O Box 2229
Corona, CA 92878

ARTICLE XIII: Entire Agreement

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

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

ARTICLE XIV: Authority to Contract

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

ARTICLE XV: General Provisions

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

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

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

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

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

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

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

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this ____ day of _____, 2018.

CONTRACTOR: ALL AMERICAN ASPHALT

Edward J. Carlson, Vice-President
CONTRACTOR's License No. 267073

AGENCY:

Fred Gaines
Mayor of the
City of Calabasas

Date

Tony Coroalles
City Manager of the
City of Calabasas

Date

Robert Yalda
Public Works Director of the
City of Calabasas

Date

ATTESTED:

Maricela Hernandez, MMC
City Clerk of the
City of Calabasas

Date

APPROVED AS
TO FORM:

Scott H. Howard
City Attorney of the
City of Calabasas

Date

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

State of California
County of _____

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

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**PAYMENT BOND
2018 STREET RESURFACING PROJECT
SPECIFICATION NO. 17-18-06
IN THE CITY OF CALABASAS, CALIFORNIA**

WHEREAS, the City of Calabasas, as AGENCY has awarded to ALL AMERICAN ASPHALT., as CONTRACTOR, a contract for the above-stated project;

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

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY and STATE of CALIFORNIA in the sum of **\$564,764.00 (Five Hundred Sixty Four Thousand, Seven Hundred and Sixty Four Dollars)** which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

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

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

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

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this ____day of _____, 20__.

CONTRACTOR* Edward J. Carlson, Vice-President
 ALL AMERICAN ASPHALT
 P.O Box 2229
 Corona, CA 92878
 (951) 736-7600

Surety* _____

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

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

State of California
County of _____

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

**FAITHFUL PERFORMANCE BOND
 2018 STREET RESURFACING PROJECT
 SPECIFICATION NO. 17-18-06
 IN THE CITY OF CALABASAS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS That ALL AMERICAN ASPHALT., hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and _____, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF CALABASAS, CALIFORNIA, hereinafter referred to as the "AGENCY", and STATE of CALIFORNIA in the sum of **\$564,764.00 (Five Hundred Sixty Four Thousand, Seven Hundred and Sixty Four Dollars)** which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: 2018 STREET RESURFACING PROJECT, SPECIFICATION NO. 17-18-06 CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

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

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

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

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

CONTRACTOR* Edward J. Carlson, Vice-President
 ALL AMERICAN ASPHALT
 P.O Box 2229
 Corona, CA 92878
 (951) 736-7600

Surety* _____

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

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

State of California
County of _____

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

**MAINTENANCE BOND
2018 STREET RESURFACING PROJECT
SPECIFICATION NO. 17-18-06
IN THE CITY OF CALABASAS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of Calabasas, as AGENCY has awarded to ALL AMERICAN ASPHALT. as CONTRACTOR, a contract for the above-stated project.

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

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of **\$282,382.00 (Two Hundred, Eighty Two Thousand, Three Hundred and Eighty Two Dollars)**, which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

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

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

CONTRACTOR* Edward J. Carlson, Vice-President
 ALL AMERICAN ASPHALT
 P.O Box 2229
 Corona, CA 92878
 (951) 736-7600

Surety* _____

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

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

State of California
County of _____

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

NON-COLLUSION AFFIDAVIT

The undersigned declares:

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

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

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

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

Edward J. Carlson

Vice-President

ALL AMERICAN ASPHALT

Business Address:
ALL AMERICAN ASPHALT.
P.O Box 2229
Corona, CA 92878
(951) 736-7600

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WORKERS' COMPENSATION INSURANCE CERTIFICATE

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

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

DATE: _____

ALL AMERICAN ASPHALT

By: _____
(Signature)

(Title)

Attest:

By: _____
(Signature)

(Title)

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

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ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company: _____

Policy Number: _____

Effective Date: _____

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

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

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

Authorized Insurance Agent

Date: _____



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: MAUREEN TAMURI AIA, AICP
COMMUNITY DEVELOPMENT DIRECTOR**

**TOM BARTLETT, AICP
CITY PLANNER**

SUBJECT: ADOPTION OF ORDINANCE NO. 2018-366, CORRECTING ERRORS AND INCONSISTENCIES WITHIN THE LAND USE AND DEVELOPMENT CODE (TITLE 17 OF THE CALABASAS MUNICIPAL CODE) BY THE FOLLOWING ACTIONS: 1) AMEND TABLE 2-2 WITHIN SECTION 17.11.010 (PERMITTED LAND USES TABLE) BY ALIGNING PROFESSIONAL MEDICAL OFFICES WITH OTHER PROFESSIONAL OFFICE USES; 2) AMEND TABLE 3-11 (PARKING REQUIREMENTS BY LAND USE) WITHIN SECTION 17.28.040 BY ALIGNING PROFESSIONAL MEDICAL OFFICES WITH OTHER PROFESSIONAL OFFICE USES; AND, AMEND SECTION 17.90.020 (DEFINITIONS) BY ADDING A NEW DEFINITION FOR "PROFESSIONAL MEDICAL OFFICE".

THE ORDINANCE IS EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT REVIEW PURSUANT TO THE PROVISIONS OF §15061(B)(3) AND §15378(B)(5) OF DIVISION 6 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS, THE CEQA GUIDELINES.

MEETING

DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

That the City Council adopt Ordinance No. 2018-366 to correct errors and inconsistencies within the Land Use and Development Code (Title 17 of the Calabasas Municipal Code) by the following actions: 1) amend Table 2-2 within Section 17.11.010 (Permitted Land Uses Table) by aligning professional medical offices with other professional office uses; 2) amend Table 3-11 (Parking Requirements by Land Use) within Section 17.28.040 by aligning professional medical offices with other professional office uses; and, amend Section 17.90.020 (Definitions) by adding a new definition for "Professional Medical Office".

DISCUSSION/BACKGROUND:

On May 17, 2018 the Planning Commission conducted a noticed public hearing to consider the proposed Ordinance, and following the hearing the Commission unanimously adopted Planning Commission Resolution No. 2018-668, recommending to the City Council adoption of the proposed Ordinance. On June 13, 2018 the City Council conducted a noticed public hearing to consider draft Ordinance No. 2018-366, and following the public hearing the City Council discussed the draft ordinance. No revisions or corrections were requested of the draft ordinance; consequently, the City Council introduced Ordinance No. 2018-366 by a unanimous vote, 5-0.

REQUESTED ACTION:

That the City Council Ordinance No. 2018-366 to correct errors and inconsistencies within the Land Use and Development Code (Title 17 of the Calabasas Municipal Code) by the following actions: 1) amend Table 2-2 within Section 17.11.010 (Permitted Land Uses Table) by aligning professional medical offices with other professional office uses; 2) amend Table 3-11 (Parking Requirements by Land Use) within Section 17.28.040 by aligning professional medical offices with other professional office uses; and, amend Section 17.90.020 (Definitions) by adding a new definition for "Professional Medical Office".

FISCAL IMPACT/SOURCE OF FUNDING:

The proposed ordinance merely corrects deficiencies and incongruences within the existing Development Code, and does not introduce new or expanded obligations on the part of the City, and thus there are no fiscal impacts associated with this action.

ATTACHMENTS:

A: Ordinance No. 2018-366

ORDINANCE NO. 2018-366

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING CHAPTERS 17.11, 17.28, AND 17.90 OF THE CALABASAS MUNICIPAL CODE BY: 1) AMENDING TABLE 2-2 TO INCLUDE PROFESSIONAL MEDICAL OFFICE USES AMONG THE PERMITTED OFFICE USES IN THE COMMERCIAL-LIMITED (CL) AND COMMERCIAL – BUSINESS (CB) ZONES, AND TO INCLUDE PROFESSIONAL MEDICAL OFFICE USES AMONG THE CONDITIONALLY PERMITTED OFFICE USES IN THE COMMERCIAL – OLD TOWN (CT) ZONE; 2) AMENDING TABLE 3-11 TO INCLUDE PROFESSIONAL MEDICAL OFFICE USES AMONG THE OFFICE USES INDICATED FOR REQUIRED MINIMUM OFF-STREET PARKING AT 1 SPACE PER 250 SQUARE FEET; AND ADDING A DEFINITION FOR PROFESSIONAL MEDICAL OFFICE USES.

WHEREAS, the Calabasas 2030 General Plan indicates within Chapter II, *Land Use Element*, that professional office uses are accommodated within the Business – Limited Intensity (B-LI), Business – Retail (B-R), Business – Professional Office (B-PO), Business Park (B-BP), and Business – Old Town (B-OT) land use districts; and,

WHEREAS, offices operated and maintained by medical professionals, such as doctors, psychologists and psychiatrists, ophthalmologists, and dentists, are a typical form of professional office having similar operational characteristics as other professional offices; and,

WHEREAS, it is the desire of the City Council to eliminate inconsistencies and ambiguity within the Land Use and Development Code and to ensure conformance of the Land Use and Development Code with the policies of the General Plan;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS DOES ORDAIN AS FOLLOWS:

SECTION 1. CODE AMENDMENT. Section 17.11.010.F within Chapter 17.11 of Title 17 of the Calabasas Municipal Code is hereby amended by adding “Professional Medical Offices” under the heading “Offices” within Table 2-2, Land Use Table, with the indication “P” (meaning Permitted) in the columns corresponding to the PD, CL, CR, CO, CMU, and CB zones, and the indication “C” (meaning Conditionally Permitted) in the column corresponding to the CT zone.

SECTION 2. CODE AMENDMENT. Section 17.28.040.D within Chapter 17.28 of Title 17 of the Calabasas Municipal Code is hereby amended by adding “Professional Medical Offices” to the list of office land uses within Table 3-11, Parking Requirements by Land Use.

SECTION 3. CODE AMENDMENT. Section 17.90.020.P within Chapter 17.90 of Title 17 of the Calabasas Municipal Code is hereby amended by adding the following as a new definition:

“Professional Medical Office” means the business office operated and occupied by a licensed and practicing medical professional, such as a doctor, psychologist, psychiatrist, ophthalmologist, or dentist, and where the practicing medical professional normally consults with, examines and treats patients, and conducts the everyday operational functions of the business. This use does not include medical clinics, surgical centers, and laboratories.

SECTION 4. SEVERABILITY. Should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect and, to that end, the provisions hereof are declared to be severable.

SECTION 5. CONSTRUCTION. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the Calabasas Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 6. ENVIRONMENTAL DETERMINATION. The City Council determines that the following findings reflect the independent judgment of the City Council. The City Council finds that this amendment to the Municipal Code is exempt from California Environmental Quality Act (CEQA). The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that the text amendments will not have a significant effect on the environment, as this ordinance adds an additional step in the public process to review certain larger proposed development projects, but does not authorize any development nor change any applicable development standards. This Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 7. EFFECTIVE DATE. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

SECTION 8. CERTIFICATION.

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

PASSED, APPROVED AND ADOPTED this 27th day of June, 2018.

Fred Gaines, Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

Scott Howard
Colantuono, Highsmith & Whatley, PC
City Attorney



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR /CITY ENGINEER
TATIANA HOLDEN, P.E., SENIOR CIVIL ENGINEER

SUBJECT: ADOPTION OF ORDINANCE NO. 2018-362, A PROPOSED AMENDMENT TO CHAPTER 15.16 OF TITLE 15 OF THE CALABASAS MUNICIPAL CODE, FLOOD HAZARD PREVENTION, BY UPDATING THE FLOODPLAIN MANAGEMENT REGULATIONS, AS REQUIRED TO COMPLY WITH THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

MEETING DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance No. 2018-362, amending Chapter 15.16 of Title 15 of the Calabasas Municipal Code (CMC), to bring into consistency with the minimum National Flood Insurance Program (NFIP) requirements pursuant to Title 44, Code of Federal Regulations, Sections 59, 60.3-60.6, and 65.3.

BACKGROUND:

A public hearing was held for this item at the June 13, 2018 City Council meeting. At that time, City Council voted unanimously (5-0) to introduce Ordinance No. 2018-362. It is now appropriate for this ordinance to be formally adopted.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact associated with this item.

REQUESTED ACTION:

Staff recommends that the City Council adopt Ordinance No. 2018-362, amending Chapter 15.16 of Title 15 of the Calabasas Municipal Code (CMC), to bring into consistency with the minimum National Flood Insurance Program (NFIP) requirements pursuant to Title 44, Code of Federal Regulations, Sections 59, 60.3-60.6, and 65.3.

ATTACHMENTS:

Attachment A: Ordinance No. 2018-362

ORDINANCE NO. 2018-362

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING CHAPTER 15.16 OF TITLE 15 OF CALABASAS MUNICIPAL CODE.

THE CITY COUNCIL FOR THE CITY OF CALABASAS DOES ORDAIN AS FOLLOWS:

SECTION 1. CODE AMENDMENT.

Section 15.16.050 - Definitions is hereby amended to add the following:

"Market Value" shall be determined by estimating the cost to replace the structure in new condition and adjusting that cost figure by the amount of depreciation which has accrued since the structure was constructed. The cost of replacement shall be based on the square foot cost factor determined by reference to a building cost factor determined by reference to a building cost estimate guide recognized by the building construction industry. The amount of depreciation shall be determined by taking into account the age and physical deterioration of the structure and functional obsolescence as approved by the floodplain administrator, but shall not include economic or other forms of external obsolescence.

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred; or flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. This is known as "repetitive loss."

Section 15.16.070 - Establishment of areas of special flood hazard

The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) through the Risk Mapping, Assessment, and Planning (Risk MAP) program for Los Angeles County, with its accompanying Flood Insurance Rate Map (FIRM) and all subsequent amendments and/or revisions, are adopted by reference and declared to be a part of this chapter. This Risk MAP is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the city council by the floodplain administrator. The study and FIRMs are on file at City Hall 100 Civic Center Way, Calabasas, CA 91302; FEMA maps can be found online through the FEMA Flood Map Service Center.

Section 15.16.090 - Floodplain administrator—Duties and responsibilities

The duties and responsibilities of the floodplain administrator shall include, but not be limited to:

A. Permit Review.

1. Review all development permits to determine that the permit requirements of this chapter have been satisfied, including determination of substantial improvement and substantial damage to existing structures;
2. All other required state and federal permits have been obtained;
3. All sites are reasonably safe from flooding; and
4. The proposed development does not adversely affect the carrying capacity of areas where base flood elevations have been determined but a floodway has not been designated. For purposes of this chapter, "adversely affects" means that the cumulative effect of the proposed development when combined with all other existing and anticipated development will increase the water surface elevation of the base flood more than one foot at any point.
5. All Letters of Map Revisions (LOMR's) for flood control projects are approved prior to the issuance of building permits. Building permits must not be issued based on Conditional Letters of Map Revision (CLOMR's). Approved CLOMR's allow for construction of the proposed flood control project and land preparation as specified in the "start of construction" definition.

B. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section 15.16.070 of this chapter, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal or state agency, or other source, in order to administer Sections 15.16.110 through 15.16.160 of this chapter. Any such information shall be submitted to the city council for adoption.

1. If no base flood elevation data is available from a federal or state agency or other source, then a base flood elevation shall be obtained using one of two methods from the FEMA publication "Managing Floodplain Development in Approximate Zone A Areas - A Guide for

Obtaining and Developing Base (100-year) Flood Elevations" dated July 1995a. Simplified method - 100-year or base flood discharge shall be obtained using the appropriate regression equation found in a U.S. Geological Survey publication, or the discharge-drainage area method; or base flood elevation shall be obtained using the Quick-2 computer program developed by FEMA; or

2. Detailed method - 100-year or base flood discharge shall be obtained using the U.S. Army Corps of Engineers' HEC-HMS computer program; or base flood elevation shall be obtained using the U.S. Army Corps of Engineers' HEC-RAS computer program.

C. Whenever a watercourse is to be altered or relocated:

1. Notify adjacent communities and the California Department of Water Resources prior to such alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration, Federal Emergency Management Agency;
2. Require that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained.

D. Base Flood Elevation changes due to physical alterations:

1. Within 6 months of information becoming available or project completion, whichever comes first, the floodplain administrator shall submit or assure that the permit applicant submits technical or scientific data to FEMA for a Letter of Map Revision (LOMR).
2. All LOMR's for flood control projects shall be approved prior to the issuance of building permits. Building permits must not be issued based on Conditional Letters of Map Revision (CLOMR's). Approved CLOMR's allow for construction of the proposed flood control project and land preparation as specified in the "start of construction" definition.

E. Obtain and maintain for public inspection and make available as needed:

1. The certification required by subsection (C)(1) of Section 15.16.110 of this chapter (floor elevations);
2. The certification required by subsection (C)(2)(c) of Section 15.16.110 of this chapter (elevation or floodproofing of nonresidential structures);
3. The certification required by subsection (C)(3)(a) or (b) of Section

- 15.16.110 of this chapter (wet floodproofing standard);
4. The certification of elevation required by subsection (B) of Section 15.16.130 of this chapter (subdivision standards);
 5. The certification required by subsection (A) of Section 15.16.160 of this chapter (floodway encroachments).
- F. Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Sections 15.16.170 through 15.16.190 of this chapter.
- G. Take action to remedy violations of this chapter as specified in Section 15.16.220 of this chapter.
- H. The floodplain administrator shall determine which applicants for new construction and/or substantial improvements have fully enclosed areas below the lowest floor that are 5 feet or higher. Ensure a "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" or equivalent is recorded as a deed restriction; the non-conversion agreement shall be in a form acceptable to the Floodplain Administrator and City Counsel. The Floodplain Administrator shall have the authority to inspect any area of structure less than 2 feet above base flood elevation to ensure compliance upon prior notice of at least 72 hours.
1. These areas shall be used solely for parking vehicles, limited storage, or access to the building and shall not be finished for habitation without first becoming fully compliant with the flood management ordinance in effect at the time.

Section 15.16.100 – Development Permit

A development permit shall be obtained before any construction or other development begins within any area of special flood hazard, established in Section 15.16.070 of this chapter. Application for a development permit shall be made on forms furnished by the floodplain administrator and shall include, but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions and elevation of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- A. Proposed elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;

- B. Proposed elevation in relation to mean sea level to which any structure will be floodproofed;
- C. All appropriate certifications listed in subsection (E) of Section 15.16.090 of this chapter; and
- D. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

Section 15.16.110 – Standards - Construction

In all areas of special flood hazards the following standards are required:

A. Anchoring.

1. All new construction and substantial improvements shall be adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
2. All manufactured homes shall meet the anchoring standards of Section 15.16.140 of this chapter.

B. Construction Materials and Methods.

1. All new construction and substantial improvement shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvement shall be constructed using methods and practices that minimize flood damage.
3. All new construction and substantial improvement shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
4. All new construction and substantial improvement within Zones AH or AO shall be provided adequate drainage paths around structures on slopes to guide flood waters around and away.

C. Elevation and Floodproofing.

1. New construction and substantial improvement shall have the lowest floor, including basement, elevated at least 2 feet above the base flood elevation. Nonresidential structures may meet the standards in subdivision (C)(3) of this section. Upon the completion of the structure

the elevation of the lowest floor including basement shall be certified by a registered professional engineer or surveyor, or verified by the community building inspector to be properly elevated. Such certification or verification shall be provided to the floodplain administrator.

2. Nonresidential construction shall either be elevated to conform with subdivision (C)(1) of this section or together with attendant utility and sanitary facilities:
 - a. Be floodproofed so that below the base flood level, as determined with subdivision (C)(1), the structure is watertight with walls substantially impermeable to the passage of water;
 - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 - c. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the floodplain administrator.
3. Require, for all new construction and substantial improvement that fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwater. Designs for meeting this requirement must either be certified by a registered professional engineer/architect or meet the following minimum criteria:
 - a. Either a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided, the bottom of all openings shall be no higher than one foot above grade (openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwater); or
 - b. Be certified to comply with a local floodproofing standard approved by the Federal Insurance Administration, Federal Emergency Management Agency.
4. Manufactured homes shall also meet the standards in Section 15.16.140 of this chapter.

Section 15.16.130 – Standards - Subdivisions

- A. All preliminary subdivision proposals and other proposed development shall identify the flood hazard area and the elevation of the base flood.

- B. All subdivision plans will provide the elevation of proposed structure(s) and pad(s). If the site is filled above the base flood elevation, the final first floor, pad elevations and lowest adjacent grade shall be certified by a registered professional engineer or surveyor and provided to the floodplain administrator as part of a Letter of Map Revision based on Fill (LOMR-F).
- C. All subdivision proposals shall be consistent with the need to minimize flood damage.
- D. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
- E. All subdivisions shall provide adequate drainage to reduce exposure to flood hazards.

Section 15.16.140 – Standards – Manufactured Homes

- A. All manufactured homes that are placed or substantially improved within Zones A1-30, AH and AE on the community's flood insurance rate map on sites (1) outside of a manufactured home park or subdivision, (2) in a new manufactured home park or subdivision, (3) in an expansion to an existing manufactured home park or subdivision, (4) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood:
Be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated at least 2 feet above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
- B. All manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, AH and AE on the community's flood insurance rate map that are not subject to the provisions of subsection (A) of this section will be elevated so that either:
 - 1. The lowest floor of the manufactured home is at least 2 feet above the base flood elevation; or
 - 2. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely anchored to an adequately anchored foundation system to resist

flotation, collapse and lateral movement.

- C. Upon completion of the structure, the elevation of the lowest floor including the basement shall be certified by a registered civil engineer or licensed land surveyor, and verified by the community building inspector. Certification and verification shall be provided to the floodplain administrator.

Section 15.16.140 – Floodways

Located within areas of special flood hazard established in Section 15.16.070 of this chapter are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles and erosion potential, the following provisions apply:

- A. Encroachments are prohibited, including fill, new construction, substantial improvement and other new development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge;
- B. If subsection (A) of this section is satisfied, all new construction, substantial improvement and other proposed new development shall comply with all other applicable flood hazard reduction provisions of Sections 15.16.110 through 15.16.150 of this chapter.

SECTION 2. SEVERABILITY This ordinance and the various parts thereof are hereby declared to be severable. Should any section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the section so declared to be unconstitutional or invalid.

SECTION 3. CONSTRUCTION. To the extent the provisions of the Calabasas Municipal Code as amended by this ordinance are substantially the same as the provisions of that Code as they read prior to the adoption of this ordinance, they shall be construed as continuations of those prior provisions and not as new enactments.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 5. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED this 27th day of June, 2018.

Fred Gaines, Mayor

ATTEST:

APPROVED AS TO FORM:

Maricela Hernandez, MMC
City Clerk

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ROBERT YALDA, P. E., T. E., DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH IDEAL GENERAL SERVICES FOR THE CITY'S DIAL-A-RIDE SERVICES IN AN AMOUNT NOT TO EXCEED \$220,000.

MEETING DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

That the City Council approve a Professional Services Agreement with Ideal General Services, Inc. for the City's Dial-A-Ride Services in an amount not to exceed \$220,000.

BACKGROUND:

The City's current Dial-A-Ride services are currently provided by Ideal General Services, Inc. and their contract with the City will expire on June 30, 2018.

A Request for Proposal for Dial-A-Ride services had been issued in April of 2016 and after review of all candidates/submittals, Ideal General Services, Inc. was determined to be the best provider for the City's Dial-A-ride Program and was awarded a Professional Services Agreement in June of 2016.

DISCUSSION/ANALYSIS:

Staff recommends awarding a Professional Services Agreement for a two (2) year term (2020) to Ideal General Services, Inc. due to their extraordinary familiarity with the City's needs, the residents who currently are enrolled in the program, the outstanding quality of service and to avoid any interruptions of service for the City program.

FISCAL IMPACT/SOURCE OF FUNDING:

All of the City's public transportation services are funded through Proposition A funds, Proposition C funds, and transit fares.

REQUESTED ACTION:

That the City Council approve a Professional Services Agreement with Ideal General Services, Inc. for the City's Dial-A-Ride Services in an amount not to exceed \$220,000.

ATTACHMENTS:

Exhibit A: Professional Services Agreement

ITEM 7 EXHIBIT A
PROFESSIONAL SERVICES AGREEMENT
(Ideal General Services, Inc.)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and **Ideal General Services, Inc.** a **California Corporation** (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: **Dial-A-Ride Services**.
- 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 14, 2018** 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 **June 14, 2018** fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: **July 1, 2018**.
- 3.4 “Expiration Date”: **June 30, 2020**.

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 **Two Hundred and Twenty Thousand Dollars (\$220,000)** 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. **Parva Mostofizadeh** 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.
- 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 Two Million Dollars (\$2,000,000) per claimant and Two Million dollars (\$2,000,000) per incident.

11.1.3 Pollution Liability of One Million Dollars (1,000,000).

11.1.4 Worker's Compensation insurance as required by the laws of the State of California.

- 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: **Robert Yalda, P.E., T.E.**
Telephone: (818) 224-1600
Facsimile: (818) 225-7338

If to Consultant:

Ideal General Services, Inc.
P.O. Box 9021
Calabasas, CA 91302
Attn: Parvaneh
Mostofizadeh
Telephone: (818) 591-9400
Facsimile: (818) 624-1624

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.

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.

Professional Services Agreement
City of Calabasas//**Ideal General Services, Inc.**

- 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.

Professional Services Agreement
City of Calabasas//**Ideal General Services, Inc.**

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”
Ideal General Services, Inc.

By: _____
Fred Gaines, Mayor

By: _____
Parvaneh Mostofizadeh, President

Date: _____

Date: _____

By: _____
Anthony Coroalles, City Manager

By: _____
Mahmoud Baniahmad, Vice President

Date: _____

Date: _____

By: _____
Robert Yalda, P.E., T.E.
Public Works Director/City Engineer

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

Scope of Services:

The City of Calabasas requires Dial-A-Ride demand response service. The paratransit system consists of the following

- Dial-A-Ride demand response, paratransit service within the City of Calabasas city limits and select predetermined locations outside of the city boundary.
 - One wheelchair accessible vehicle and one standard vehicle to be provided by the contractor (minivan)
 - Regular program hours schedule pick-ups
 - begin at 8:00 a.m. and conclude at 6:30 p.m. Monday to Thursday,
 - begin at 8:00 a.m. and conclude at 5:00 p.m. on Friday,
 - begin at 9:00 a.m. and conclude at 5:00 p.m. on Saturday.

Regulations:

- Service users are limited to Calabasas residents only.
- Service users are entitled to three (3) round trips in a week.
- The service area of the contractor is limited to the city boundaries and the ten locations listed on the map provided herein. The city only subsidizes the contractor for trips within the boundary or to any of the listed locations on the map. Trips failing outside the designated service boundary are not allowed and will not be compensated unless otherwise authorized in advance by the Public Works Department.
- Operator shall not wait for passengers for more than 5 (five) minutes at any point of pick-up. Exceptions will be made for senior and handicapped persons who must present themselves and/or be en route to the vehicle within the allowable time line.
- The contractor shall not be compensated for waiting time or “No Show“ trips.
- Animals are not allowed on the Calabasas Public Transportation, except for service animals.
- During a service day, the contractor shall be compensated for three (3) hours in the event that there is more than three (3) hour gap between two short trips, plus the total hours of

remaining completed trips. In the event that there is no gap more than three (3) hours between trips, the contractor shall be compensated for the total hours of completed trips in that day.

The liability insurance requirements are:

- \$1,000,000 for Comprehensive General Liability.
- \$2,000,000 (per occurrence) for Auto Liability.
- \$1,000,000 for Worker's Compensation.
- \$1,000,000 for Pollution Liability.

Contractor Responsibilities:

The contractor shall be responsible for the management and operation of Calabasas Dial-A-Ride Demand Response, paratransit services purchased by city. Contractor shall manage service in accordance with the guidelines and parameters established in the RFP. The omission of a duty or responsibility herein below shall not relive contractor of its obligation to perform such duty or accept such responsibility, so long as its usual, customary and generally accepted with the public transportation industry as being element of operating a fixed-route service.

Contractor shall furnish all facilities, equipment, and services required in the operation and management of said services unless specifically identified to be contributed by city in the RFP.

The contractor has to coordinate and manage all the necessary program activities, which include:

- Maintenance of all vehicles.
- Provide vehicle contractors and project personnel.
- Train Personnel (and continue training in case of any requirement changes).
- Develop administrative and operational procedures.
- Compile and maintain financial and non –financial records.
- Develop and improve effectiveness and maximize service efficiency.

It is the contractor's responsibility to obtain all federal, state, and local approvals and permits prior to start of service. The city will provide vehicle license and registration.

Legal and Regulatory Requirements:

Drug and Alcohol Testing & Americans with Disability Act

The contractor is required to comply with FTA drug and alcohol testing regulations in compliance with FTA Master Agreement Section 40, and other drug and alcohol testing rules and regulations as may be required by the FTA. The contractor will fully cooperate with the City in providing necessary information and documentation to enable the City to comply with FTA reporting requirements. The contractor shall comply with the applicable requirements of the American with Disability Act (ADA).

Reporting

The Contractor is required to become familiar with the reporting requirements for the Calabasas DAR program. The contractor is required to work with the city to keep up to date on all reporting requirements including meeting with City staff hosted by METRO. The contractor shall work with the City to prepare for audit including attending pre audit meetings to ensure the accuracy of records. It is the contractor's responsibility to meet with auditors to make sure all records are available. It is the contractor's liability to pay fines imposed on the City due to contractor's failure to comply with any of the reporting requirements.

Vehicle /Equipment:

Vehicles needed to operate the service are to be provided by and maintained in good repair and in a condition satisfactory to the city by the contractor. The contractor will be responsible for licensing of this equipment and must comply with all applicable federal and other statues and regulations governing its use. The vehicles are to be a lift equipped minivan or other ADA compliant vehicle, white or dark green in color, All vehicles utilized in the DAR fleet are required to have each service's logo/decal design, and artwork for each service is needed. Contractor is responsible for the expenses of the fabrication of these items and placing the logo/decals on the vehicle. Contractor shall be responsible for the maintenance and upkeep of the logo/decal and artwork on the vehicles. The contractor shall make cell phones available to all drivers for use in emergency.

Any other type of vehicles used for Dial-A-Ride service is to be approved in writing by the Director of Public Works Department.

Vehicle Maintenance Requirements:

Maintenance Records

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

- Maintenance Repair Work Orders
- Preventive Maintenance Schedule Reports.
- Contractors Defect Report (Pre-operation and Maintenance Record cards).
- Report of Trouble.
- Quality Assurance Inspection Reports.
- CHP Terminal Inspection Reports.
- Vehicle Smoke Emission Records.

The city reserves the right in its sole discretion to review maintenance record of, inspect and reject temporarily or permanently, by notice to the contractor, any vehicle the contractor utilizes which the city deems unacceptable All necessary repairs made to the vehicles shall be made within three (3) days of notice of repair by the city, the contractor shall submit to a subsequent vehicle inspection on or before the fourth day following the notice date. Failure to comply with this provision shall entitle the city to terminate this agreement.

Demand Maintenance:

The contractor shall be responsible for the maintenance and repair of all vehicles, communication systems, and all other equipment, furnishings and accessories required in

connection with its operation of the service in a clean, safe, sound and proper operable condition at all times.

Mechanical Road Calls Response Time:

The contractor shall be responsible for dispatching a replacement vehicle within 10 (ten) minutes in the event of a vehicle deployed for or in a revenue service becomes disabled due to mechanical breakdown or accident. IF the delay of service is 20 (twenty) minutes or longer, the contractor shall notify the city's transportation planner via the agreed upon communication protocol.

Vehicle Systems:

Wheelchair-Lift/Ramp/Securement Systems:

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

Climate Control:

The contractor shall maintain the heating and air conditioning units in proper working condition and to ensure comfortable environment inside the vehicles. Drivers shall monitor climate control units to ensure they are working properly. In service vehicles without working heating or air conditioning will be exchanged within one round trip or sooner.

Fare/Passenger Collection:

The contractor is responsible for collecting the appropriate fare and reimbursing the city at the end of each month, via monthly invoices.

Vehicle Conditions:

The contractor shall maintain vehicles in a clean and neat condition at all times.

Body Damage:

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

Exterior/Interior Advertising & Public Notices:

The city reserves the exclusive right to place advertising material on the interior and/or exterior of the revenue vehicles. The contractor shall not install any advertising material on the interior or exterior of the bus except as directed by the city. The contractor shall cooperate with any advertising program the city may have.

Revenue Vehicle Paint & Decals:

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

City Vehicle Inspection:

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

Facility Requirements:

The City of Calabasas does not own a transit operations and maintenance facility for its Dial-A-Ride services. The contractor shall provide an operations and maintenance facility.

Vehicle Parking and Deployment:

One DAR vehicles is allowed to be parked at the parking lot located behind the City Hall building at 100 Civic Center Way. The vehicle is not allowed to be stored at this location.

Communication Equipment

The contractor must ensure that phone and Internet services provided are sufficient to effectively and efficiently support DAR systems. Following phone and Internet services must be available from their facility:

- Phone Lines – Sufficient number of phone lines for the contractors internal and customer service functions.
- Fax Line - At least one dedicated fax line.
- Computer Network

The contractor will operate the Calabasas DAR services as specified by city and in strict accordance with the regulations set forth in the RFP, and shall provide such services in a safe, professional, and courteous manner. The contractor shall ensure a sufficient number of operators, both regularly scheduled and extra board, to provide consistent and reliable service.

The city will not be responsible for payment for any traffic or parking ticket. The contractor shall be responsible for all the costs associated with repairing physical damage to the vehicles.

Vehicle Operator Requirements:

All operators must have a current and valid state issued license to operate DAR. In addition, operators must wear a shoulder patch on their name which contains name, employee number, and contractor name.

Drug and Alcohol Testing

The contractor shall develop, implement and maintain an employee alcohol and substance abuse testing program, subject to the city approval. Such program will comply with all applicable requirements as established by the Federal Transit Administration or by the other federal or state agencies, including regulations promulgated to implement the Omnibus Transportation Employee Testing Act of 1991.

Background Check

The contractor shall use appropriate employee screening and selection criteria to assure the employment of the best-qualified applicants available, emphasizing competence, courtesy,

reliability and good customer service skills. The employees should be able to communicate in English and be able to complete written reports in a clear, concise, and legible manner. The contractor shall check an applicant's driver license records through the DMV, conduct a pre-employment physical examination, and drug/alcohol screening tests. The contractor shall make all reasonable efforts to remove any employee who is convicted of a felony or of a crime involving moral turpitude during his/her employment. The contractor shall conduct a "Live Scan" DOJ & FBI check to determine criminal background of employees. The contractor shall complete the background check prior to hiring and every two years.

General Duties:

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

- Operator Wheelchair lift and secure wheelchair passengers.
- Record passenger counts as required.
- Data collection as necessary.
- When requested, provide passenger assistance during boarding or alighting.
- Assist in loading and unloading of senior citizens and disabled riders packages not exceeding twenty-five (25) pounds.

Communications Skills

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

- Effectively communicate using English both verbally and in writing as solely determined by the city.
- Provide assistance to passengers of limited English proficiency, including directing such passengers to where they can receive more information regarding Calabasas's Public Transportation Services.
- Proactively communicate with passengers to disclose, explain, or answer questions about unscheduled stops, recovery points, driver switches, or other interruptions to service, including the approximate amount of time each occurrence will last.

- Proactively communicate with passengers when passengers board a bus that is either going out of service or completing its last trip of the day.

Distribution of Materials & Pre-Trip Inspection

The operators will, when requested by the city, hand out notices to passengers or otherwise render assistance in customer relations, promotion, marketing, monitoring and supervisory functions. Furthermore, operators must conduct a pre-trip inspection prior to taking vehicle into revenue service.

Operator Uniforms & Safety

The city and the contractor shall agree upon a standard uniform. Operators shall be in uniform at all times in service or otherwise in duty. In addition, operators are required to follow local, state, and federal road, driving, and traffic laws, including but not limited to wearing a seatbelt and refraining from cell phone usage while the vehicle is in motion.

Accidents

All traffic accidents involving DAR vehicles, irrespective of injury, shall be immediately reported to the appropriate law enforcement agency. The city's transportation planner shall be notified via the agreed upon communication protocol (E-Mail and/or Phone) by contractor of all accidents and incidents within 4 hours, In cases of involving injuries where person(s) are transported for medical attention, the contractor shall notify the city's transportation planner immediately. The contractor should have an accident investigation protocol in place.

Furthermore, the contractor will supply the city with copies of all accident and incident reports and photos from law enforcement within twenty-four (24) hours of the occurrence.

Incidents

The contractor is responsible for responding to passenger incidents. All incidents must be logged and reported to the city no later than close of the same business day.

Dispatcher/Customer Service Representative Responsibilities

The contractor shall provide sufficient personnel during non-peak and peak hours of operation. Personnel shall be trained in customer service techniques and to be sensitive to the special needs of the elderly and individuals with disabilities.

Telephone Service

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

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

Fueling:

The contractor is responsible for all fuel expenses.

Safety and Emergency Procedures:

The contractor shall assume full responsibility for ensuring that the safety of passengers, operations personnel, and all vehicles and equipment are maintained at the highest possible level throughout the term of the agreement. The contractor shall comply with all the applicable CHP and OSHA requirements, including pull notices. Contractor shall furnish the city with copies of annual CHP vehicle/equipment inspections and CHP safety compliance reports within five (5) working days of the inspection.

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

The contractor shall participate in the State of California Department of Motor Vehicles "Employer Pull Notice Program" for appropriate monitoring of employee driver license activity.

Hazardous Conditions

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

In-Service Vehicle Failures

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

Wheelchair Lift/Ramp Failure

The contractor shall be responsible for the proper operation and maintenance of all wheelchair lifts or ramps. Operators are required to report all in-service lift or ramp failures to the contractor's supervisor. If the lift or ramp fails while attempting to board a wheelchair passenger, the supervisor shall promptly arrange for alternate transportation for the passenger in the wheelchair inconvenienced by the equipment failure. If the lift or ramp fails while attempting discharge of a wheelchair passenger, the operator shall manually operate the equipment and notify the supervisor. The supervisor shall arrange a vehicle change as quickly as reasonably possible following any lift or ramp failure.

Passenger Disturbance

The contractor shall instruct vehicle operators to report nonpayment of fares; graffiti or other vandalism on the vehicles; pushing, shoving and other disturbing or dangerous conduct; and other serious passenger disturbances to the vehicle operators supervisor. Good judgment should be used to handle any passenger disturbance.

Medical Assistance to Passenger:

The contractor's employees shall use good judgment in responding to passenger accidents, injuries, and illness occurring on the vehicles. In the vent of a passenger requiring medical assistance, the vehicle operator shall immediately advise the contractor's supervisor of the

situation and location of the vehicle and the supervisor shall notify the appropriate fire department, or paramedics for assistance.

Accidents

The contractor is required to have an accident and emergency notification program that keeps the city notified of accidents or emergencies and the progress of claims to assure city that claims are promptly and fairly handled. The contractor shall require all vehicle operators to report any accident or incident involving the vehicle to the contractor's supervisor. The supervisor shall use good judgment in handling the situation, and shall immediately notify Police or Fire Department if necessary. The contractor will complete an accident report approved by the city with a copy sent to the city no later than the start of the next service day. All accidents shall be submitted to the DMV as required. The contractor must assume all liability for accidents and workers' compensation claims, etc.

Emergency/Natural Disaster

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

Customer Service

The contractor will receive customer correspondence via E-Mail from the city as they are received. The contractor shall make at least three documented attempts to contact each customer filing in order to discuss and resolve the complaint. The contractor shall provide the city with the resolution via the agreed upon communications protocol no later than five days from receipt of the information.

The contractor shall report to the city all customer correspondence or complaints received directly to or at their offices. The contractor shall inform the city within one working day of the communication and shall follow the procedures noted above for resolution of any complaints.

Lost & Found

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

Performance Standards & Liquidated Damages

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

Dial-A-Ride (DAR) Minimum Performance Standards

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<p>Passenger Pick-Up Window:</p> <p>Passenger pick-up will take place within the designated 20 minute window, based on the scheduled appointment time (20 minute window is defined as 5 minutes before the appointment time to 15 minutes after the appointment time).</p>	<p>90% of trips completed within the 20 minute window</p>
<p>Ride Time:</p> <p>The time period allowed between passenger pick-up and drop-off.</p>	<p>No more than 40 minutes</p>
<p>Service Time:</p> <p>The time period that includes the 20-minute wait period and the 40-minute ride time.</p>	<p>No more than 60 minutes.</p>
<p>Productivity:</p> <p>The number of passengers carried per revenue service hour.</p>	<p>3.5 passengers per revenue hour</p>
<p>No-Shows:</p>	<p>10% of trips scheduled</p>
<p>Late Trips:</p> <p>The number of trips where the vehicle arrives beyond the 20-minute window.</p>	<p>No more than 10% of trips scheduled.</p>

Missed Trips: Any trip where the driver arrives for the pick-up more than 30 minutes outside of the pick-up window	No more than three trips in a month.
Phone call hold time:	60 seconds maximum

Liquidated Damages

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

The damages described below may be instituted by the city no sooner than two months after the initiation of the services, with the exception of the Service Failure Penalty described below.

The city may elect to not assess a penalty at any occurrence; however, this does not prohibit the city from assessing a penalty in the future for a similar occurrence. In addition, the damages detailed in this section shall not relieve the contractor of its obligations to satisfy each and every requirement under the terms of the agreement. The invalidity or unenforceability of any particular assessment established in this section shall not affect the validity or enforceability of other assessments established in this agreement.

The city’s transit manager and contractor’s general manager will meet per mutually agreed upon schedule to review potential deficiencies. At the close of each of these meetings, a determination will be made as to what, if any, liquidated damages will be assessed. The transit manager’s decision with regard to the assessment of payment reductions is final and may not be appealed. After damages are assessed, the rate of consideration shall revert to the rates specified in the compensation section of the agreement until the next assessment is made.

This program does not lessen the city’s right to declare a material breach of contract for non-

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compliance reasons, nor does it constitute a waiver of any other remedies provided by law. This program is in addition to, and not in lieu of, all other city remedies for failure to perform the agreement.

	Item	Amount
A	Failure or neglect to resolve complaints within two weeks	\$100 per incident per service recipient.
B	Failure to repair damage to customer property caused by contractor or its personnel.	\$500 per incident, per location.
C	Failure to have a vehicle operator properly licensed.	\$1,000 per incident per day.
D	Failure to maintain or timely submit to city all documents and reports required under the provision of this agreement.	\$250 per incident per day.
E	Failure to display contractors name, as operators, and customer service phone number on transit vehicles.	\$500 per incident per day.
F	Failure to comply with the hours of operation as required by this agreement.	\$1,000 per incident per day

Prevailing Wages

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

SERVICE PLAN:

Dial-A-Ride (DAR)

The contractor will service the Dial-A-Ride exactly as specified by the city and in strict accordance with the operating schedules and routes set forth in the RFP.

It is our goal to provide the City of Calabasas with:

- Safe, Dependable, Courteous, and Timely Service
- Attractive and Well Maintained Vehicles
- Professional, Courteous and Knowledgeable Drivers
- Excellent Customer Support and Response by our Phone Operators
- Prompt and Open Communication with the City of Calabasas Staff

Dial-A-Ride Trip Reservation

IGS will make dispatchers available via telephone for reservations and information from 8 a.m. to 5 p.m. weekdays and 9 a.m. to 5 p.m. on Saturdays. There will be a voicemail available in case reservations are made during off hours. The calls are answered in a courteous and polite manner in the order received.

Once the customer decides to make a reservation, and the trip can be scheduled, his or her credentials are verified with the database of registered Dial-A-Ride users supplied by the City of Calabasas. A new trip will be registered in the database if the customer can be verified successfully. A pickup time and location will be noted and the dispatcher will confirm if any special assistant will be needed.

In the event the trip cannot be scheduled due to scheduling conflicts the dispatcher will suggest rescheduling within a couple hours of the original request. If the dispatcher and the customer cannot come up with an alternative reservation the request will be noted as unsuccessful.

IGS. will maintain a user log in order to track each resident's roundtrips per week. Trip cancellations and changes are booked by the dispatcher and routed to the operator. In "No Show"

instances the driver will attempt to call the customer and allows the customer to show up within 10 minutes of the scheduled pick up time.

IGS will ensure that there is always a minimum of two reserve drivers, who can immediately replace a sick or absent driver. IGS expects absolutely no delays in route times if its scheduled driver(s) is unavailable for any reason.

Technology Enhancements:

IGS. will install a Fleetmatic (www.fleetmatics.com) car tracking system in all Dial-A-Ride vehicles. Pertinent information including but not limited to location, start time, stop time, idle time, speed of vehicle and daily reports can be viewed in real time by us and the City of Calabasas staff through a web based application on the internet. This addition will enhance on-time performance, safety, accountability and fuel efficiency.

IGS. will maintain the Dial-A-Ride in a clean and neat condition including daily cleaning and monthly detailing. The DAR vehicles will be maintained according manufacturers check-up schedule and all maintenance records will be available for the city to review.

Communications

(i) Radio – Vehicle operators are required to make sure the radio is working properly before taking the vehicle into revenue mode. The radio shall only be used in safe situations while driving in a congested or demanding situation the operator must avoid using the radio. The drivers will be disciplined if they use abusive or unprofessional language on the radio.

(ii) Telephone- All drivers will be equipped with cell phones to stay in open contact with dispatch.

(iii) Internet and Intranet – The company’s website (www.idealgeneral.com) will be the main Internet domain for IGS. The website will supply general information about the firm.

(iv) Print Communications – Notes and memos will be posted in the employee check in area and in the company’s lobby.

Customer Information

(i) General Information - The company website, contact, and emergency information will be printed and available to all passengers in each vehicle. The website will include general information for the public along with any emergency notices. All drivers will go through an extensive training program on how to proactively engage customers in communicating about any changes or interruptions in service. IGS strives to make the rides as customer friendly as possible and will proactively seek feedback on how to improve the customer satisfaction.

(iii) Emergency Information: In the event of an emergency, all parties involved will be notified in order to resolve the situation in a safe and swift manner. IGS has emergency procedures in place, which are available upon request.

Contractor and Staff Training

IGS. is capable of hiring all required drivers, conducting employee screening, and training within two weeks of being awarded the contract. The training includes but not limited to the following: comprehensive knowledge of the city's Dial-A-Ride program, passenger relations and assistance techniques, and vehicle operating techniques. IGS. will implement random driver screening and weekly team meetings to address any issues.

IGS will perform random alcohol and drug tests to ensure the operators are within compliance.

Customer Service and Complaints

IGS. will approach this project the same it has with it is prior and current projects: Customer orientated with a high emphasis for safety and efficiency. IGS. employees will go through an extensive in house program that has been developed in the last seventeen years of service. IGS will follow the four-step procedure to resolve any complaints:

- If the complaint occurs while operating the shuttle the driver will document the complaint and report it to the supervisor. (If the complaint is online then supervisor will see the complaint directly)
- The supervisor will investigate the complaint, which includes questioning the driver, following up with the customer to understand the nature of the complaint, and watch the Dash Cam footage for any evidence.

- If the complaint is confirmed, the file of the involved employee will be documented and necessary disciplinary steps will be taken.
- IGS will be filing a report with the City of Calabasas documenting the complaint. If the complaint is serious matter the City will be notified immediately

IGS is training its employees to fully make each trip for passengers a friendly, polite, clean and timely experience. IGS will allow customers to leave feedback about the service on the company website and in a notebook form in every vehicle. Any complaints reported to IGS will be reported to the city immediately and will be resolved in a polite manner.

IGS will be available to the City of Calabasas 24/7 in order to discuss any changes to the DAR program or consult about any other issues. The phone system and E-Mail will be utilized to provide customer service and open communication with the City of Calabasas staff. Furthermore, there will be a pre-recorded message during off hours to inform the public and will permit customers to leave messages, which will be responded to during business hours.

Safety

IGS. will develop and maintain a safety and accident prevention program including monthly safety meetings. Furthermore, IGS will incentivize and reward operators for a safe and complaint free record. IGS. takes maintenance and safety of all vehicles very seriously. IGS. will obtain the manufactures maintenance recommendations for each vehicle in operation in the DAR program and will ensure mechanics perform full maintenance and safety inspections on the vehicles on a regular basis. IGS. has had its fleet serviced with Calabasas Auto Car Care (4929 Las Virgenes, RD #A, Calabasas) for the last 10 years. The mechanics have extensive experience in servicing shuttles, van, and trolleys. All maintenance will be according to manufacturer recommendations and schedules. In addition, advanced technology will be utilized to track all the vehicles for fuel efficiency purposes.

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

IGS. currently has all necessary permits to operate its limousine and airport shuttle services. Furthermore, IGS. maintains its vehicles in strict conformity with maintenance and safety inspection requirements. IGS. will fully ensure that it is in full compliance with all government regulations if it is awarded this contract. Additionally, if necessary, IGS. will seek legal counsel to advice regarding complying with government regulations.

IGS. will follow the California Highway Patrol recommendations pursuant to TITLE 13 of the California Code of Regulations Division 2, Chapter 6.5 §1232. Vehicle Inspection and Maintenance.

Hiring Plan:

IGS. has been in the transportation business for seventeen years and fully realizes the fact that the employees are the faces of a service-oriented business. In this case the employees that IGS hires represent the City of Calabasas hence IGS will go through an extensive hiring plan to hire the most professional, courteous, and qualified employees.

After reviewing an applicant's resume, three members of management will interview the applicant. Management will determine if the applicant's previous experience in the industry combined with the customer service ability is a fit for IGS and the City of Calabasas. Once the applicant is determined to be the right fit IGS will run a background check. Below is the list of the background checks completed:

- DMV Record Review
- Drug and Alcohol Testing
- Pre-Employment Physical Examination
- Contacting Prior Employment References
- Police Criminal Background Check

Once drivers are selected, they will attend our special training program focused on professionalism, appearance and customer service. IGS will make reasonable efforts to remove any employee who is convicted of a felony or of a crime involving moral turpitude during his/her employment.

All drivers will be Class B passenger certified driver and will be able to operate the wheelchair lift in all vehicles. IGS has veteran experienced drivers that have been with the firm for over 10 years. The personnel are highly motivated and experienced in the transportation business. IGS will select the best-qualified drivers to handle the delicate DAR program. IGS is aware that the DAR program may involve senior citizens and disabled riders. Hence, the most experienced drivers from the database will be selected. The employees will be subject to further DMV record

reviews on a regular basis. IGS. understands the Calabasas community and the high quality of services its residence demand and deserve.

Coordination with City Staff

The City and Contractor shall develop agreed upon communication protocol. The two-way communication channel shall include fax, e-mail, and telephone. IGS will make a member of management available 24/7 to the City staff through a dedicated cell phone line provided to the city upon winning the contract.

IGS is currently engaged in a timely and candid communication with the City of Calabasas while providing the Dial-A-Ride service.

Critical Timeline

IGS. does not expect any issues while preparing for the service startup date. IGS has been running the DAR program for the last 9 months without any complaints or interruptions. IGS has implemented all the required tasks stated in the RFP and is ready to continue servicing the city of Calabasas. IGS. is completely operational and ready to continue the Dial-A-Ride program upon being awarded of the contract by the City of Calabasas.

Labor Hours

The management team will be dedicating their entire time and attention to fulfilling the scope of services requested by the City of Calabasas. Management will be in the dedicated office Monday through Friday starting at 7 a.m. until 6:00 p.m. and Saturdays 8 a.m. until 6 p.m. At least one person from management will be available on cell phone past operating office hours.

Monday	10.5 hours
Tuesday	10.5 hours
Wednesday	10.5 hours
Thursday	10.5 hours
Friday	9 hours
Saturday	8 hours
Hours per week	59

Professional Services Agreement
City of Calabasas//**Ideal General Services, Inc.**

Cost	\$44
Weekly Cost	\$2,596
<u>Monthly Cost</u>	<u>\$10,384</u>

Management will dedicate 60-65 hours a week to manage operators, coordinate with the city staff, resolve any issues with the vehicles, and maintain reporting requirements.

By utilizing its current fleet and personnel IGS is able to have a full backup system for the Dial-A-Ride program at no cost to the City of Calabasas. In the event that the initial system is non-operational or overloaded, IGS will be able to provide immediate relief with a backup shuttle and driver within minutes.

IGS has dedicated a 6 seat 2016 Chrysler van and a reserve driver (available within 10 minutes) to the Dial-A-Ride program. The maximum response time in the event of an incident will be 30 minutes.

There will be no interruptions in the scheduled trips since the relief system is available during service hours. While currently running the Dial-A-ride program IGS has experienced overload due to high demand. The backup car and driver were utilized and IGS was able to continue operation without an interruptions.

Statement of Economic Interest

IGS is currently the provider of the Dial-A-Ride service for the City of Calabasas.

EXHIBIT B
APPROVED FEE SCHEDULE

FEE SCHEDULE:

Dial-A-Ride: $\$34 + \$10 = \$44$ per service hour
Each year we add \$1 per service hour.

Demand response, paratransit service within the City of Calabasas city limits and select predetermined locations outside of the City boundary.

- IGS. will provide and maintain one wheelchair accessible vehicle (mini-van).
- IGS. will provide and maintain one Chrysler minivan.
- IGS. will provide customer service and reservation telephone line for passengers.
- Regular program hours schedule pick-ups begin at
 - begin at 8:00 a.m. and conclude at 6:30 p.m. Monday to Thursday,
 - begin at 8:00 a.m. and conclude at 5:00 p.m. on Friday,
 - begin at 9:00 a.m. and conclude at 5:00 p.m. on Saturday.

The rates shown above reflect the services proposed in the proposal and are good for the contract term of two years starting July 1st, 2018. All additional hours of service will be charged accordingly.

Approved by City Manager: 



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
HEATHER MELTON, LANDSCAPE MAINTENANCE MANAGER

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH NEWBURY PARK TREE SERVICE, INC. FOR CITYWIDE STREET TREE, CITY PARKS AND LLAD & LMD DISTRICTS 22, 24, 27, 32 AND CBA TREE MAINTENANCE SERVICES ON AN AS NEEDED BASIS, IN AN AMOUNT NOT TO EXCEED \$300,000.

MEETING
DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

Recommendation that the City Council approve a Professional Services Agreement with Newbury Park Tree Service, Inc. for Citywide Street Tree, City Parks and LLAD & LMD Districts 22, 24, 27, 32 and CBA (Common Benefit Area) Tree Maintenance Services on an as needed basis, in an amount not to exceed \$300,000.00

BACKGROUND:

Newbury Park Tree Service, Inc. has been the City's Street Tree and Landscape District CBA (Common Benefit Area) 22, 24, 27 & 32 tree maintenance service provider for the past twelve years.

The City has determined it requires continuing tree care services for the city parks, public street right-of-way, and street medians and parkways. The required services

include: tree installation; tree trimming and thinning; tree crown cleaning; tree removal; tree stump grinding; tree spraying for disease; and tree spraying for pests.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact. Finding for tree maintenance services has been allocated within the City's 2018/2019 Operating Budget. Budgeted funding exists in Funds 10, 22, 24, 27 and 32.

REQUESTED ACTION:

Recommendation that the City Council approve a Professional Services Agreement with Newbury Park Tree Service, Inc. for Citywide Street Tree, City Parks and LLAD & LMD Districts 22, 24, 27, 32 and CBA (Common Benefit Area) Tree Maintenance Services on an as needed basis, in an amount not to exceed \$300,000.00

ATTACHMENTS:

Exhibit A – Memorandum from Community Services Director

Exhibit B – Professional Services Agreement

Item 8
Exhibit A



CITY of CALABASAS

June 18, 2018

TO: Robert Yalda, Public Works Director/City Engineer

FROM: Jeff Rubin, Director of Community Services

SUBJECT: Tree Service

I would like to take this opportunity to express my support for the recommendation by the Public Works/Landscape Maintenance Department to switch to directly contracting for Tree Services in the City and City Parks. This change will allow for better service, response time and pricing.

I could not be more pleased with this new direction for tree services.

MEMORANDUM

ITEM 8 EXHIBIT B
PROFESSIONAL SERVICES AGREEMENT
Providing for Payment of Prevailing Wages
(City of Calabasas/Newbury Park Tree Service, Inc.)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and **Newbury Park Tree Service, Inc., a California Corporation** (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: **Public Street Tree, City Parks, LLAD & LMD Districts 22,24,27,32 and CBA Tree Maintenance Services that include but are not limited to; Planting, trimming, removal, pest abatement, disease control and storm/emergency related services.**
- 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 19, 2018** 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 **June 19, 2018** fee schedule to City attached hereto and included within Exhibit A and incorporated herein by this reference.
- 3.3 “Commencement Date”: **July 1, 2018.**
- 3.4 “Expiration Date”: **June 30, 2020.**

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 **Three Hundred Thousand Dollars (\$300,000)** 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. **Dean A. Lappinga** 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.
- 5.5 To the extent that the Scope of Services involves trenches deeper than 4', Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:

(1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

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

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.
- 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 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.
- 6.4 This Agreement is further subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in

accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

- 6.5 To the extent applicable, at any time during the term of the Agreement, the Consultant may at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code section 22300. At the request and expense of the consultant, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the Consultant. Upon satisfactory completion of the contract, the securities shall be returned to the Consultant.

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 due to 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, including but not limited to California Labor Code § 1860 and 1861 as follows:

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor. Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700

of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

- 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 or other security acceptable to the City 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 with respect to this Agreement.

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 the addressee'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: Heather Melton, Landscape Manager
Telephone: (818) 224-1600
Facsimile: (818) 225-7338

If to Consultant:

Newbury Park Tree Service, Inc.
3595 Old Conejo Rd.
Newbury Park, CA 91320
Attn: Dean A. Lappinga
Telephone: (805) 498-7841
Facsimile: (805) 832-6449

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, medical condition or any other unlawful basis.
- 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.

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas/ **Newbury Park Tree Service, Inc.**

- 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 and actual 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 shall be enforceable in its amended form. 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.

- 18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or 1777.7 of the Labor Code.

19. PREVAILING WAGES

- 19.1 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is subject to prevailing wage law, including, but not limited to, the following:
- 19.1.1 The Consultant shall pay the prevailing wage rates for all work performed under the Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Consultant shall pay the wage rate of the craft or classification most closely related to the omitted classification. The Consultant shall forfeit as a penalty to City \$50.00 or any greater penalty provided in the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Agreement employed in the execution of the work by Consultant or by any subcontractor of Consultant in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Consultant.
- 19.1.2 Consultant shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Consultant is responsible for compliance with Section 1777.5 by all of its subcontractors.

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

19.2 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

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

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas/ **Newbury Park Tree Service, Inc.**

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”
Newbury Park Tree Service, Inc.

By: _____
Fred Gaines, Mayor

By: _____
Dean A. Lappinga, President

Date: _____

Date: _____

By: _____
Anthony Coroalles, City Manager

By: _____
Robert Yalda, P.E., T.E.
Public Works Director/City Engineer

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 & FEE SCHEDULE

June 2018



T&M HOURLY LABOR RATES
FOR ON-CALL MAINTENANCE AND EMERGENCY SERVICES:
Public Works – City of Calabasas Street trees

<u>CREW SIZE</u>	<u>CHIPPER CREWS</u> (Per Hour)	<u>BUCKET LIFT CREWS</u> (Per Hour)
1	\$ 85	-----
2	\$ 150	\$ 175
3	\$ 205	\$ 230
4	\$ 260	\$ 285
5	\$ 315	\$ 340
6	\$ 370	\$ 395
7	\$ 425	\$ 450
8	\$ 480	\$ 505
9	\$ 540	\$ 560
10	\$ 600	\$ 615
11	\$ 660	\$ 670
12	\$ 720	\$ 725

- Add \$60/hour for each additional crew worker exceeding a 12-person crew size.
- The above hourly rates are for non-emergent scheduled maintenance work performed during **regular business hours between 7:00am and 3:30pm Monday through Friday.** These represent standard hourly labor rates for typical work involving tree trimming and removals and stumpgrinding services.
- For **Emergency calls** requiring a response time within 1-2 hours during regular business hours, apply a **1.5x multiplier** to the above rates.
(ie: Multiply the above rate x 1.5. For example: 4-man bucket crew for 1-hour would be \$285 x 1.5 = \$427.50).
- For **Emergency calls** requiring work during **overtime hours** (outside of regular business hours, as specified above, or on Holidays), apply a **2x multiplier** to the above rates.
(ie: Multiply the above rate x 2. For example: 3-man chipper crew for 1-hour would be \$205 x 2 = \$410).
- For any **special services**, other than tree trimming and removals and stumpgrinding (such as insecticide spraying/pest control, or fertilization), pricing will be determined on a case-specific basis.

Please feel free to call, if you have any questions.

Sincerely,


Dean A. Lappinga
(ISA Certified Arborist LIC # WE-2336A)

Office: (805) 498-7841 / Fax: (805) 832-6449
Website: www.newburyparktree.com

**PUBLIC STREETS TREE MAINTENANCE IN THE CITY OF CALABASAS,
CALIFORNIA**

SPECIFICATION NO 10-11-03 (Revised 6-8-2018)

UNIT PRICE LIST

THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT

Item No.	Description (Items/products/materials not included in price @ cost plus 20%)	Unit Price	Unit
1	Complete Tree Pruning	0" - 6"	\$ 45.00 EA
2	Complete Tree Pruning	7" - 12"	\$ 75.00 EA
3	Complete Tree Pruning	13" - 18"	\$ 125.00 EA
4	Complete Tree Pruning	19" - 24"	\$ 165.00 EA
5	Complete Tree Pruning	25" - 36"	\$ 225.00 EA
6	Complete Tree Pruning	Over 36"	\$ 285.00 EA
7	Partial Tree Pruning	0" - 6"	\$ 38.50 EA
8	Partial Tree Pruning	7" - 12"	\$ 49.50 EA
9	Partial Tree Pruning	13" - 18"	\$ 77.00 EA
10	Partial Tree Pruning	19" - 24"	\$ 110.00 EA
11	Partial Tree Pruning	25" - 36"	\$ 148.50 EA
12	Partial Tree Pruning	Over 36"	\$ 220.00 EA
13	Complete tree & stump removal, including stump grinding	0" - 6"	\$ 25.00 EA
14	Complete tree & stump removal, including stump grinding	7" - 12"	\$ 30.00 EA
15	Complete tree & stump removal, including stump grinding	13" - 18"	\$ 40.00 EA
16	Complete tree & stump removal, including stump grinding	19" - 24"	\$ 50.00 EA
17	Complete tree & stump removal, including stump grinding	25" - 30"	\$ 55.00 EA
18	Complete tree & stump removal, including stump grinding	31" - 36"	\$ 70.00 EA
19	Complete tree & stump removal, including stump grinding	Over 36"	\$ 85.00 EA
20	Stump Grinding Only (Removal)	per inch	\$ 12.00 EA
21	Tree Root Pruning (assume 10LF) and tree stability testing, without root barrier installation		\$ 37.50 per 1 LF
22	Root Barrier, LB 12-2 Deep Root Corp. or equivalent, installed (per 2' panel section)		\$ 36.00 EA
23	Root Barrier, UB 24 Deep Root Corp. or equivalent, installed (per 2' panel section)		\$ 42.00 EA
24	Bio Barrier, 19" Root Barrier, installed (per 2' panel section)		\$ 42.00 EA
25	Install 15 gal. tree in place (stakes incl)		\$ 162.00 EA
26	Install 24 gal. tree in place (stakes incl)		\$ 395.00 EA
27	Install 36" box tree in place (stakes incl)		\$ 970.00 EA
28	Install 48" box tree in place (stakes incl)		\$ 1,630.00 EA
29	Provide and install lodge pole stake Eight (10) feet long by Three (3) inches in diameter		\$ 262.00 EA
30	Provide and install lodge pole stake Eight (8) feet long by Two (2) inches in diameter		\$ 120.00 EA
31	Tree tie (Guy)		\$ 65.00 EA
32	Tree Pest Control, trunk injection, per manufacturer label and per State regulations and by a licensed applicator		\$ 48.00 EA
33	Tree Pest Control, soil injection, per manufacturer label and per State regulations and by a licensed applicator		\$ 180.00 EA

**PUBLIC STREETS TREE MAINTENANCE IN THE CITY OF CALABASAS,
CALIFORNIA**

SPECIFICATION NO 10-11-03 (Revised 6-8-2018)

UNIT PRICE LIST

THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT

34	Tree Fertilization per I.S.A. Standards	0" - 6"	\$ 14.00	EA
35	Tree Fertilization per I.S.A. Standards	7" - 12"	\$ 21.00	EA
36	Tree Fertilization per I.S.A. Standards	13" - 18"	\$ 29.00	EA
37	Tree Fertilization per I.S.A. Standards	19" - 24"	\$ 39.00	EA
38	Tree Fertilization per I.S.A. Standards	25" - 30"	\$ 46.00	EA
39	Tree Fertilization per I.S.A. Standards	Over 30"	\$ 63.00	EA
40	Tree Watering (See section 702-25, Tree Watering Maintenance)		\$ 15.00	EA
41	Backfill Loam/Top Soil		\$ 68.00	CY
42	I.S.A. Tree Evaluation Report recommendations, color photos and digital pictures on CD (per each tree)		\$ 225.00	EA
43	I.S.A. Certified Arborist		\$ 125.00	Manhour
44	I.S.A. Certified Utility Arborist		\$ 110.00	Manhour
45	I.S.A. Certified Maintenance Supervisor, Trees		\$ 85.00	Manhour
46	I.S.A. Certified Tree Trimmer		\$ 75.00	Manhour
47	I.S.A. Certified Tree Worker		\$ 75.00	Manhour
48	Standby Fee per 8-Hour Shift. I.S.A. Certified as above for: Maintenance Supervisor, Tree Trimmer, Certified Tree Worker, Pick-up, Aerial Truck, Chipper, Truck and Standard Power and Hand Equipment		\$ 255.00	Manhour
49	After-hours work (2-hour minimum), starting from Calabasas City Hall: 3-staff, aerial unit, tree truck, chipper (per hour): Monday through Friday		\$ 400.00	Manhour
50	After-hours work (2-hour minimum), starting from Calabasas City Hall: 3-staff, aerial unit, tree truck, chipper (per hour): Saturday, Sunday and Holidays		\$ 510.00	Manhour

Note: The bidder is required to complete the unit price column as part of the Bid Schedule submittals. If it is not included with the bid schedule, your bid will be considered incomplete and will not be accepted.



Bidder Signature

6/19/2018

Date

NON-COLLUSION AFFIDAVIT

State of California)
) ss.
County of Los Angeles)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.”

Signature of Bidder

Business Address

Place of Residence

Subscribed and sworn to before me this ___ day of _____, 20__.

Notary Public in and for the County
of
State of California.

My Commission Expires _____, 20__.

WORKERS' COMPENSATION INSURANCE
CERTIFICATE

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

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

DATE: _____

(Contractor)

By:

(Signature)

(Title)

Attest:

By:

(Signature)

(Title)



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER
MICHAEL MCCONVILLE, HUMAN RESOURCES SPECIALIST**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2018-1595 TO MODIFY
RESOLUTIONS NOS. 2013-1381, 2014-1423. 2015-1471, 2016-
1517 AND 2017-1558 TO INCLUDE THE CITY MANAGER'S
COMPENSATION**

MEETING DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

Staff recommends that the Council adopts Resolution No. 2018-1595 to make a clerical correction to the salary schedules for Fiscal Years 2013 – 2018. The correction will memorialize in the City salary schedules the salary adjustments established in the City Manager employment agreement amendments approved by the City Council during this period.

BACKGROUND:

Each year the City Council adopts a budget resolution that adopts and appropriates funds for the next fiscal year's operating and capital budgets. Each resolution includes salary schedules for the City's full-time and part-time positions. Historically, because the City Manager's salary is established in employment agreement amendments that are publicly approved by the City Council, the salary schedules in the resolution have not identified a salary range for the City Manager position.

In order to make this clerical correction to the City salary schedules staff is requesting that the Council approve and adopt updated City salary schedules for the past five fiscal years.

DISCUSSION/ANALYSIS:

The City Council has publicly adopted City salary schedules and amendments to the City Manager's employment agreement at noticed regularly scheduled meetings. Five salary schedule resolutions have been adopted: Resolution Nos. 2013-1381, 2014-1423, 2015-1471, 2016-1517 and 2017-1558. Finally, five amendments (Amendment Nos. 8-12) to the City Manager's employment agreement have been approved. The attached Resolution No. 2018-1595 will approve and adopt updated salary schedules that state the salary amounts established in the City Manager's employment agreement amendments approved by the City Council during this period.

FISCAL IMPACT/SOURCE OF FUNDING:

The proposed update and clerical correction of the City salary schedules for Fiscal Years 2013-2018 will not change the salary amounts that the Council previously approved for the City Manager through noticed regularly scheduled meetings. Accordingly, there will not be any fiscal impact.

REQUESTED ACTION:

Staff recommends that the City Council adopt Resolution No. 2018-1595 to make a clerical correction to the City salary schedules for 2013-2018.

ATTACHMENTS:

Permanent Employee Salary Range Schedules from the following Resolutions: Resolution No. 2018-1595 and 2013-1381, 2014-1423, 2015-1471, 2016-1517 and 2017-1558.

**ITEM 9 ATTACHMENT
RESOLUTION NO. 2018-1595**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, APPROVING AND
ADOPTING UPDATED CITY SALARY SCHEDULES FOR
FISCAL YEARS 2013-2018**

WHEREAS, the City Council of the City of Calabasas has publicly taken the following actions related to the City salary schedules and the City Manager's employment agreement. Five salary schedules resolutions have been adopted: Resolution Nos. 2013-1381, 2014-1423, 2015-1471, 2016-1517 and 2017-1558 and five amendments (Amendments 8 -12) to the City Manager's employment agreement have been approved; and

WHEREAS, the City Council approved and adopts updated City salary schedules for fiscal years 2013-2018 to make a clerical correction. The correction will memorialize in the City salary schedules the salary adjustment established in the City Manager employment agreements approved by the City Council during this period.

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

SECTION 1. The City Council of the City of Calabasas hereby approves and adopts updated City salary schedules for fiscal years 2013-2018 attached. Such updated City salary schedules shall supersede all prior City salary schedules approved during this period. This Resolution does not amend or otherwise affect the City Manager's employment agreement or any amendment thereto.

SECTION 2. The City Council of the City of Calabasas requests that the effective date of the updated City salary schedules for fiscal years 2013-2018 attached shall be deemed effective as the date specified retroactive on each such schedule.

SECTION 3. The City Council hereby approves and authorizes Resolution No. 2018-1595.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 27th day of June, 2018.

Fred Gaines, Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

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

**CITY OF CALABASAS
PERMANENT EMPLOYEE SALARY RANGES
(Effective July 1, 2013)**

A. City Manager

POSITION	CONTRACT MONTHLY SALARY	NUMBER OF EMPLOYEES BUDGETED IN POSITION
City Manager	\$18,393	1

B. Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Administrative Services Director	P197	1
Community Services Director	P207	1
Media Operations Director	P197	1

C. Mid-Management Classification

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

D. Professional/Supervisory Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Senior Civil Engineer	P148	1
Senior Planner	P148	2
Environmental Services Supervisor	P148	1
Preschool Principal	P140	1
Senior Management Analyst	P134	1
Accounting Supervisor	P132	1
Media Supervisor	P132	1
Public Safety Coordinator	P132	1
Building Engineer	P129	1
Facility Supervisor	P129	1

E. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Planner	P138	2
Associate Civil Engineer	P131	1
Public Information Officer	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	3
Permit Center Supervisor	P117	1
Public Works Inspector	P117	1
Assistant Engineer	P116	1
Grant/Contract Administrator	P116	1

Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1
Business Services Coordinator	P114	1
Environmental Services Assistant	P114	1
Librarian	P114	2
Preschool Supervisor	P114	1
Recreation Coordinator	P114	2
Special Events Coordinator	P114	1
Code Enforcement Officer	P108	2
Library Circulation Supervisor	P108	1

F. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Executive Assistant III	P122	1
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Building Assistant	P107	1
Executive Assistant II	P107	2
Information Systems Assistant	P107	2
Planning Assistant	P107	2
Executive Assistant I	P102	11
Facility Maintenance Technician	P84	2
Recreation Specialist	P82	3
Library Technician	P69	1
Library Technical Services Coordinator	P69	1
Office Assistant	P69	2
Preschool Teacher	P43	12
Maintenance Assistant	P37	1

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2013**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P1	1,476	1,513	1,551	1,589	1,629	1,670	1,712	1,755	1,798	1,843
P2	1,491	1,528	1,566	1,605	1,646	1,687	1,729	1,772	1,816	1,862
P3	1,506	1,543	1,582	1,621	1,662	1,704	1,746	1,790	1,835	1,880
P4	1,521	1,559	1,598	1,638	1,679	1,721	1,764	1,808	1,853	1,899
P5	1,536	1,574	1,614	1,654	1,695	1,738	1,781	1,826	1,871	1,918
P6	1,551	1,590	1,630	1,671	1,712	1,755	1,799	1,844	1,890	1,937
P7	1,567	1,606	1,646	1,687	1,729	1,773	1,817	1,862	1,909	1,957
P8	1,582	1,622	1,663	1,704	1,747	1,790	1,835	1,881	1,928	1,976
P9	1,598	1,638	1,679	1,721	1,764	1,808	1,854	1,900	1,947	1,996
P10	1,614	1,655	1,696	1,738	1,782	1,826	1,872	1,919	1,967	2,016
P11	1,630	1,671	1,713	1,756	1,800	1,845	1,891	1,938	1,987	2,036
P12	1,647	1,688	1,730	1,773	1,818	1,863	1,910	1,957	2,006	2,057
P13	1,663	1,705	1,747	1,791	1,836	1,882	1,929	1,977	2,026	2,077
P14	1,680	1,722	1,765	1,809	1,854	1,901	1,948	1,997	2,047	2,098
P15	1,697	1,739	1,783	1,827	1,873	1,920	1,968	2,017	2,067	2,119
P16	1,714	1,756	1,800	1,845	1,891	1,939	1,987	2,037	2,088	2,140
P17	1,731	1,774	1,818	1,864	1,910	1,958	2,007	2,057	2,109	2,161
P18	1,748	1,792	1,837	1,882	1,930	1,978	2,027	2,078	2,130	2,183
P19	1,766	1,810	1,855	1,901	1,949	1,998	2,047	2,099	2,151	2,205
P20	1,783	1,828	1,873	1,920	1,968	2,017	2,068	2,120	2,173	2,227
P21	1,801	1,846	1,892	1,939	1,988	2,038	2,089	2,141	2,194	2,249
P22	1,819	1,864	1,911	1,959	2,008	2,058	2,109	2,162	2,216	2,272
P23	1,837	1,883	1,930	1,978	2,028	2,079	2,131	2,184	2,238	2,294
P24	1,856	1,902	1,950	1,998	2,048	2,099	2,152	2,206	2,261	2,317
P25	1,874	1,921	1,969	2,018	2,069	2,120	2,173	2,228	2,283	2,341
P26	1,893	1,940	1,989	2,038	2,089	2,142	2,195	2,250	2,306	2,364
P27	1,912	1,960	2,009	2,059	2,110	2,163	2,217	2,273	2,329	2,388
P28	1,931	1,979	2,029	2,079	2,131	2,185	2,239	2,295	2,353	2,411
P29	1,950	1,999	2,049	2,100	2,153	2,207	2,262	2,318	2,376	2,436
P30	1,970	2,019	2,069	2,121	2,174	2,229	2,284	2,341	2,400	2,460
P31	1,989	2,039	2,090	2,142	2,196	2,251	2,307	2,365	2,424	2,485
P32	2,009	2,060	2,111	2,164	2,218	2,273	2,330	2,388	2,448	2,509
P33	2,029	2,080	2,132	2,185	2,240	2,296	2,353	2,412	2,473	2,534
P34	2,050	2,101	2,153	2,207	2,262	2,319	2,377	2,436	2,497	2,560
P35	2,070	2,122	2,175	2,229	2,285	2,342	2,401	2,461	2,522	2,585
P36	2,091	2,143	2,197	2,252	2,308	2,366	2,425	2,485	2,548	2,611
P37	2,112	2,165	2,219	2,274	2,331	2,389	2,449	2,510	2,573	2,637
P38	2,133	2,186	2,241	2,297	2,354	2,413	2,474	2,535	2,599	2,664
P39	2,154	2,208	2,263	2,320	2,378	2,437	2,498	2,561	2,625	2,690
P40	2,176	2,230	2,286	2,343	2,402	2,462	2,523	2,586	2,651	2,717
P41	2,198	2,253	2,309	2,367	2,426	2,486	2,548	2,612	2,678	2,744
P42	2,220	2,275	2,332	2,390	2,450	2,511	2,574	2,638	2,704	2,772
P43	2,242	2,298	2,355	2,414	2,474	2,536	2,600	2,665	2,731	2,800
P44	2,264	2,321	2,379	2,438	2,499	2,562	2,626	2,691	2,759	2,828
P45	2,287	2,344	2,403	2,463	2,524	2,587	2,652	2,718	2,786	2,856
P46	2,310	2,367	2,427	2,487	2,549	2,613	2,678	2,745	2,814	2,884

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RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P47	2,333	2,391	2,451	2,512	2,575	2,639	2,705	2,773	2,842	2,913
P48	2,356	2,415	2,475	2,537	2,601	2,666	2,732	2,801	2,871	2,942
P49	2,380	2,439	2,500	2,563	2,627	2,692	2,760	2,829	2,899	2,972
P50	2,403	2,464	2,525	2,588	2,653	2,719	2,787	2,857	2,928	3,002
P51	2,427	2,488	2,550	2,614	2,679	2,746	2,815	2,886	2,958	3,032
P52	2,452	2,513	2,576	2,640	2,706	2,774	2,843	2,914	2,987	3,062
P53	2,476	2,538	2,602	2,667	2,733	2,802	2,872	2,944	3,017	3,093
P54	2,501	2,564	2,628	2,693	2,761	2,830	2,900	2,973	3,047	3,123
P55	2,526	2,589	2,654	2,720	2,788	2,858	2,929	3,003	3,078	3,155
P56	2,551	2,615	2,680	2,747	2,816	2,887	2,959	3,033	3,109	3,186
P57	2,577	2,641	2,707	2,775	2,844	2,915	2,988	3,063	3,140	3,218
P58	2,603	2,668	2,734	2,803	2,873	2,945	3,018	3,094	3,171	3,250
P59	2,629	2,694	2,762	2,831	2,901	2,974	3,048	3,125	3,203	3,283
P60	2,655	2,721	2,789	2,859	2,931	3,004	3,079	3,156	3,235	3,316
P61	2,681	2,748	2,817	2,888	2,960	3,034	3,110	3,187	3,267	3,349
P62	2,708	2,776	2,845	2,916	2,989	3,064	3,141	3,219	3,300	3,382
P63	2,735	2,804	2,874	2,946	3,019	3,095	3,172	3,251	3,333	3,416
P64	2,763	2,832	2,903	2,975	3,049	3,126	3,204	3,284	3,366	3,450
P65	2,790	2,860	2,932	3,005	3,080	3,157	3,236	3,317	3,400	3,485
P66	2,818	2,889	2,961	3,035	3,111	3,189	3,268	3,350	3,434	3,520
P67	2,846	2,918	2,991	3,065	3,142	3,220	3,301	3,383	3,468	3,555
P68	2,875	2,947	3,020	3,096	3,173	3,253	3,334	3,417	3,503	3,590
P69	2,904	2,976	3,051	3,127	3,205	3,285	3,367	3,451	3,538	3,626
P70	2,933	3,006	3,081	3,158	3,237	3,318	3,401	3,486	3,573	3,662
P71	2,962	3,036	3,112	3,190	3,269	3,351	3,435	3,521	3,609	3,699
P72	2,992	3,066	3,143	3,222	3,302	3,385	3,469	3,556	3,645	3,736
P73	3,022	3,097	3,174	3,254	3,335	3,419	3,504	3,592	3,681	3,773
P74	3,052	3,128	3,206	3,286	3,369	3,453	3,539	3,628	3,718	3,811
P75	3,082	3,159	3,238	3,319	3,402	3,487	3,574	3,664	3,755	3,849
P76	3,113	3,191	3,271	3,352	3,436	3,522	3,610	3,700	3,793	3,888
P77	3,144	3,223	3,303	3,386	3,471	3,557	3,646	3,737	3,831	3,927
P78	3,176	3,255	3,336	3,420	3,505	3,593	3,683	3,775	3,869	3,966
P79	3,207	3,288	3,370	3,454	3,540	3,629	3,720	3,813	3,908	4,006
P80	3,239	3,320	3,403	3,489	3,576	3,665	3,757	3,851	3,947	4,046
P81	3,272	3,354	3,438	3,523	3,612	3,702	3,794	3,889	3,986	4,086
P82	3,305	3,387	3,472	3,559	3,648	3,739	3,832	3,928	4,026	4,127
P83	3,338	3,421	3,507	3,594	3,684	3,776	3,871	3,967	4,067	4,168
P84	3,371	3,455	3,542	3,630	3,721	3,814	3,909	4,007	4,107	4,210
P85	3,405	3,490	3,577	3,667	3,758	3,852	3,948	4,047	4,148	4,252
P86	3,439	3,525	3,613	3,703	3,796	3,891	3,988	4,088	4,190	4,295
P87	3,473	3,560	3,649	3,740	3,834	3,930	4,028	4,128	4,232	4,337
P88	3,508	3,596	3,685	3,778	3,872	3,969	4,068	4,170	4,274	4,381
P89	3,543	3,632	3,722	3,815	3,911	4,009	4,109	4,211	4,317	4,425
P90	3,578	3,668	3,760	3,854	3,950	4,049	4,150	4,254	4,360	4,469
P91	3,614	3,705	3,797	3,892	3,989	4,089	4,191	4,296	4,404	4,514
P92	3,650	3,742	3,835	3,931	4,029	4,130	4,233	4,339	4,448	4,559

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P93	3,687	3,779	3,873	3,970	4,070	4,171	4,276	4,382	4,492	4,604
P94	3,724	3,817	3,912	4,010	4,110	4,213	4,318	4,426	4,537	4,650
P95	3,761	3,855	3,951	4,050	4,151	4,255	4,362	4,471	4,582	4,697
P96	3,799	3,894	3,991	4,091	4,193	4,298	4,405	4,515	4,628	4,744
P97	3,837	3,932	4,031	4,132	4,235	4,341	4,449	4,560	4,674	4,791
P98	3,875	3,972	4,071	4,173	4,277	4,384	4,494	4,606	4,721	4,839
P99	3,914	4,011	4,112	4,215	4,320	4,428	4,539	4,652	4,768	4,888
P100	3,953	4,052	4,153	4,257	4,363	4,472	4,584	4,699	4,816	4,936
P101	3,992	4,092	4,194	4,299	4,407	4,517	4,630	4,746	4,864	4,986
P102	4,032	4,133	4,236	4,342	4,451	4,562	4,676	4,793	4,913	5,036
P103	4,073	4,174	4,279	4,386	4,495	4,608	4,723	4,841	4,962	5,086
P104	4,113	4,216	4,322	4,430	4,540	4,654	4,770	4,889	5,012	5,137
P105	4,154	4,258	4,365	4,474	4,586	4,700	4,818	4,938	5,062	5,188
P106	4,196	4,301	4,408	4,519	4,632	4,747	4,866	4,988	5,112	5,240
P107	4,238	4,344	4,452	4,564	4,678	4,795	4,915	5,038	5,163	5,293
P108	4,280	4,387	4,497	4,609	4,725	4,843	4,964	5,088	5,215	5,345
P109	4,323	4,431	4,542	4,655	4,772	4,891	5,013	5,139	5,267	5,399
P110	4,366	4,475	4,587	4,702	4,820	4,940	5,064	5,190	5,320	5,453
P111	4,410	4,520	4,633	4,749	4,868	4,989	5,114	5,242	5,373	5,507
P112	4,454	4,565	4,680	4,797	4,916	5,039	5,165	5,295	5,427	5,563
P113	4,499	4,611	4,726	4,845	4,966	5,090	5,217	5,347	5,481	5,618
P114	4,544	4,657	4,774	4,893	5,015	5,141	5,269	5,401	5,536	5,674
P115	4,589	4,704	4,821	4,942	5,065	5,192	5,322	5,455	5,591	5,731
P116	4,635	4,751	4,870	4,991	5,116	5,244	5,375	5,509	5,647	5,788
P117	4,681	4,798	4,918	5,041	5,167	5,296	5,429	5,565	5,704	5,846
P118	4,728	4,846	4,967	5,092	5,219	5,349	5,483	5,620	5,761	5,905
P119	4,775	4,895	5,017	5,143	5,271	5,403	5,538	5,676	5,818	5,964
P120	4,823	4,944	5,067	5,194	5,324	5,457	5,593	5,733	5,877	6,023
P121	4,871	4,993	5,118	5,246	5,377	5,512	5,649	5,791	5,935	6,084
P122	4,920	5,043	5,169	5,298	5,431	5,567	5,706	5,848	5,995	6,145
P123	4,969	5,094	5,221	5,351	5,485	5,622	5,763	5,907	6,055	6,206
P124	5,019	5,144	5,273	5,405	5,540	5,679	5,820	5,966	6,115	6,268
P125	5,069	5,196	5,326	5,459	5,595	5,735	5,879	6,026	6,176	6,331
P126	5,120	5,248	5,379	5,514	5,651	5,793	5,937	6,086	6,238	6,394
P127	5,171	5,300	5,433	5,569	5,708	5,851	5,997	6,147	6,300	6,458
P128	5,223	5,353	5,487	5,624	5,765	5,909	6,057	6,208	6,363	6,523
P129	5,275	5,407	5,542	5,681	5,823	5,968	6,117	6,270	6,427	6,588
P130	5,328	5,461	5,597	5,737	5,881	6,028	6,179	6,333	6,491	6,654
P131	5,381	5,516	5,653	5,795	5,940	6,088	6,240	6,396	6,556	6,720
P132	5,435	5,571	5,710	5,853	5,999	6,149	6,303	6,460	6,622	6,787
P133	5,489	5,626	5,767	5,911	6,059	6,211	6,366	6,525	6,688	6,855
P134	5,544	5,683	5,825	5,970	6,120	6,273	6,429	6,590	6,755	6,924
P135	5,600	5,740	5,883	6,030	6,181	6,335	6,494	6,656	6,822	6,993
P136	5,656	5,797	5,942	6,090	6,243	6,399	6,559	6,723	6,891	7,063
P137	5,712	5,855	6,001	6,151	6,305	6,463	6,624	6,790	6,960	7,134
P138	5,769	5,913	6,061	6,213	6,368	6,527	6,690	6,858	7,029	7,205

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P139	5,827	5,973	6,122	6,275	6,432	6,593	6,757	6,926	7,099	7,277
P140	5,885	6,032	6,183	6,338	6,496	6,659	6,825	6,996	7,170	7,350
P141	5,944	6,093	6,245	6,401	6,561	6,725	6,893	7,066	7,242	7,423
P142	6,003	6,154	6,307	6,465	6,627	6,792	6,962	7,136	7,315	7,497
P143	6,063	6,215	6,370	6,530	6,693	6,860	7,032	7,208	7,388	7,572
P144	6,124	6,277	6,434	6,595	6,760	6,929	7,102	7,280	7,462	7,648
P145	6,185	6,340	6,498	6,661	6,827	6,998	7,173	7,352	7,536	7,725
P146	6,247	6,403	6,563	6,728	6,896	7,068	7,245	7,426	7,612	7,802
P147	6,310	6,467	6,629	6,795	6,965	7,139	7,317	7,500	7,688	7,880
P148	6,373	6,532	6,695	6,863	7,034	7,210	7,390	7,575	7,765	7,959
P149	6,436	6,597	6,762	6,931	7,105	7,282	7,464	7,651	7,842	8,038
P150	6,501	6,663	6,830	7,001	7,176	7,355	7,539	7,727	7,921	8,119
P151	6,566	6,730	6,898	7,071	7,247	7,429	7,614	7,805	8,000	8,200
P152	6,632	6,797	6,967	7,141	7,320	7,503	7,691	7,883	8,080	8,282
P153	6,698	6,865	7,037	7,213	7,393	7,578	7,767	7,962	8,161	8,365
P154	6,765	6,934	7,107	7,285	7,467	7,654	7,845	8,041	8,242	8,448
P155	6,832	7,003	7,178	7,358	7,542	7,730	7,924	8,122	8,325	8,533
P156	6,901	7,073	7,250	7,431	7,617	7,808	8,003	8,203	8,408	8,618
P157	6,970	7,144	7,323	7,506	7,693	7,886	8,083	8,285	8,492	8,704
P158	7,040	7,215	7,396	7,581	7,770	7,965	8,164	8,368	8,577	8,791
P159	7,110	7,288	7,470	7,657	7,848	8,044	8,245	8,451	8,663	8,879
P160	7,181	7,361	7,545	7,733	7,926	8,125	8,328	8,536	8,749	8,968
P161	7,253	7,434	7,620	7,810	8,006	8,206	8,411	8,621	8,837	9,058
P162	7,325	7,508	7,696	7,889	8,086	8,288	8,495	8,708	8,925	9,148
P163	7,399	7,584	7,773	7,967	8,167	8,371	8,580	8,795	9,014	9,240
P164	7,473	7,659	7,851	8,047	8,248	8,455	8,666	8,883	9,105	9,332
P165	7,547	7,736	7,929	8,128	8,331	8,539	8,753	8,971	9,196	9,426
P166	7,623	7,813	8,009	8,209	8,414	8,624	8,840	9,061	9,288	9,520
P167	7,699	7,891	8,089	8,291	8,498	8,711	8,928	9,152	9,380	9,615
P168	7,776	7,970	8,170	8,374	8,583	8,798	9,018	9,243	9,474	9,711
P169	7,854	8,050	8,251	8,458	8,669	8,886	9,108	9,336	9,569	9,808
P170	7,932	8,131	8,334	8,542	8,756	8,975	9,199	9,429	9,665	9,906
P171	8,012	8,212	8,417	8,628	8,843	9,064	9,291	9,523	9,761	10,005
P172	8,092	8,294	8,501	8,714	8,932	9,155	9,384	9,619	9,859	10,105
P173	8,173	8,377	8,586	8,801	9,021	9,247	9,478	9,715	9,958	10,207
P174	8,254	8,461	8,672	8,889	9,111	9,339	9,573	9,812	10,057	10,309
P175	8,337	8,545	8,759	8,978	9,202	9,432	9,668	9,910	10,158	10,412
P176	8,420	8,631	8,847	9,068	9,294	9,527	9,765	10,009	10,259	10,516
P177	8,504	8,717	8,935	9,158	9,387	9,622	9,863	10,109	10,362	10,621
P178	8,590	8,804	9,024	9,250	9,481	9,718	9,961	10,210	10,466	10,727
P179	8,675	8,892	9,115	9,342	9,576	9,815	10,061	10,312	10,570	10,834
P180	8,762	8,981	9,206	9,436	9,672	9,914	10,161	10,415	10,676	10,943
P181	8,850	9,071	9,298	9,530	9,769	10,013	10,263	10,520	10,783	11,052
P182	8,938	9,162	9,391	9,626	9,866	10,113	10,366	10,625	10,890	11,163
P183	9,028	9,253	9,485	9,722	9,965	10,214	10,469	10,731	10,999	11,274
P184	9,118	9,346	9,580	9,819	10,065	10,316	10,574	10,838	11,109	11,387

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P185	9,209	9,439	9,675	9,917	10,165	10,419	10,680	10,947	11,220	11,501
P186	9,301	9,534	9,772	10,016	10,267	10,523	10,787	11,056	11,333	11,616
P187	9,394	9,629	9,870	10,117	10,369	10,629	10,894	11,167	11,446	11,732
P188	9,488	9,725	9,969	10,218	10,473	10,735	11,003	11,278	11,560	11,849
P189	9,583	9,823	10,068	10,320	10,578	10,842	11,113	11,391	11,676	11,968
P190	9,679	9,921	10,169	10,423	10,684	10,951	11,225	11,505	11,793	12,088
P191	9,776	10,020	10,271	10,527	10,791	11,060	11,337	11,620	11,911	12,208
P192	9,873	10,120	10,373	10,633	10,898	11,171	11,450	11,736	12,030	12,331
P193	9,972	10,221	10,477	10,739	11,007	11,283	11,565	11,854	12,150	12,454
P194	10,072	10,324	10,582	10,846	11,117	11,395	11,680	11,972	12,272	12,578
P195	10,173	10,427	10,688	10,955	11,229	11,509	11,797	12,092	12,394	12,704
P196	10,274	10,531	10,794	11,064	11,341	11,624	11,915	12,213	12,518	12,831
P197	10,377	10,637	10,902	11,175	11,454	11,741	12,034	12,335	12,643	12,960
P198	10,481	10,743	11,011	11,287	11,569	11,858	12,155	12,458	12,770	13,089
P199	10,586	10,850	11,122	11,400	11,685	11,977	12,276	12,583	12,898	13,220
P200	10,692	10,959	11,233	11,514	11,801	12,096	12,399	12,709	13,027	13,352
P201	10,798	11,068	11,345	11,629	11,919	12,217	12,523	12,836	13,157	13,486
P202	10,906	11,179	11,459	11,745	12,039	12,340	12,648	12,964	13,288	13,621
P203	11,015	11,291	11,573	11,862	12,159	12,463	12,775	13,094	13,421	13,757
P204	11,126	11,404	11,689	11,981	12,281	12,588	12,902	13,225	13,556	13,894
P205	11,237	11,518	11,806	12,101	12,403	12,714	13,031	13,357	13,691	14,033
P206	11,349	11,633	11,924	12,222	12,527	12,841	13,162	13,491	13,828	14,174
P207	11,463	11,749	12,043	12,344	12,653	12,969	13,293	13,626	13,966	14,315
P208	11,577	11,867	12,163	12,468	12,779	13,099	13,426	13,762	14,106	14,459
P209	11,693	11,985	12,285	12,592	12,907	13,230	13,560	13,899	14,247	14,603
P210	11,810	12,105	12,408	12,718	13,036	13,362	13,696	14,038	14,389	14,749
P211	11,928	12,226	12,532	12,845	13,166	13,496	13,833	14,179	14,533	14,897
P212	12,047	12,349	12,657	12,974	13,298	13,631	13,971	14,321	14,679	15,046
P213	12,168	12,472	12,784	13,104	13,431	13,767	14,111	14,464	14,825	15,196
P214	12,290	12,597	12,912	13,235	13,565	13,905	14,252	14,609	14,974	15,348
P215	12,413	12,723	13,041	13,367	13,701	14,044	14,395	14,755	15,123	15,502
P216	12,537	12,850	13,171	13,501	13,838	14,184	14,539	14,902	15,275	15,657
P217	12,662	12,979	13,303	13,636	13,977	14,326	14,684	15,051	15,427	15,813
P218	12,789	13,108	13,436	13,772	14,116	14,469	14,831	15,202	15,582	15,971
P219	12,917	13,239	13,570	13,910	14,257	14,614	14,979	15,354	15,738	16,131
P220	13,046	13,372	13,706	14,049	14,400	14,760	15,129	15,507	15,895	16,292
P221	13,176	13,506	13,843	14,189	14,544	14,908	15,280	15,662	16,054	16,455
P222	13,308	13,641	13,982	14,331	14,689	15,057	15,433	15,819	16,214	16,620
P223	13,441	13,777	14,121	14,474	14,836	15,207	15,587	15,977	16,377	16,786
P224	13,575	13,915	14,263	14,619	14,985	15,359	15,743	16,137	16,540	16,954
P225	13,711	14,054	14,405	14,765	15,135	15,513	15,901	16,298	16,706	17,123
P226	13,848	14,194	14,549	14,913	15,286	15,668	16,060	16,461	16,873	17,295
P227	13,987	14,336	14,695	15,062	15,439	15,825	16,220	16,626	17,041	17,468
P228	14,127	14,480	14,842	15,213	15,593	15,983	16,383	16,792	17,212	17,642
P229	14,268	14,625	14,990	15,365	15,749	16,143	16,546	16,960	17,384	17,819
P230	14,411	14,771	15,140	15,519	15,907	16,304	16,712	17,130	17,558	17,997

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2013**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P231	14,555	14,919	15,291	15,674	16,066	16,467	16,879	17,301	17,733	18,177
P232	14,700	15,068	15,444	15,831	16,226	16,632	17,048	17,474	17,911	18,359
P233	14,847	15,218	15,599	15,989	16,389	16,798	17,218	17,649	18,090	18,542
P234	14,996	15,371	15,755	16,149	16,552	16,966	17,390	17,825	18,271	18,728
P235	15,146	15,524	15,912	16,310	16,718	17,136	17,564	18,003	18,453	18,915
P236	15,297	15,680	16,072	16,473	16,885	17,307	17,740	18,183	18,638	19,104
P237	15,450	15,836	16,232	16,638	17,054	17,480	17,917	18,365	18,824	19,295
P238	15,605	15,995	16,395	16,804	17,225	17,655	18,097	18,549	19,013	19,488
P239	15,761	16,155	16,559	16,972	17,397	17,832	18,277	18,734	19,203	19,683
P240	15,918	16,316	16,724	17,142	17,571	18,010	18,460	18,922	19,395	19,880
P241	16,077	16,479	16,891	17,314	17,746	18,190	18,645	19,111	19,589	20,078
P242	16,238	16,644	17,060	17,487	17,924	18,372	18,831	19,302	19,785	20,279
P243	16,401	16,811	17,231	17,662	18,103	18,556	19,020	19,495	19,982	20,482
P244	16,565	16,979	17,403	17,838	18,284	18,741	19,210	19,690	20,182	20,687
P245	16,730	17,148	17,577	18,017	18,467	18,929	19,402	19,887	20,384	20,894
P246	16,898	17,320	17,753	18,197	18,652	19,118	19,596	20,086	20,588	21,103
P247	17,066	17,493	17,930	18,379	18,838	19,309	19,792	20,287	20,794	21,314
P248	17,237	17,668	18,110	18,563	19,027	19,502	19,990	20,490	21,002	21,527

**CITY OF CALABASAS
PERMANENT EMPLOYEE SALARY RANGES
(Effective July 1, 2014)**

A. City Manager

POSITION	CONTRACT MONTHLY SALARY	NUMBER OF EMPLOYEES BUDGETED IN POSITION
City Manager	\$19,462	1

B. Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Administrative Services Director	P197	1
Community Services Director	P207	1
Media Operations Director	P197	1

C. Mid-Management Classification

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

D. Professional/Supervisory Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Senior Civil Engineer	P148	1
Senior Planner	P148	2
Environmental Services Supervisor	P148	1
Senior Management Analyst	P144	1
Preschool Principal	P140	1
Accounting Supervisor	P132	1
Media Supervisor	P132	1
Public Safety Coordinator	P132	1
Facility Supervisor	P129	1

E. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Planner	P138	2
Associate Civil Engineer	P131	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
Public Works Inspector	P117	1
Assistant Engineer	P116	1
Grant/Contract Administrator	P116	1
Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1

Business Services Coordinator	P114	1
Librarian	P114	1
Preschool Supervisor	P114	1
Recreation Coordinator	P114	2
Special Events Coordinator	P114	1
Code Enforcement Officer	P108	2
Library Circulation Supervisor	P108	1

F. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Executive Assistant III	P122	1
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Executive Assistant II	P107	2
Information Systems Assistant	P107	2
Executive Assistant I	P102	9
Facility Maintenance Technician II	P94	1
Public Works Maintenance Technician	P87	1
Facility Maintenance Technician	P84	1
Recreation Specialist	P82	3
Library Technician	P69	1
Library Technical Services Coordinator	P69	1
Office Assistant	P69	2
Preschool Teacher	P43	11
Maintenance Assistant	P37	1

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2014**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P1	1,562	1,601	1,641	1,682	1,724	1,767	1,811	1,857	1,903	1,951
P2	1,578	1,617	1,657	1,699	1,741	1,785	1,830	1,875	1,922	1,970
P3	1,593	1,633	1,674	1,716	1,759	1,803	1,848	1,894	1,941	1,990
P4	1,609	1,650	1,691	1,733	1,776	1,821	1,866	1,913	1,961	2,010
P5	1,625	1,666	1,708	1,750	1,794	1,839	1,885	1,932	1,980	2,030
P6	1,642	1,683	1,725	1,768	1,812	1,857	1,904	1,951	2,000	2,050
P7	1,658	1,700	1,742	1,786	1,830	1,876	1,923	1,971	2,020	2,071
P8	1,675	1,717	1,759	1,803	1,849	1,895	1,942	1,991	2,040	2,091
P9	1,691	1,734	1,777	1,821	1,867	1,914	1,962	2,011	2,061	2,112
P10	1,708	1,751	1,795	1,840	1,886	1,933	1,981	2,031	2,081	2,133
P11	1,725	1,769	1,813	1,858	1,905	1,952	2,001	2,051	2,102	2,155
P12	1,743	1,786	1,831	1,877	1,924	1,972	2,021	2,071	2,123	2,176
P13	1,760	1,804	1,849	1,895	1,943	1,991	2,041	2,092	2,145	2,198
P14	1,778	1,822	1,868	1,914	1,962	2,011	2,062	2,113	2,166	2,220
P15	1,795	1,840	1,886	1,934	1,982	2,031	2,082	2,134	2,188	2,242
P16	1,813	1,859	1,905	1,953	2,002	2,052	2,103	2,156	2,209	2,265
P17	1,832	1,877	1,924	1,972	2,022	2,072	2,124	2,177	2,232	2,287
P18	1,850	1,896	1,944	1,992	2,042	2,093	2,145	2,199	2,254	2,310
P19	1,868	1,915	1,963	2,012	2,062	2,114	2,167	2,221	2,276	2,333
P20	1,887	1,934	1,983	2,032	2,083	2,135	2,188	2,243	2,299	2,357
P21	1,906	1,954	2,002	2,052	2,104	2,156	2,210	2,266	2,322	2,380
P22	1,925	1,973	2,022	2,073	2,125	2,178	2,232	2,288	2,345	2,404
P23	1,944	1,993	2,043	2,094	2,146	2,200	2,255	2,311	2,369	2,428
P24	1,964	2,013	2,063	2,115	2,168	2,222	2,277	2,334	2,393	2,452
P25	1,983	2,033	2,084	2,136	2,189	2,244	2,300	2,358	2,416	2,477
P26	2,003	2,053	2,105	2,157	2,211	2,266	2,323	2,381	2,441	2,502
P27	2,023	2,074	2,126	2,179	2,233	2,289	2,346	2,405	2,465	2,527
P28	2,043	2,095	2,147	2,201	2,256	2,312	2,370	2,429	2,490	2,552
P29	2,064	2,115	2,168	2,223	2,278	2,335	2,393	2,453	2,515	2,577
P30	2,084	2,137	2,190	2,245	2,301	2,358	2,417	2,478	2,540	2,603
P31	2,105	2,158	2,212	2,267	2,324	2,382	2,442	2,503	2,565	2,629
P32	2,126	2,180	2,234	2,290	2,347	2,406	2,466	2,528	2,591	2,656
P33	2,148	2,201	2,256	2,313	2,371	2,430	2,491	2,553	2,617	2,682
P34	2,169	2,223	2,279	2,336	2,394	2,454	2,516	2,578	2,643	2,709
P35	2,191	2,246	2,302	2,359	2,418	2,479	2,541	2,604	2,669	2,736
P36	2,213	2,268	2,325	2,383	2,442	2,504	2,566	2,630	2,696	2,763
P37	2,235	2,291	2,348	2,407	2,467	2,529	2,592	2,657	2,723	2,791
P38	2,257	2,314	2,371	2,431	2,492	2,554	2,618	2,683	2,750	2,819
P39	2,280	2,337	2,395	2,455	2,516	2,579	2,644	2,710	2,778	2,847
P40	2,303	2,360	2,419	2,480	2,542	2,605	2,670	2,737	2,805	2,876
P41	2,326	2,384	2,443	2,504	2,567	2,631	2,697	2,764	2,834	2,904
P42	2,349	2,408	2,468	2,529	2,593	2,658	2,724	2,792	2,862	2,933
P43	2,372	2,432	2,492	2,555	2,619	2,684	2,751	2,820	2,890	2,963
P44	2,396	2,456	2,517	2,580	2,645	2,711	2,779	2,848	2,919	2,992
P45	2,420	2,481	2,543	2,606	2,671	2,738	2,806	2,877	2,949	3,022
P46	2,444	2,505	2,568	2,632	2,698	2,765	2,835	2,905	2,978	3,053

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2014**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P47	2,469	2,530	2,594	2,658	2,725	2,793	2,863	2,934	3,008	3,083
P48	2,493	2,556	2,620	2,685	2,752	2,821	2,892	2,964	3,038	3,114
P49	2,518	2,581	2,646	2,712	2,780	2,849	2,920	2,993	3,068	3,145
P50	2,543	2,607	2,672	2,739	2,808	2,878	2,950	3,023	3,099	3,176
P51	2,569	2,633	2,699	2,766	2,836	2,906	2,979	3,054	3,130	3,208
P52	2,595	2,659	2,726	2,794	2,864	2,936	3,009	3,084	3,161	3,240
P53	2,621	2,686	2,753	2,822	2,893	2,965	3,039	3,115	3,193	3,273
P54	2,647	2,713	2,781	2,850	2,922	2,995	3,069	3,146	3,225	3,305
P55	2,673	2,740	2,809	2,879	2,951	3,025	3,100	3,178	3,257	3,338
P56	2,700	2,767	2,837	2,908	2,980	3,055	3,131	3,209	3,290	3,372
P57	2,727	2,795	2,865	2,937	3,010	3,085	3,162	3,241	3,323	3,406
P58	2,754	2,823	2,894	2,966	3,040	3,116	3,194	3,274	3,356	3,440
P59	2,782	2,851	2,923	2,996	3,071	3,147	3,226	3,307	3,389	3,474
P60	2,810	2,880	2,952	3,026	3,101	3,179	3,258	3,340	3,423	3,509
P61	2,838	2,909	2,981	3,056	3,132	3,211	3,291	3,373	3,457	3,544
P62	2,866	2,938	3,011	3,086	3,164	3,243	3,324	3,407	3,492	3,579
P63	2,895	2,967	3,041	3,117	3,195	3,275	3,357	3,441	3,527	3,615
P64	2,924	2,997	3,072	3,148	3,227	3,308	3,391	3,475	3,562	3,651
P65	2,953	3,027	3,102	3,180	3,259	3,341	3,424	3,510	3,598	3,688
P66	2,982	3,057	3,133	3,212	3,292	3,374	3,459	3,545	3,634	3,725
P67	3,012	3,088	3,165	3,244	3,325	3,408	3,493	3,581	3,670	3,762
P68	3,042	3,118	3,196	3,276	3,358	3,442	3,528	3,616	3,707	3,800
P69	3,073	3,150	3,228	3,309	3,392	3,477	3,564	3,653	3,744	3,838
P70	3,104	3,181	3,261	3,342	3,426	3,511	3,599	3,689	3,781	3,876
P71	3,135	3,213	3,293	3,376	3,460	3,546	3,635	3,726	3,819	3,915
P72	3,166	3,245	3,326	3,409	3,495	3,582	3,671	3,763	3,857	3,954
P73	3,198	3,278	3,359	3,443	3,530	3,618	3,708	3,801	3,896	3,993
P74	3,230	3,310	3,393	3,478	3,565	3,654	3,745	3,839	3,935	4,033
P75	3,262	3,343	3,427	3,513	3,600	3,690	3,783	3,877	3,974	4,074
P76	3,294	3,377	3,461	3,548	3,636	3,727	3,821	3,916	4,014	4,114
P77	3,327	3,411	3,496	3,583	3,673	3,765	3,859	3,955	4,054	4,155
P78	3,361	3,445	3,531	3,619	3,710	3,802	3,897	3,995	4,095	4,197
P79	3,394	3,479	3,566	3,655	3,747	3,840	3,936	4,035	4,136	4,239
P80	3,428	3,514	3,602	3,692	3,784	3,879	3,976	4,075	4,177	4,281
P81	3,463	3,549	3,638	3,729	3,822	3,918	4,015	4,116	4,219	4,324
P82	3,497	3,585	3,674	3,766	3,860	3,957	4,056	4,157	4,261	4,367
P83	3,532	3,620	3,711	3,804	3,899	3,996	4,096	4,199	4,304	4,411
P84	3,567	3,657	3,748	3,842	3,938	4,036	4,137	4,241	4,347	4,455
P85	3,603	3,693	3,786	3,880	3,977	4,077	4,178	4,283	4,390	4,500
P86	3,639	3,730	3,823	3,919	4,017	4,117	4,220	4,326	4,434	4,545
P87	3,676	3,767	3,862	3,958	4,057	4,159	4,262	4,369	4,478	4,590
P88	3,712	3,805	3,900	3,998	4,098	4,200	4,305	4,413	4,523	4,636
P89	3,749	3,843	3,939	4,038	4,139	4,242	4,348	4,457	4,568	4,682
P90	3,787	3,882	3,979	4,078	4,180	4,285	4,392	4,501	4,614	4,729
P91	3,825	3,920	4,018	4,119	4,222	4,327	4,436	4,546	4,660	4,777
P92	3,863	3,960	4,059	4,160	4,264	4,371	4,480	4,592	4,707	4,824

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2014**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P93	3,902	3,999	4,099	4,202	4,307	4,414	4,525	4,638	4,754	4,873
P94	3,941	4,039	4,140	4,244	4,350	4,458	4,570	4,684	4,801	4,921
P95	3,980	4,080	4,182	4,286	4,393	4,503	4,616	4,731	4,849	4,971
P96	4,020	4,120	4,223	4,329	4,437	4,548	4,662	4,778	4,898	5,020
P97	4,060	4,162	4,266	4,372	4,482	4,594	4,708	4,826	4,947	5,070
P98	4,101	4,203	4,308	4,416	4,526	4,640	4,756	4,874	4,996	5,121
P99	4,142	4,245	4,351	4,460	4,572	4,686	4,803	4,923	5,046	5,172
P100	4,183	4,288	4,395	4,505	4,617	4,733	4,851	4,972	5,097	5,224
P101	4,225	4,331	4,439	4,550	4,664	4,780	4,900	5,022	5,148	5,276
P102	4,267	4,374	4,483	4,595	4,710	4,828	4,949	5,072	5,199	5,329
P103	4,310	4,418	4,528	4,641	4,757	4,876	4,998	5,123	5,251	5,382
P104	4,353	4,462	4,573	4,688	4,805	4,925	5,048	5,174	5,304	5,436
P105	4,396	4,506	4,619	4,735	4,853	4,974	5,099	5,226	5,357	5,491
P106	4,440	4,551	4,665	4,782	4,901	5,024	5,150	5,278	5,410	5,545
P107	4,485	4,597	4,712	4,830	4,950	5,074	5,201	5,331	5,464	5,601
P108	4,530	4,643	4,759	4,878	5,000	5,125	5,253	5,384	5,519	5,657
P109	4,575	4,689	4,807	4,927	5,050	5,176	5,306	5,438	5,574	5,714
P110	4,621	4,736	4,855	4,976	5,100	5,228	5,359	5,493	5,630	5,771
P111	4,667	4,784	4,903	5,026	5,151	5,280	5,412	5,548	5,686	5,828
P112	4,714	4,831	4,952	5,076	5,203	5,333	5,466	5,603	5,743	5,887
P113	4,761	4,880	5,002	5,127	5,255	5,386	5,521	5,659	5,801	5,946
P114	4,808	4,929	5,052	5,178	5,308	5,440	5,576	5,716	5,859	6,005
P115	4,856	4,978	5,102	5,230	5,361	5,495	5,632	5,773	5,917	6,065
P116	4,905	5,028	5,153	5,282	5,414	5,550	5,688	5,831	5,976	6,126
P117	4,954	5,078	5,205	5,335	5,468	5,605	5,745	5,889	6,036	6,187
P118	5,004	5,129	5,257	5,388	5,523	5,661	5,803	5,948	6,096	6,249
P119	5,054	5,180	5,309	5,442	5,578	5,718	5,861	6,007	6,157	6,311
P120	5,104	5,232	5,363	5,497	5,634	5,775	5,919	6,067	6,219	6,374
P121	5,155	5,284	5,416	5,552	5,690	5,833	5,978	6,128	6,281	6,438
P122	5,207	5,337	5,470	5,607	5,747	5,891	6,038	6,189	6,344	6,503
P123	5,259	5,390	5,525	5,663	5,805	5,950	6,099	6,251	6,407	6,568
P124	5,311	5,444	5,580	5,720	5,863	6,009	6,160	6,314	6,471	6,633
P125	5,365	5,499	5,636	5,777	5,921	6,069	6,221	6,377	6,536	6,700
P126	5,418	5,554	5,692	5,835	5,981	6,130	6,283	6,441	6,602	6,767
P127	5,472	5,609	5,749	5,893	6,040	6,191	6,346	6,505	6,668	6,834
P128	5,527	5,665	5,807	5,952	6,101	6,253	6,410	6,570	6,734	6,903
P129	5,582	5,722	5,865	6,012	6,162	6,316	6,474	6,636	6,802	6,972
P130	5,638	5,779	5,924	6,072	6,223	6,379	6,539	6,702	6,870	7,041
P131	5,695	5,837	5,983	6,132	6,286	6,443	6,604	6,769	6,938	7,112
P132	5,751	5,895	6,043	6,194	6,349	6,507	6,670	6,837	7,008	7,183
P133	5,809	5,954	6,103	6,256	6,412	6,572	6,737	6,905	7,078	7,255
P134	5,867	6,014	6,164	6,318	6,476	6,638	6,804	6,974	7,148	7,327
P135	5,926	6,074	6,226	6,381	6,541	6,704	6,872	7,044	7,220	7,400
P136	5,985	6,135	6,288	6,445	6,606	6,772	6,941	7,114	7,292	7,474
P137	6,045	6,196	6,351	6,510	6,672	6,839	7,010	7,185	7,365	7,549
P138	6,105	6,258	6,414	6,575	6,739	6,908	7,080	7,257	7,439	7,625

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2014**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P139	6,166	6,321	6,479	6,641	6,807	6,977	7,151	7,330	7,513	7,701
P140	6,228	6,384	6,543	6,707	6,875	7,046	7,223	7,403	7,588	7,778
P141	6,290	6,448	6,609	6,774	6,943	7,117	7,295	7,477	7,664	7,856
P142	6,353	6,512	6,675	6,842	7,013	7,188	7,368	7,552	7,741	7,934
P143	6,417	6,577	6,742	6,910	7,083	7,260	7,441	7,628	7,818	8,014
P144	6,481	6,643	6,809	6,979	7,154	7,333	7,516	7,704	7,896	8,094
P145	6,546	6,709	6,877	7,049	7,225	7,406	7,591	7,781	7,975	8,175
P146	6,611	6,776	6,946	7,120	7,298	7,480	7,667	7,859	8,055	8,256
P147	6,677	6,844	7,015	7,191	7,371	7,555	7,744	7,937	8,136	8,339
P148	6,744	6,913	7,086	7,263	7,444	7,630	7,821	8,017	8,217	8,422
P149	6,812	6,982	7,156	7,335	7,519	7,707	7,899	8,097	8,299	8,507
P150	6,880	7,052	7,228	7,409	7,594	7,784	7,978	8,178	8,382	8,592
P151	6,948	7,122	7,300	7,483	7,670	7,862	8,058	8,260	8,466	8,678
P152	7,018	7,193	7,373	7,558	7,746	7,940	8,139	8,342	8,551	8,764
P153	7,088	7,265	7,447	7,633	7,824	8,020	8,220	8,426	8,636	8,852
P154	7,159	7,338	7,521	7,709	7,902	8,100	8,302	8,510	8,723	8,941
P155	7,231	7,411	7,597	7,787	7,981	8,181	8,385	8,595	8,810	9,030
P156	7,303	7,485	7,673	7,864	8,061	8,263	8,469	8,681	8,898	9,120
P157	7,376	7,560	7,749	7,943	8,142	8,345	8,554	8,768	8,987	9,211
P158	7,450	7,636	7,827	8,022	8,223	8,429	8,639	8,855	9,077	9,304
P159	7,524	7,712	7,905	8,103	8,305	8,513	8,726	8,944	9,167	9,397
P160	7,599	7,789	7,984	8,184	8,388	8,598	8,813	9,033	9,259	9,491
P161	7,675	7,867	8,064	8,266	8,472	8,684	8,901	9,124	9,352	9,586
P162	7,752	7,946	8,145	8,348	8,557	8,771	8,990	9,215	9,445	9,681
P163	7,830	8,025	8,226	8,432	8,642	8,859	9,080	9,307	9,540	9,778
P164	7,908	8,106	8,308	8,516	8,729	8,947	9,171	9,400	9,635	9,876
P165	7,987	8,187	8,391	8,601	8,816	9,037	9,263	9,494	9,731	9,975
P166	8,067	8,269	8,475	8,687	8,904	9,127	9,355	9,589	9,829	10,074
P167	8,148	8,351	8,560	8,774	8,993	9,218	9,449	9,685	9,927	10,175
P168	8,229	8,435	8,646	8,862	9,083	9,310	9,543	9,782	10,026	10,277
P169	8,311	8,519	8,732	8,950	9,174	9,404	9,639	9,880	10,127	10,380
P170	8,394	8,604	8,819	9,040	9,266	9,498	9,735	9,978	10,228	10,484
P171	8,478	8,690	8,908	9,130	9,359	9,593	9,832	10,078	10,330	10,588
P172	8,563	8,777	8,997	9,222	9,452	9,688	9,931	10,179	10,433	10,694
P173	8,649	8,865	9,087	9,314	9,547	9,785	10,030	10,281	10,538	10,801
P174	8,735	8,954	9,178	9,407	9,642	9,883	10,130	10,384	10,643	10,909
P175	8,823	9,043	9,269	9,501	9,739	9,982	10,232	10,487	10,750	11,018
P176	8,911	9,134	9,362	9,596	9,836	10,082	10,334	10,592	10,857	11,128
P177	9,000	9,225	9,456	9,692	9,934	10,183	10,437	10,698	10,966	11,240
P178	9,090	9,317	9,550	9,789	10,034	10,285	10,542	10,805	11,075	11,352
P179	9,181	9,410	9,646	9,887	10,134	10,387	10,647	10,913	11,186	11,466
P180	9,273	9,505	9,742	9,986	10,235	10,491	10,754	11,022	11,298	11,580
P181	9,365	9,600	9,840	10,086	10,338	10,596	10,861	11,133	11,411	11,696
P182	9,459	9,696	9,938	10,186	10,441	10,702	10,970	11,244	11,525	11,813
P183	9,554	9,793	10,037	10,288	10,545	10,809	11,079	11,356	11,640	11,931
P184	9,649	9,890	10,138	10,391	10,651	10,917	11,190	11,470	11,757	12,051

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2014**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P185	9,746	9,989	10,239	10,495	10,757	11,026	11,302	11,585	11,874	12,171
P186	9,843	10,089	10,341	10,600	10,865	11,137	11,415	11,700	11,993	12,293
P187	9,942	10,190	10,445	10,706	10,974	11,248	11,529	11,817	12,113	12,416
P188	10,041	10,292	10,549	10,813	11,083	11,360	11,645	11,936	12,234	12,540
P189	10,141	10,395	10,655	10,921	11,194	11,474	11,761	12,055	12,356	12,665
P190	10,243	10,499	10,761	11,030	11,306	11,589	11,879	12,176	12,480	12,792
P191	10,345	10,604	10,869	11,141	11,419	11,705	11,997	12,297	12,605	12,920
P192	10,449	10,710	10,978	11,252	11,533	11,822	12,117	12,420	12,731	13,049
P193	10,553	10,817	11,087	11,365	11,649	11,940	12,238	12,544	12,858	13,180
P194	10,659	10,925	11,198	11,478	11,765	12,059	12,361	12,670	12,987	13,311
P195	10,765	11,034	11,310	11,593	11,883	12,180	12,484	12,797	13,117	13,444
P196	10,873	11,145	11,423	11,709	12,002	12,302	12,609	12,925	13,248	13,579
P197	10,982	11,256	11,538	11,826	12,122	12,425	12,735	13,054	13,380	13,715
P198	11,092	11,369	11,653	11,944	12,243	12,549	12,863	13,184	13,514	13,852
P199	11,202	11,483	11,770	12,064	12,365	12,675	12,991	13,316	13,649	13,990
P200	11,314	11,597	11,887	12,184	12,489	12,801	13,121	13,449	13,786	14,130
P201	11,428	11,713	12,006	12,306	12,614	12,929	13,253	13,584	13,923	14,272
P202	11,542	11,830	12,126	12,429	12,740	13,059	13,385	13,720	14,063	14,414
P203	11,657	11,949	12,247	12,554	12,867	13,189	13,519	13,857	14,203	14,558
P204	11,774	12,068	12,370	12,679	12,996	13,321	13,654	13,995	14,345	14,704
P205	11,892	12,189	12,494	12,806	13,126	13,454	13,791	14,135	14,489	14,851
P206	12,011	12,311	12,619	12,934	13,257	13,589	13,929	14,277	14,634	15,000
P207	12,131	12,434	12,745	13,063	13,390	13,725	14,068	14,420	14,780	15,150
P208	12,252	12,558	12,872	13,194	13,524	13,862	14,209	14,564	14,928	15,301
P209	12,374	12,684	13,001	13,326	13,659	14,001	14,351	14,709	15,077	15,454
P210	12,498	12,811	13,131	13,459	13,796	14,141	14,494	14,856	15,228	15,609
P211	12,623	12,939	13,262	13,594	13,934	14,282	14,639	15,005	15,380	15,765
P212	12,749	13,068	13,395	13,730	14,073	14,425	14,785	15,155	15,534	15,922
P213	12,877	13,199	13,529	13,867	14,214	14,569	14,933	15,307	15,689	16,082
P214	13,006	13,331	13,664	14,006	14,356	14,715	15,083	15,460	15,846	16,242
P215	13,136	13,464	13,801	14,146	14,499	14,862	15,233	15,614	16,005	16,405
P216	13,267	13,599	13,939	14,287	14,644	15,011	15,386	15,770	16,165	16,569
P217	13,400	13,735	14,078	14,430	14,791	15,161	15,540	15,928	16,326	16,734
P218	13,534	13,872	14,219	14,574	14,939	15,312	15,695	16,087	16,490	16,902
P219	13,669	14,011	14,361	14,720	15,088	15,465	15,852	16,248	16,654	17,071
P220	13,806	14,151	14,505	14,867	15,239	15,620	16,011	16,411	16,821	17,242
P221	13,944	14,292	14,650	15,016	15,391	15,776	16,171	16,575	16,989	17,414
P222	14,083	14,435	14,796	15,166	15,545	15,934	16,332	16,741	17,159	17,588
P223	14,224	14,580	14,944	15,318	15,701	16,093	16,496	16,908	17,331	17,764
P224	14,366	14,726	15,094	15,471	15,858	16,254	16,661	17,077	17,504	17,942
P225	14,510	14,873	15,245	15,626	16,016	16,417	16,827	17,248	17,679	18,121
P226	14,655	15,022	15,397	15,782	16,177	16,581	16,995	17,420	17,856	18,302
P227	14,802	15,172	15,551	15,940	16,338	16,747	17,165	17,595	18,034	18,485
P228	14,950	15,323	15,707	16,099	16,502	16,914	17,337	17,771	18,215	18,670
P229	15,099	15,477	15,864	16,260	16,667	17,083	17,510	17,948	18,397	18,857
P230	15,250	15,631	16,022	16,423	16,833	17,254	17,686	18,128	18,581	19,045

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2014**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P231	15,403	15,788	16,182	16,587	17,002	17,427	17,862	18,309	18,767	19,236
P232	15,557	15,946	16,344	16,753	17,172	17,601	18,041	18,492	18,954	19,428
P233	15,712	16,105	16,508	16,920	17,343	17,777	18,221	18,677	19,144	19,623
P234	15,869	16,266	16,673	17,090	17,517	17,955	18,404	18,864	19,335	19,819
P235	16,028	16,429	16,840	17,261	17,692	18,134	18,588	19,052	19,529	20,017
P236	16,188	16,593	17,008	17,433	17,869	18,316	18,774	19,243	19,724	20,217
P237	16,350	16,759	17,178	17,607	18,048	18,499	18,961	19,435	19,921	20,419
P238	16,514	16,927	17,350	17,784	18,228	18,684	19,151	19,630	20,120	20,623
P239	16,679	17,096	17,523	17,961	18,410	18,871	19,342	19,826	20,322	20,830
P240	16,846	17,267	17,699	18,141	18,595	19,059	19,536	20,024	20,525	21,038
P241	17,014	17,440	17,876	18,322	18,780	19,250	19,731	20,225	20,730	21,248
P242	17,184	17,614	18,054	18,506	18,968	19,442	19,929	20,427	20,937	21,461
P243	17,356	17,790	18,235	18,691	19,158	19,637	20,128	20,631	21,147	21,675
P244	17,530	17,968	18,417	18,878	19,350	19,833	20,329	20,837	21,358	21,892
P245	17,705	18,148	18,601	19,066	19,543	20,032	20,532	21,046	21,572	22,111
P246	17,882	18,329	18,787	19,257	19,738	20,232	20,738	21,256	21,788	22,332
P247	18,061	18,512	18,975	19,450	19,936	20,434	20,945	21,469	22,005	22,556
P248	18,241	18,698	19,165	19,644	20,135	20,639	21,155	21,683	22,225	22,781

**CITY OF CALABASAS
PERMANENT EMPLOYEE SALARY RANGES
(Effective July 1, 2015)**

A. City Manager

POSITION	CONTRACT MONTHLY SALARY	NUMBER OF EMPLOYEES BUDGETED IN POSITION
City Manager	\$19,725	1

B. Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Administrative Services Director	P197	1
Community Services Director	P207	1
Media Operations Director	P197	1

C. Mid-Management Classification

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

D. Professional/Supervisory Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Senior Civil Engineer	P148	1
Senior Planner	P148	2
Environmental Services Supervisor	P148	1
Senior Management Analyst	P144	1
Preschool Principal	P140	1
Accounting Supervisor	P132	1
Media Supervisor	P132	1
Public Safety Coordinator	P132	1
Facility Supervisor	P129	1

E. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Planner	P138	2
Associate Civil Engineer	P131	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
Public Works Inspector	P117	1
Assistant Engineer	P116	1
Grant/Contract Administrator	P116	1
Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1

Business Services Coordinator	P114	1
Librarian	P114	1
Preschool Supervisor	P114	1
Recreation Coordinator	P114	2
Special Events Coordinator	P114	1
Code Enforcement Officer	P108	2
Library Circulation Supervisor	P108	1

F. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Executive Assistant III	P122	1
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Executive Assistant II	P107	2
Information Systems Assistant	P107	2
Executive Assistant I	P102	9
Facility Maintenance Technician II	P94	1
Public Works Maintenance Technician	P87	1
Facility Maintenance Technician	P84	1
Recreation Specialist	P82	3
Library Technician	P69	1
Library Technical Services Coordinator	P69	1
Office Assistant	P69	2
Preschool Teacher	P43	10
Maintenance Assistant	P37	1

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2015**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P1	1,583	1,623	1,663	1,705	1,747	1,791	1,836	1,882	1,929	1,977
P2	1,599	1,639	1,680	1,722	1,765	1,809	1,854	1,901	1,948	1,997
P3	1,615	1,655	1,697	1,739	1,782	1,827	1,873	1,920	1,967	2,017
P4	1,631	1,672	1,714	1,756	1,800	1,845	1,891	1,939	1,987	2,037
P5	1,647	1,688	1,731	1,774	1,818	1,864	1,910	1,958	2,007	2,057
P6	1,664	1,705	1,748	1,792	1,836	1,882	1,929	1,978	2,027	2,078
P7	1,680	1,722	1,765	1,810	1,855	1,901	1,949	1,997	2,047	2,099
P8	1,697	1,740	1,783	1,828	1,873	1,920	1,968	2,017	2,068	2,120
P9	1,714	1,757	1,801	1,846	1,892	1,939	1,988	2,038	2,089	2,141
P10	1,731	1,775	1,819	1,864	1,911	1,959	2,008	2,058	2,109	2,162
P11	1,749	1,792	1,837	1,883	1,930	1,978	2,028	2,079	2,131	2,184
P12	1,766	1,810	1,856	1,902	1,949	1,998	2,048	2,099	2,152	2,206
P13	1,784	1,828	1,874	1,921	1,969	2,018	2,069	2,120	2,173	2,228
P14	1,802	1,847	1,893	1,940	1,989	2,038	2,089	2,142	2,195	2,250
P15	1,820	1,865	1,912	1,960	2,009	2,059	2,110	2,163	2,217	2,272
P16	1,838	1,884	1,931	1,979	2,029	2,079	2,131	2,185	2,239	2,295
P17	1,856	1,903	1,950	1,999	2,049	2,100	2,153	2,206	2,262	2,318
P18	1,875	1,922	1,970	2,019	2,069	2,121	2,174	2,228	2,284	2,341
P19	1,894	1,941	1,989	2,039	2,090	2,142	2,196	2,251	2,307	2,365
P20	1,912	1,960	2,009	2,059	2,111	2,164	2,218	2,273	2,330	2,388
P21	1,932	1,980	2,029	2,080	2,132	2,185	2,240	2,296	2,353	2,412
P22	1,951	2,000	2,050	2,101	2,153	2,207	2,262	2,319	2,377	2,436
P23	1,970	2,020	2,070	2,122	2,175	2,229	2,285	2,342	2,401	2,461
P24	1,990	2,040	2,091	2,143	2,197	2,252	2,308	2,366	2,425	2,485
P25	2,010	2,060	2,112	2,165	2,219	2,274	2,331	2,389	2,449	2,510
P26	2,030	2,081	2,133	2,186	2,241	2,297	2,354	2,413	2,473	2,535
P27	2,050	2,102	2,154	2,208	2,263	2,320	2,378	2,437	2,498	2,561
P28	2,071	2,123	2,176	2,230	2,286	2,343	2,402	2,462	2,523	2,586
P29	2,092	2,144	2,197	2,252	2,309	2,366	2,426	2,486	2,548	2,612
P30	2,113	2,165	2,219	2,275	2,332	2,390	2,450	2,511	2,574	2,638
P31	2,134	2,187	2,242	2,298	2,355	2,414	2,474	2,536	2,600	2,665
P32	2,155	2,209	2,264	2,321	2,379	2,438	2,499	2,562	2,626	2,691
P33	2,177	2,231	2,287	2,344	2,402	2,463	2,524	2,587	2,652	2,718
P34	2,198	2,253	2,310	2,367	2,427	2,487	2,549	2,613	2,678	2,745
P35	2,220	2,276	2,333	2,391	2,451	2,512	2,575	2,639	2,705	2,773
P36	2,242	2,299	2,356	2,415	2,475	2,537	2,601	2,666	2,732	2,801
P37	2,265	2,322	2,380	2,439	2,500	2,563	2,627	2,692	2,760	2,829
P38	2,288	2,345	2,403	2,463	2,525	2,588	2,653	2,719	2,787	2,857
P39	2,310	2,368	2,427	2,488	2,550	2,614	2,679	2,746	2,815	2,885
P40	2,334	2,392	2,452	2,513	2,576	2,640	2,706	2,774	2,843	2,914
P41	2,357	2,416	2,476	2,538	2,602	2,667	2,733	2,802	2,872	2,943
P42	2,380	2,440	2,501	2,563	2,628	2,693	2,761	2,830	2,900	2,973
P43	2,404	2,464	2,526	2,589	2,654	2,720	2,788	2,858	2,929	3,003
P44	2,428	2,489	2,551	2,615	2,680	2,747	2,816	2,886	2,959	3,033
P45	2,453	2,514	2,577	2,641	2,707	2,775	2,844	2,915	2,988	3,063
P46	2,477	2,539	2,602	2,668	2,734	2,803	2,873	2,944	3,018	3,094

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P47	2,502	2,564	2,629	2,694	2,762	2,831	2,901	2,974	3,048	3,124
P48	2,527	2,590	2,655	2,721	2,789	2,859	2,930	3,004	3,079	3,156
P49	2,552	2,616	2,681	2,748	2,817	2,888	2,960	3,034	3,110	3,187
P50	2,578	2,642	2,708	2,776	2,845	2,916	2,989	3,064	3,141	3,219
P51	2,603	2,669	2,735	2,804	2,874	2,946	3,019	3,095	3,172	3,251
P52	2,629	2,695	2,763	2,832	2,902	2,975	3,049	3,126	3,204	3,284
P53	2,656	2,722	2,790	2,860	2,931	3,005	3,080	3,157	3,236	3,317
P54	2,682	2,749	2,818	2,889	2,961	3,035	3,111	3,188	3,268	3,350
P55	2,709	2,777	2,846	2,917	2,990	3,065	3,142	3,220	3,301	3,383
P56	2,736	2,805	2,875	2,947	3,020	3,096	3,173	3,253	3,334	3,417
P57	2,764	2,833	2,904	2,976	3,051	3,127	3,205	3,285	3,367	3,451
P58	2,791	2,861	2,933	3,006	3,081	3,158	3,237	3,318	3,401	3,486
P59	2,819	2,890	2,962	3,036	3,112	3,190	3,269	3,351	3,435	3,521
P60	2,847	2,919	2,992	3,066	3,143	3,222	3,302	3,385	3,469	3,556
P61	2,876	2,948	3,021	3,097	3,174	3,254	3,335	3,418	3,504	3,592
P62	2,905	2,977	3,052	3,128	3,206	3,286	3,368	3,453	3,539	3,627
P63	2,934	3,007	3,082	3,159	3,238	3,319	3,402	3,487	3,574	3,664
P64	2,963	3,037	3,113	3,191	3,271	3,352	3,436	3,522	3,610	3,700
P65	2,993	3,067	3,144	3,223	3,303	3,386	3,470	3,557	3,646	3,737
P66	3,023	3,098	3,176	3,255	3,336	3,420	3,505	3,593	3,683	3,775
P67	3,053	3,129	3,207	3,287	3,370	3,454	3,540	3,629	3,719	3,812
P68	3,083	3,160	3,239	3,320	3,403	3,488	3,576	3,665	3,757	3,851
P69	3,114	3,192	3,272	3,354	3,437	3,523	3,611	3,702	3,794	3,889
P70	3,145	3,224	3,304	3,387	3,472	3,559	3,648	3,739	3,832	3,928
P71	3,177	3,256	3,338	3,421	3,506	3,594	3,684	3,776	3,871	3,967
P72	3,208	3,289	3,371	3,455	3,542	3,630	3,721	3,814	3,909	4,007
P73	3,241	3,322	3,405	3,490	3,577	3,666	3,758	3,852	3,948	4,047
P74	3,273	3,355	3,439	3,525	3,613	3,703	3,796	3,891	3,988	4,087
P75	3,306	3,388	3,473	3,560	3,649	3,740	3,834	3,929	4,028	4,128
P76	3,339	3,422	3,508	3,595	3,685	3,777	3,872	3,969	4,068	4,170
P77	3,372	3,456	3,543	3,631	3,722	3,815	3,911	4,008	4,109	4,211
P78	3,406	3,491	3,578	3,668	3,759	3,853	3,950	4,048	4,150	4,253
P79	3,440	3,526	3,614	3,704	3,797	3,892	3,989	4,089	4,191	4,296
P80	3,474	3,561	3,650	3,741	3,835	3,931	4,029	4,130	4,233	4,339
P81	3,509	3,597	3,687	3,779	3,873	3,970	4,069	4,171	4,275	4,382
P82	3,544	3,633	3,724	3,817	3,912	4,010	4,110	4,213	4,318	4,426
P83	3,580	3,669	3,761	3,855	3,951	4,050	4,151	4,255	4,361	4,470
P84	3,615	3,706	3,798	3,893	3,991	4,090	4,193	4,298	4,405	4,515
P85	3,652	3,743	3,836	3,932	4,031	4,131	4,235	4,341	4,449	4,560
P86	3,688	3,780	3,875	3,972	4,071	4,173	4,277	4,384	4,494	4,606
P87	3,725	3,818	3,914	4,011	4,112	4,214	4,320	4,428	4,538	4,652
P88	3,762	3,856	3,953	4,051	4,153	4,257	4,363	4,472	4,584	4,698
P89	3,800	3,895	3,992	4,092	4,194	4,299	4,407	4,517	4,630	4,745
P90	3,838	3,934	4,032	4,133	4,236	4,342	4,451	4,562	4,676	4,793
P91	3,876	3,973	4,072	4,174	4,279	4,386	4,495	4,608	4,723	4,841
P92	3,915	4,013	4,113	4,216	4,321	4,429	4,540	4,654	4,770	4,889

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P93	3,954	4,053	4,154	4,258	4,365	4,474	4,586	4,700	4,818	4,938
P94	3,994	4,093	4,196	4,301	4,408	4,518	4,631	4,747	4,866	4,988
P95	4,034	4,134	4,238	4,344	4,452	4,564	4,678	4,795	4,915	5,037
P96	4,074	4,176	4,280	4,387	4,497	4,609	4,724	4,843	4,964	5,088
P97	4,115	4,218	4,323	4,431	4,542	4,655	4,772	4,891	5,013	5,139
P98	4,156	4,260	4,366	4,475	4,587	4,702	4,819	4,940	5,063	5,190
P99	4,197	4,302	4,410	4,520	4,633	4,749	4,868	4,989	5,114	5,242
P100	4,239	4,345	4,454	4,565	4,679	4,796	4,916	5,039	5,165	5,294
P101	4,282	4,389	4,498	4,611	4,726	4,844	4,965	5,090	5,217	5,347
P102	4,325	4,433	4,543	4,657	4,773	4,893	5,015	5,141	5,269	5,401
P103	4,368	4,477	4,589	4,704	4,821	4,942	5,065	5,192	5,322	5,455
P104	4,411	4,522	4,635	4,751	4,869	4,991	5,116	5,244	5,375	5,509
P105	4,456	4,567	4,681	4,798	4,918	5,041	5,167	5,296	5,429	5,564
P106	4,500	4,613	4,728	4,846	4,967	5,091	5,219	5,349	5,483	5,620
P107	4,545	4,659	4,775	4,895	5,017	5,142	5,271	5,403	5,538	5,676
P108	4,591	4,705	4,823	4,944	5,067	5,194	5,324	5,457	5,593	5,733
P109	4,636	4,752	4,871	4,993	5,118	5,246	5,377	5,511	5,649	5,790
P110	4,683	4,800	4,920	5,043	5,169	5,298	5,431	5,566	5,706	5,848
P111	4,730	4,848	4,969	5,093	5,221	5,351	5,485	5,622	5,763	5,907
P112	4,777	4,896	5,019	5,144	5,273	5,405	5,540	5,678	5,820	5,966
P113	4,825	4,945	5,069	5,196	5,326	5,459	5,595	5,735	5,878	6,025
P114	4,873	4,995	5,120	5,248	5,379	5,513	5,651	5,792	5,937	6,086
P115	4,922	5,045	5,171	5,300	5,433	5,568	5,708	5,850	5,997	6,147
P116	4,971	5,095	5,223	5,353	5,487	5,624	5,765	5,909	6,057	6,208
P117	5,021	5,146	5,275	5,407	5,542	5,680	5,822	5,968	6,117	6,270
P118	5,071	5,198	5,328	5,461	5,597	5,737	5,881	6,028	6,178	6,333
P119	5,122	5,250	5,381	5,515	5,653	5,795	5,939	6,088	6,240	6,396
P120	5,173	5,302	5,435	5,571	5,710	5,853	5,999	6,149	6,303	6,460
P121	5,225	5,355	5,489	5,626	5,767	5,911	6,059	6,210	6,366	6,525
P122	5,277	5,409	5,544	5,682	5,825	5,970	6,119	6,272	6,429	6,590
P123	5,330	5,463	5,599	5,739	5,883	6,030	6,181	6,335	6,494	6,656
P124	5,383	5,517	5,655	5,797	5,942	6,090	6,242	6,398	6,558	6,722
P125	5,437	5,573	5,712	5,855	6,001	6,151	6,305	6,462	6,624	6,790
P126	5,491	5,628	5,769	5,913	6,061	6,213	6,368	6,527	6,690	6,858
P127	5,546	5,685	5,827	5,972	6,122	6,275	6,432	6,592	6,757	6,926
P128	5,601	5,741	5,885	6,032	6,183	6,337	6,496	6,658	6,825	6,995
P129	5,657	5,799	5,944	6,092	6,245	6,401	6,561	6,725	6,893	7,065
P130	5,714	5,857	6,003	6,153	6,307	6,465	6,626	6,792	6,962	7,136
P131	5,771	5,915	6,063	6,215	6,370	6,529	6,693	6,860	7,032	7,207
P132	5,829	5,975	6,124	6,277	6,434	6,595	6,760	6,929	7,102	7,279
P133	5,887	6,034	6,185	6,340	6,498	6,661	6,827	6,998	7,173	7,352
P134	5,946	6,095	6,247	6,403	6,563	6,727	6,896	7,068	7,245	7,426
P135	6,005	6,156	6,309	6,467	6,629	6,795	6,964	7,139	7,317	7,500
P136	6,065	6,217	6,373	6,532	6,695	6,863	7,034	7,210	7,390	7,575
P137	6,126	6,279	6,436	6,597	6,762	6,931	7,104	7,282	7,464	7,651
P138	6,187	6,342	6,501	6,663	6,830	7,000	7,176	7,355	7,539	7,727

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P139	6,249	6,406	6,566	6,730	6,898	7,070	7,247	7,428	7,614	7,805
P140	6,312	6,470	6,631	6,797	6,967	7,141	7,320	7,503	7,690	7,883
P141	6,375	6,534	6,698	6,865	7,037	7,213	7,393	7,578	7,767	7,961
P142	6,439	6,600	6,765	6,934	7,107	7,285	7,467	7,654	7,845	8,041
P143	6,503	6,666	6,832	7,003	7,178	7,358	7,542	7,730	7,923	8,121
P144	6,568	6,732	6,901	7,073	7,250	7,431	7,617	7,807	8,003	8,203
P145	6,634	6,800	6,970	7,144	7,322	7,505	7,693	7,885	8,083	8,285
P146	6,700	6,868	7,039	7,215	7,396	7,581	7,770	7,964	8,163	8,367
P147	6,767	6,936	7,110	7,287	7,470	7,656	7,848	8,044	8,245	8,451
P148	6,835	7,006	7,181	7,360	7,544	7,733	7,926	8,124	8,327	8,536
P149	6,903	7,076	7,253	7,434	7,620	7,810	8,005	8,206	8,411	8,621
P150	6,972	7,146	7,325	7,508	7,696	7,888	8,086	8,288	8,495	8,707
P151	7,042	7,218	7,398	7,583	7,773	7,967	8,166	8,371	8,580	8,794
P152	7,112	7,290	7,472	7,659	7,851	8,047	8,248	8,454	8,666	8,882
P153	7,183	7,363	7,547	7,736	7,929	8,127	8,331	8,539	8,752	8,971
P154	7,255	7,437	7,623	7,813	8,008	8,209	8,414	8,624	8,840	9,061
P155	7,328	7,511	7,699	7,891	8,088	8,291	8,498	8,710	8,928	9,151
P156	7,401	7,586	7,776	7,970	8,169	8,374	8,583	8,798	9,017	9,243
P157	7,475	7,662	7,853	8,050	8,251	8,457	8,669	8,886	9,108	9,335
P158	7,550	7,739	7,932	8,130	8,334	8,542	8,755	8,974	9,199	9,429
P159	7,625	7,816	8,011	8,212	8,417	8,627	8,843	9,064	9,291	9,523
P160	7,702	7,894	8,091	8,294	8,501	8,714	8,931	9,155	9,384	9,618
P161	7,779	7,973	8,172	8,377	8,586	8,801	9,021	9,246	9,477	9,714
P162	7,856	8,053	8,254	8,460	8,672	8,889	9,111	9,339	9,572	9,812
P163	7,935	8,133	8,337	8,545	8,759	8,978	9,202	9,432	9,668	9,910
P164	8,014	8,215	8,420	8,631	8,846	9,067	9,294	9,526	9,765	10,009
P165	8,094	8,297	8,504	8,717	8,935	9,158	9,387	9,622	9,862	10,109
P166	8,175	8,380	8,589	8,804	9,024	9,250	9,481	9,718	9,961	10,210
P167	8,257	8,464	8,675	8,892	9,114	9,342	9,576	9,815	10,061	10,312
P168	8,340	8,548	8,762	8,981	9,205	9,436	9,671	9,913	10,161	10,415
P169	8,423	8,634	8,850	9,071	9,298	9,530	9,768	10,012	10,263	10,519
P170	8,507	8,720	8,938	9,161	9,390	9,625	9,866	10,113	10,365	10,624
P171	8,592	8,807	9,027	9,253	9,484	9,722	9,965	10,214	10,469	10,731
P172	8,678	8,895	9,118	9,346	9,579	9,819	10,064	10,316	10,574	10,838
P173	8,765	8,984	9,209	9,439	9,675	9,917	10,165	10,419	10,679	10,946
P174	8,853	9,074	9,301	9,533	9,772	10,016	10,266	10,523	10,786	11,056
P175	8,941	9,165	9,394	9,629	9,870	10,116	10,369	10,628	10,894	11,166
P176	9,031	9,256	9,488	9,725	9,968	10,217	10,473	10,735	11,003	11,278
P177	9,121	9,349	9,583	9,822	10,068	10,320	10,578	10,842	11,113	11,391
P178	9,212	9,443	9,679	9,921	10,169	10,423	10,683	10,950	11,224	11,505
P179	9,304	9,537	9,775	10,020	10,270	10,527	10,790	11,060	11,336	11,620
P180	9,397	9,632	9,873	10,120	10,373	10,632	10,898	11,171	11,450	11,736
P181	9,491	9,729	9,972	10,221	10,477	10,739	11,007	11,282	11,564	11,853
P182	9,586	9,826	10,072	10,323	10,581	10,846	11,117	11,395	11,680	11,972
P183	9,682	9,924	10,172	10,427	10,687	10,954	11,228	11,509	11,797	12,092
P184	9,779	10,023	10,274	10,531	10,794	11,064	11,341	11,624	11,915	12,213

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P185	9,877	10,124	10,377	10,636	10,902	11,175	11,454	11,740	12,034	12,335
P186	9,976	10,225	10,481	10,743	11,011	11,286	11,569	11,858	12,154	12,458
P187	10,075	10,327	10,585	10,850	11,121	11,399	11,684	11,976	12,276	12,583
P188	10,176	10,430	10,691	10,958	11,232	11,513	11,801	12,096	12,398	12,708
P189	10,278	10,535	10,798	11,068	11,345	11,628	11,919	12,217	12,522	12,836
P190	10,381	10,640	10,906	11,179	11,458	11,745	12,038	12,339	12,648	12,964
P191	10,484	10,746	11,015	11,291	11,573	11,862	12,159	12,463	12,774	13,094
P192	10,589	10,854	11,125	11,403	11,688	11,981	12,280	12,587	12,902	13,224
P193	10,695	10,962	11,237	11,517	11,805	12,101	12,403	12,713	13,031	13,357
P194	10,802	11,072	11,349	11,633	11,923	12,222	12,527	12,840	13,161	13,490
P195	10,910	11,183	11,462	11,749	12,043	12,344	12,652	12,969	13,293	13,625
P196	11,019	11,295	11,577	11,866	12,163	12,467	12,779	13,098	13,426	13,761
P197	11,129	11,408	11,693	11,985	12,285	12,592	12,907	13,229	13,560	13,899
P198	11,241	11,522	11,810	12,105	12,408	12,718	13,036	13,362	13,696	14,038
P199	11,353	11,637	11,928	12,226	12,532	12,845	13,166	13,495	13,833	14,178
P200	11,467	11,753	12,047	12,348	12,657	12,973	13,298	13,630	13,971	14,320
P201	11,581	11,871	12,168	12,472	12,784	13,103	13,431	13,766	14,111	14,463
P202	11,697	11,989	12,289	12,596	12,911	13,234	13,565	13,904	14,252	14,608
P203	11,814	12,109	12,412	12,722	13,040	13,367	13,701	14,043	14,394	14,754
P204	11,932	12,230	12,536	12,850	13,171	13,500	13,838	14,184	14,538	14,902
P205	12,052	12,353	12,662	12,978	13,303	13,635	13,976	14,325	14,684	15,051
P206	12,172	12,476	12,788	13,108	13,436	13,772	14,116	14,469	14,830	15,201
P207	12,294	12,601	12,916	13,239	13,570	13,909	14,257	14,613	14,979	15,353
P208	12,417	12,727	13,045	13,371	13,706	14,048	14,400	14,760	15,129	15,507
P209	12,541	12,854	13,176	13,505	13,843	14,189	14,544	14,907	15,280	15,662
P210	12,666	12,983	13,307	13,640	13,981	14,331	14,689	15,056	15,433	15,818
P211	12,793	13,113	13,441	13,777	14,121	14,474	14,836	15,207	15,587	15,977
P212	12,921	13,244	13,575	13,914	14,262	14,619	14,984	15,359	15,743	16,136
P213	13,050	13,376	13,711	14,053	14,405	14,765	15,134	15,512	15,900	16,298
P214	13,181	13,510	13,848	14,194	14,549	14,913	15,285	15,668	16,059	16,461
P215	13,312	13,645	13,986	14,336	14,694	15,062	15,438	15,824	16,220	16,625
P216	13,445	13,782	14,126	14,479	14,841	15,212	15,593	15,982	16,382	16,792
P217	13,580	13,919	14,267	14,624	14,990	15,364	15,749	16,142	16,546	16,959
P218	13,716	14,059	14,410	14,770	15,140	15,518	15,906	16,304	16,711	17,129
P219	13,853	14,199	14,554	14,918	15,291	15,673	16,065	16,467	16,878	17,300
P220	13,991	14,341	14,700	15,067	15,444	15,830	16,226	16,631	17,047	17,473
P221	14,131	14,485	14,847	15,218	15,598	15,988	16,388	16,798	17,218	17,648
P222	14,273	14,629	14,995	15,370	15,754	16,148	16,552	16,966	17,390	17,825
P223	14,415	14,776	15,145	15,524	15,912	16,310	16,717	17,135	17,564	18,003
P224	14,560	14,924	15,297	15,679	16,071	16,473	16,885	17,307	17,739	18,183
P225	14,705	15,073	15,450	15,836	16,232	16,637	17,053	17,480	17,917	18,365
P226	14,852	15,223	15,604	15,994	16,394	16,804	17,224	17,655	18,096	18,548
P227	15,001	15,376	15,760	16,154	16,558	16,972	17,396	17,831	18,277	18,734
P228	15,151	15,529	15,918	16,316	16,724	17,142	17,570	18,009	18,460	18,921
P229	15,302	15,685	16,077	16,479	16,891	17,313	17,746	18,190	18,644	19,110
P230	15,455	15,842	16,238	16,644	17,060	17,486	17,923	18,371	18,831	19,301

**CITY OF CALABASAS
PERMANENT POSITIONS
MONTHLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2015**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P231	15,610	16,000	16,400	16,810	17,230	17,661	18,103	18,555	19,019	19,494
P232	15,766	16,160	16,564	16,978	17,403	17,838	18,284	18,741	19,209	19,689
P233	15,924	16,322	16,730	17,148	17,577	18,016	18,466	18,928	19,401	19,886
P234	16,083	16,485	16,897	17,319	17,752	18,196	18,651	19,117	19,595	20,085
P235	16,244	16,650	17,066	17,493	17,930	18,378	18,838	19,309	19,791	20,286
P236	16,406	16,816	17,237	17,668	18,109	18,562	19,026	19,502	19,989	20,489
P237	16,570	16,984	17,409	17,844	18,290	18,748	19,216	19,697	20,189	20,694
P238	16,736	17,154	17,583	18,023	18,473	18,935	19,408	19,894	20,391	20,901
P239	16,903	17,326	17,759	18,203	18,658	19,124	19,602	20,093	20,595	21,110
P240	17,072	17,499	17,936	18,385	18,845	19,316	19,799	20,293	20,801	21,321
P241	17,243	17,674	18,116	18,569	19,033	19,509	19,996	20,496	21,009	21,534
P242	17,415	17,851	18,297	18,754	19,223	19,704	20,196	20,701	21,219	21,749
P243	17,589	18,029	18,480	18,942	19,416	19,901	20,398	20,908	21,431	21,967
P244	17,765	18,210	18,665	19,131	19,610	20,100	20,602	21,117	21,645	22,187
P245	17,943	18,392	18,851	19,323	19,806	20,301	20,808	21,329	21,862	22,408
P246	18,122	18,576	19,040	19,516	20,004	20,504	21,017	21,542	22,080	22,632
P247	18,304	18,761	19,230	19,711	20,204	20,709	21,227	21,757	22,301	22,859
P248	18,487	18,949	19,423	19,908	20,406	20,916	21,439	21,975	22,524	23,087

**CITY OF CALABASAS
PERMANENT EMPLOYEE SALARY RANGES
(Effective July 1, 2016)**

A. City Manager

POSITION	CONTRACT BI-WEEKLY SALARY	NUMBER OF EMPLOYEES BUDGETED IN POSITION
City Manager	\$9,186.69	1

B. Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Community Services Director	P207	1
Media, Information and Library Services Director	P207	1

C. Mid-Management Classification

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

City Librarian	P150	1
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D. Professional/Supervisory Classification

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

E. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Planner	P138	2
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
Public Works Inspector	P117	1
Assistant Engineer	P116	1
Grant/Contract Administrator	P116	1

Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1
Librarian	P114	1
Preschool Supervisor	P114	1
Recreation Coordinator	P114	2
Code Enforcement Officer	P108	2
Library Circulation Supervisor	P108	1

F. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Executive Assistant III	P122	1
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Executive Assistant II	P107	2
Information Systems Assistant	P107	2
Executive Assistant I	P102	10
Facility Maintenance Technician II	P94	1
Public Works Maintenance Technician	P87	1
Facility Maintenance Technician	P84	2
Library Technician	P69	1
Library Technical Services Coordinator	P69	1
Office Assistant	P69	2
Preschool Teacher	P43	10
Maintenance Assistant	P37	1

**CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2016**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P221	6,581.64	6,746.18	6,914.83	7,087.70	7,264.90	7,446.52	7,632.68	7,823.50	8,019.09	8,219.56
P222	6,647.45	6,813.64	6,983.98	7,158.58	7,337.54	7,520.98	7,709.01	7,901.73	8,099.28	8,301.76
P223	6,713.93	6,881.78	7,053.82	7,230.17	7,410.92	7,596.19	7,786.10	7,980.75	8,180.27	8,384.78
P224	6,781.07	6,950.59	7,124.36	7,302.47	7,485.03	7,672.16	7,863.96	8,060.56	8,262.07	8,468.62
P225	6,848.88	7,020.10	7,195.60	7,375.49	7,559.88	7,748.88	7,942.60	8,141.16	8,344.69	8,553.31
P226	6,917.37	7,090.30	7,267.56	7,449.25	7,635.48	7,826.37	8,022.02	8,222.58	8,428.14	8,638.84
P227	6,986.54	7,161.20	7,340.23	7,523.74	7,711.83	7,904.63	8,102.25	8,304.80	8,512.42	8,725.23
P228	7,056.41	7,232.82	7,413.64	7,598.98	7,788.95	7,983.68	8,183.27	8,387.85	8,597.55	8,812.48
P229	7,126.97	7,305.14	7,487.77	7,674.97	7,866.84	8,063.51	8,265.10	8,471.73	8,683.52	8,900.61
P230	7,198.24	7,378.20	7,562.65	7,751.72	7,945.51	8,144.15	8,347.75	8,556.44	8,770.36	8,989.61
P231	7,270.22	7,451.98	7,638.28	7,829.23	8,024.96	8,225.59	8,431.23	8,642.01	8,858.06	9,079.51
P232	7,342.92	7,526.50	7,714.66	7,907.53	8,105.21	8,307.84	8,515.54	8,728.43	8,946.64	9,170.31
P233	7,416.35	7,601.76	7,791.81	7,986.60	8,186.27	8,390.92	8,600.70	8,815.71	9,036.11	9,262.01
P234	7,490.52	7,677.78	7,869.72	8,066.47	8,268.13	8,474.83	8,686.70	8,903.87	9,126.47	9,354.63
P235	7,565.42	7,754.56	7,948.42	8,147.13	8,350.81	8,559.58	8,773.57	8,992.91	9,217.73	9,448.18
P236	7,641.08	7,832.10	8,027.91	8,228.60	8,434.32	8,645.18	8,861.31	9,082.84	9,309.91	9,542.66
P237	7,717.49	7,910.42	8,108.19	8,310.89	8,518.66	8,731.63	8,949.92	9,173.67	9,403.01	9,638.08
P238	7,794.66	7,989.53	8,189.27	8,394.00	8,603.85	8,818.94	9,039.42	9,265.40	9,497.04	9,734.46
P239	7,872.61	8,069.42	8,271.16	8,477.94	8,689.89	8,907.13	9,129.81	9,358.06	9,592.01	9,831.81
P240	7,951.33	8,150.12	8,353.87	8,562.72	8,776.79	8,996.21	9,221.11	9,451.64	9,687.93	9,930.13
P241	8,030.85	8,231.62	8,437.41	8,648.35	8,864.55	9,086.17	9,313.32	9,546.15	9,784.81	10,029.43
P242	8,111.16	8,313.94	8,521.78	8,734.83	8,953.20	9,177.03	9,406.45	9,641.62	9,882.66	10,129.72
P243	8,192.27	8,397.07	8,607.00	8,822.18	9,042.73	9,268.80	9,500.52	9,738.03	9,981.48	10,231.02
P244	8,274.19	8,481.05	8,693.07	8,910.40	9,133.16	9,361.49	9,595.52	9,835.41	10,081.30	10,333.33
P245	8,356.93	8,565.86	8,780.00	8,999.50	9,224.49	9,455.10	9,691.48	9,933.77	10,182.11	10,436.66
P246	8,440.50	8,651.51	8,867.80	9,089.50	9,316.74	9,549.65	9,788.39	10,033.10	10,283.93	10,541.03
P247	8,524.91	8,738.03	8,956.48	9,180.39	9,409.90	9,645.15	9,886.28	10,133.44	10,386.77	10,646.44
P248	8,610.16	8,825.41	9,046.05	9,272.20	9,504.00	9,741.60	9,985.14	10,234.77	10,490.64	10,752.91

**CITY OF CALABASAS
PERMANENT EMPLOYEE SALARY RANGES
(Effective July 1, 2017)**

A. City Manager

POSITION	CONTRACT BI-WEEKLY SALARY	NUMBER OF EMPLOYEES BUDGETED IN POSITION
City Manager	\$9,360.31	1

B. Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Chief Financial Officer	P213	1
Community Development Director	P213	1
Public Works Director/City Engineer	P213	1
Community Services Director	P207	1
Media, Information and Library Services Director	P207	1

C. Mid-Management Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
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
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D. Professional/Supervisory Classification

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

E. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Planner	P138	2
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
Public Works Inspector	P117	1
Assistant Engineer	P116	1
Grant/Contract Administrator	P116	1

Senior Accounting Specialist	P116	1
Assistant Transportation Planner	P114	1
Librarian	P114	1
Preschool Supervisor	P114	1
Recreation Coordinator	P114	2
Code Enforcement Officer	P108	2
Library Circulation Supervisor	P108	1

F. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER	NUMBER OF EMPLOYEES BUDGETED IN POSITION
Human Resources Specialist	P112	1
Accounting Specialist	P107	3
Executive Assistant II	P107	2
Information Systems Assistant	P107	2
Executive Assistant I	P102	11
Facility Maintenance Technician II	P94	1
Public Works Maintenance Technician	P87	1
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	10
Maintenance Assistant	P37	1

**CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2017**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P1	751.21	769.99	789.24	808.98	829.20	849.93	871.18	892.96	915.28	938.16
P2	758.73	777.69	797.14	817.07	837.49	858.43	879.89	901.89	924.43	947.55
P3	766.31	785.47	805.11	825.24	845.87	867.01	888.69	910.91	933.68	957.02
P4	773.98	793.33	813.16	833.49	854.33	875.68	897.58	920.02	943.02	966.59
P5	781.72	801.26	821.29	841.82	862.87	884.44	906.55	929.22	952.45	976.26
P6	789.53	809.27	829.50	850.24	871.50	893.29	915.62	938.51	961.97	986.02
P7	797.43	817.37	837.80	858.74	880.21	902.22	924.77	947.89	971.59	995.88
P8	805.40	825.54	846.18	867.33	889.02	911.24	934.02	957.37	981.31	1,005.84
P9	813.46	833.79	854.64	876.01	897.91	920.35	943.36	966.95	991.12	1,015.90
P10	821.59	842.13	863.19	884.77	906.88	929.56	952.80	976.62	1,001.03	1,026.06
P11	829.81	850.55	871.82	893.61	915.95	938.85	962.32	986.38	1,011.04	1,036.32
P12	838.11	859.06	880.54	902.55	925.11	948.24	971.95	996.25	1,021.15	1,046.68
P13	846.49	867.65	889.34	911.57	934.36	957.72	981.67	1,006.21	1,031.36	1,057.15
P14	854.95	876.33	898.23	920.69	943.71	967.30	991.48	1,016.27	1,041.68	1,067.72
P15	863.50	885.09	907.22	929.90	953.14	976.97	1,001.40	1,026.43	1,052.09	1,078.40
P16	872.14	893.94	916.29	939.20	962.68	986.74	1,011.41	1,036.70	1,062.61	1,089.18
P17	880.86	902.88	925.45	948.59	972.30	996.61	1,021.53	1,047.06	1,073.24	1,100.07
P18	889.67	911.91	934.71	958.07	982.03	1,006.58	1,031.74	1,057.53	1,083.97	1,111.07
P19	898.56	921.03	944.05	967.65	991.85	1,016.64	1,042.06	1,068.11	1,094.81	1,122.18
P20	907.55	930.24	953.49	977.33	1,001.76	1,026.81	1,052.48	1,078.79	1,105.76	1,133.40
P21	916.62	939.54	963.03	987.10	1,011.78	1,037.08	1,063.00	1,089.58	1,116.82	1,144.74
P22	925.79	948.94	972.66	996.98	1,021.90	1,047.45	1,073.63	1,100.47	1,127.99	1,156.19
P23	935.05	958.42	982.39	1,006.95	1,032.12	1,057.92	1,084.37	1,111.48	1,139.27	1,167.75
P24	944.40	968.01	992.21	1,017.01	1,042.44	1,068.50	1,095.21	1,122.59	1,150.66	1,179.43
P25	953.84	977.69	1,002.13	1,027.18	1,052.86	1,079.19	1,106.17	1,133.82	1,162.17	1,191.22
P26	963.38	987.47	1,012.15	1,037.46	1,063.39	1,089.98	1,117.23	1,145.16	1,173.79	1,203.13
P27	973.02	997.34	1,022.27	1,047.83	1,074.03	1,100.88	1,128.40	1,156.61	1,185.52	1,215.16
P28	982.75	1,007.31	1,032.50	1,058.31	1,084.77	1,111.89	1,139.68	1,168.18	1,197.38	1,227.31
P29	992.57	1,017.39	1,042.82	1,068.89	1,095.61	1,123.01	1,151.08	1,179.86	1,209.35	1,239.59
P30	1,002.50	1,027.56	1,053.25	1,079.58	1,106.57	1,134.24	1,162.59	1,191.66	1,221.45	1,251.98
P31	1,012.52	1,037.84	1,063.78	1,090.38	1,117.64	1,145.58	1,174.22	1,203.57	1,233.66	1,264.50
P32	1,022.65	1,048.22	1,074.42	1,101.28	1,128.81	1,157.03	1,185.96	1,215.61	1,246.00	1,277.15
P33	1,032.88	1,058.70	1,085.16	1,112.29	1,140.10	1,168.60	1,197.82	1,227.76	1,258.46	1,289.92
P34	1,043.20	1,069.28	1,096.02	1,123.42	1,151.50	1,180.29	1,209.80	1,240.04	1,271.04	1,302.82
P35	1,053.64	1,079.98	1,106.98	1,134.65	1,163.02	1,192.09	1,221.90	1,252.44	1,283.75	1,315.85
P36	1,064.17	1,090.78	1,118.05	1,146.00	1,174.65	1,204.01	1,234.11	1,264.97	1,296.59	1,329.01
P37	1,074.81	1,101.68	1,129.23	1,157.46	1,186.39	1,216.05	1,246.46	1,277.62	1,309.56	1,342.30
P38	1,085.56	1,112.70	1,140.52	1,169.03	1,198.26	1,228.21	1,258.92	1,290.39	1,322.65	1,355.72
P39	1,096.42	1,123.83	1,151.92	1,180.72	1,210.24	1,240.50	1,271.51	1,303.30	1,335.88	1,369.28
P40	1,107.38	1,135.07	1,163.44	1,192.53	1,222.34	1,252.90	1,284.22	1,316.33	1,349.24	1,382.97
P41	1,118.46	1,146.42	1,175.08	1,204.45	1,234.57	1,265.43	1,297.07	1,329.49	1,362.73	1,396.80
P42	1,129.64	1,157.88	1,186.83	1,216.50	1,246.91	1,278.08	1,310.04	1,342.79	1,376.36	1,410.77
P43	1,140.94	1,169.46	1,198.70	1,228.66	1,259.38	1,290.87	1,323.14	1,356.22	1,390.12	1,424.87
P44	1,152.35	1,181.16	1,210.68	1,240.95	1,271.97	1,303.77	1,336.37	1,369.78	1,404.02	1,439.12
P45	1,163.87	1,192.97	1,222.79	1,253.36	1,284.69	1,316.81	1,349.73	1,383.48	1,418.06	1,453.51
P46	1,175.51	1,204.90	1,235.02	1,265.89	1,297.54	1,329.98	1,363.23	1,397.31	1,432.24	1,468.05
P47	1,187.26	1,216.95	1,247.37	1,278.55	1,310.52	1,343.28	1,376.86	1,411.28	1,446.57	1,482.73
P48	1,199.14	1,229.11	1,259.84	1,291.34	1,323.62	1,356.71	1,390.63	1,425.40	1,461.03	1,497.56
P49	1,211.13	1,241.41	1,272.44	1,304.25	1,336.86	1,370.28	1,404.54	1,439.65	1,475.64	1,512.53
P50	1,223.24	1,253.82	1,285.17	1,317.29	1,350.23	1,383.98	1,418.58	1,454.05	1,490.40	1,527.66
P51	1,235.47	1,266.36	1,298.02	1,330.47	1,363.73	1,397.82	1,432.77	1,468.59	1,505.30	1,542.93
P52	1,247.83	1,279.02	1,311.00	1,343.77	1,377.37	1,411.80	1,447.10	1,483.27	1,520.35	1,558.36
P53	1,260.30	1,291.81	1,324.11	1,357.21	1,391.14	1,425.92	1,461.57	1,498.11	1,535.56	1,573.95
P54	1,272.91	1,304.73	1,337.35	1,370.78	1,405.05	1,440.18	1,476.18	1,513.09	1,550.91	1,589.69
P55	1,285.64	1,317.78	1,350.72	1,384.49	1,419.10	1,454.58	1,490.94	1,528.22	1,566.42	1,605.58
P56	1,298.49	1,330.96	1,364.23	1,398.33	1,433.29	1,469.13	1,505.85	1,543.50	1,582.09	1,621.64

CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2017

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P57	1,311.48	1,344.26	1,377.87	1,412.32	1,447.63	1,483.82	1,520.91	1,558.93	1,597.91	1,637.86
P58	1,324.59	1,357.71	1,391.65	1,426.44	1,462.10	1,498.65	1,536.12	1,574.52	1,613.89	1,654.23
P59	1,337.84	1,371.28	1,405.57	1,440.71	1,476.72	1,513.64	1,551.48	1,590.27	1,630.03	1,670.78
P60	1,351.22	1,385.00	1,419.62	1,455.11	1,491.49	1,528.78	1,567.00	1,606.17	1,646.33	1,687.48
P61	1,364.73	1,398.85	1,433.82	1,469.66	1,506.41	1,544.07	1,582.67	1,622.23	1,662.79	1,704.36
P62	1,378.38	1,412.84	1,448.16	1,484.36	1,521.47	1,559.51	1,598.49	1,638.46	1,679.42	1,721.40
P63	1,392.16	1,426.96	1,462.64	1,499.20	1,536.68	1,575.10	1,614.48	1,654.84	1,696.21	1,738.62
P64	1,406.08	1,441.23	1,477.26	1,514.20	1,552.05	1,590.85	1,630.62	1,671.39	1,713.17	1,756.00
P65	1,420.14	1,455.65	1,492.04	1,529.34	1,567.57	1,606.76	1,646.93	1,688.10	1,730.31	1,773.56
P66	1,434.34	1,470.20	1,506.96	1,544.63	1,583.25	1,622.83	1,663.40	1,704.98	1,747.61	1,791.30
P67	1,448.69	1,484.90	1,522.03	1,560.08	1,599.08	1,639.06	1,680.03	1,722.03	1,765.08	1,809.21
P68	1,463.17	1,499.75	1,537.25	1,575.68	1,615.07	1,655.45	1,696.83	1,739.25	1,782.74	1,827.30
P69	1,477.81	1,514.75	1,552.62	1,591.44	1,631.22	1,672.00	1,713.80	1,756.65	1,800.56	1,845.58
P70	1,492.58	1,529.90	1,568.15	1,607.35	1,647.53	1,688.72	1,730.94	1,774.21	1,818.57	1,864.03
P71	1,507.51	1,545.20	1,583.83	1,623.42	1,664.01	1,705.61	1,748.25	1,791.96	1,836.75	1,882.67
P72	1,522.59	1,560.65	1,599.67	1,639.66	1,680.65	1,722.67	1,765.73	1,809.88	1,855.12	1,901.50
P73	1,537.81	1,576.26	1,615.66	1,656.05	1,697.46	1,739.89	1,783.39	1,827.97	1,873.67	1,920.52
P74	1,553.19	1,592.02	1,631.82	1,672.61	1,714.43	1,757.29	1,801.22	1,846.25	1,892.41	1,939.72
P75	1,568.72	1,607.94	1,648.14	1,689.34	1,731.57	1,774.86	1,819.24	1,864.72	1,911.33	1,959.12
P76	1,584.41	1,624.02	1,664.62	1,706.23	1,748.89	1,792.61	1,837.43	1,883.36	1,930.45	1,978.71
P77	1,600.25	1,640.26	1,681.26	1,723.30	1,766.38	1,810.54	1,855.80	1,902.20	1,949.75	1,998.50
P78	1,616.25	1,656.66	1,698.08	1,740.53	1,784.04	1,828.64	1,874.36	1,921.22	1,969.25	2,018.48
P79	1,632.42	1,673.23	1,715.06	1,757.93	1,801.88	1,846.93	1,893.10	1,940.43	1,988.94	2,038.67
P80	1,648.74	1,689.96	1,732.21	1,775.51	1,819.90	1,865.40	1,912.03	1,959.84	2,008.83	2,059.05
P81	1,665.23	1,706.86	1,749.53	1,793.27	1,838.10	1,884.05	1,931.15	1,979.43	2,028.92	2,079.64
P82	1,681.88	1,723.93	1,767.03	1,811.20	1,856.48	1,902.89	1,950.47	1,999.23	2,049.21	2,100.44
P83	1,698.70	1,741.17	1,784.70	1,829.31	1,875.05	1,921.92	1,969.97	2,019.22	2,069.70	2,121.44
P84	1,715.69	1,758.58	1,802.54	1,847.61	1,893.80	1,941.14	1,989.67	2,039.41	2,090.40	2,142.66
P85	1,732.84	1,776.16	1,820.57	1,866.08	1,912.74	1,960.55	2,009.57	2,059.81	2,111.30	2,164.08
P86	1,750.17	1,793.93	1,838.77	1,884.74	1,931.86	1,980.16	2,029.66	2,080.40	2,132.41	2,185.73
P87	1,767.67	1,811.87	1,857.16	1,903.59	1,951.18	1,999.96	2,049.96	2,101.21	2,153.74	2,207.58
P88	1,785.35	1,829.98	1,875.73	1,922.63	1,970.69	2,019.96	2,070.46	2,122.22	2,175.28	2,229.66
P89	1,803.20	1,848.28	1,894.49	1,941.85	1,990.40	2,040.16	2,091.16	2,143.44	2,197.03	2,251.95
P90	1,821.24	1,866.77	1,913.44	1,961.27	2,010.30	2,060.56	2,112.08	2,164.88	2,219.00	2,274.47
P91	1,839.45	1,885.43	1,932.57	1,980.88	2,030.41	2,081.17	2,133.20	2,186.53	2,241.19	2,297.22
P92	1,857.84	1,904.29	1,951.90	2,000.69	2,050.71	2,101.98	2,154.53	2,208.39	2,263.60	2,320.19
P93	1,876.42	1,923.33	1,971.42	2,020.70	2,071.22	2,123.00	2,176.07	2,230.48	2,286.24	2,343.39
P94	1,895.19	1,942.57	1,991.13	2,040.91	2,091.93	2,144.23	2,197.83	2,252.78	2,309.10	2,366.83
P95	1,914.14	1,961.99	2,011.04	2,061.32	2,112.85	2,165.67	2,219.81	2,275.31	2,332.19	2,390.50
P96	1,933.28	1,981.61	2,031.15	2,081.93	2,133.98	2,187.33	2,242.01	2,298.06	2,355.51	2,414.40
P97	1,952.61	2,001.43	2,051.46	2,102.75	2,155.32	2,209.20	2,264.43	2,321.04	2,379.07	2,438.54
P98	1,972.14	2,021.44	2,071.98	2,123.78	2,176.87	2,231.29	2,287.08	2,344.25	2,402.86	2,462.93
P99	1,991.86	2,041.66	2,092.70	2,145.01	2,198.64	2,253.61	2,309.95	2,367.69	2,426.89	2,487.56
P100	2,011.78	2,062.07	2,113.62	2,166.46	2,220.63	2,276.14	2,333.05	2,391.37	2,451.16	2,512.43
P101	2,031.90	2,082.69	2,134.76	2,188.13	2,242.83	2,298.90	2,356.38	2,415.29	2,475.67	2,537.56
P102	2,052.21	2,103.52	2,156.11	2,210.01	2,265.26	2,321.89	2,379.94	2,439.44	2,500.42	2,562.93
P103	2,072.74	2,124.56	2,177.67	2,232.11	2,287.91	2,345.11	2,403.74	2,463.83	2,525.43	2,588.56
P104	2,093.46	2,145.80	2,199.45	2,254.43	2,310.79	2,368.56	2,427.78	2,488.47	2,550.68	2,614.45
P105	2,114.40	2,167.26	2,221.44	2,276.98	2,333.90	2,392.25	2,452.05	2,513.36	2,576.19	2,640.59
P106	2,135.54	2,188.93	2,243.65	2,299.75	2,357.24	2,416.17	2,476.57	2,538.49	2,601.95	2,667.00
P107	2,156.90	2,210.82	2,266.09	2,322.74	2,380.81	2,440.33	2,501.34	2,563.87	2,627.97	2,693.67
P108	2,178.47	2,232.93	2,288.75	2,345.97	2,404.62	2,464.74	2,526.35	2,589.51	2,654.25	2,720.61
P109	2,200.25	2,255.26	2,311.64	2,369.43	2,428.67	2,489.38	2,551.62	2,615.41	2,680.79	2,747.81
P110	2,222.25	2,277.81	2,334.76	2,393.12	2,452.95	2,514.28	2,577.13	2,641.56	2,707.60	2,775.29
P111	2,244.48	2,300.59	2,358.10	2,417.06	2,477.48	2,539.42	2,602.91	2,667.98	2,734.68	2,803.04
P112	2,266.92	2,323.59	2,381.68	2,441.23	2,502.26	2,564.81	2,628.93	2,694.66	2,762.02	2,831.07

**CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2017**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P113	2,289.59	2,346.83	2,405.50	2,465.64	2,527.28	2,590.46	2,655.22	2,721.60	2,789.64	2,859.39
P114	2,312.49	2,370.30	2,429.56	2,490.30	2,552.55	2,616.37	2,681.78	2,748.82	2,817.54	2,887.98
P115	2,335.61	2,394.00	2,453.85	2,515.20	2,578.08	2,642.53	2,708.59	2,776.31	2,845.72	2,916.86
P116	2,358.97	2,417.94	2,478.39	2,540.35	2,603.86	2,668.96	2,735.68	2,804.07	2,874.17	2,946.03
P117	2,382.56	2,442.12	2,503.17	2,565.75	2,629.90	2,695.65	2,763.04	2,832.11	2,902.91	2,975.49
P118	2,406.38	2,466.54	2,528.21	2,591.41	2,656.20	2,722.60	2,790.67	2,860.43	2,931.94	3,005.24
P119	2,430.45	2,491.21	2,553.49	2,617.33	2,682.76	2,749.83	2,818.57	2,889.04	2,961.26	3,035.30
P120	2,454.75	2,516.12	2,579.02	2,643.50	2,709.59	2,777.33	2,846.76	2,917.93	2,990.88	3,065.65
P121	2,479.30	2,541.28	2,604.81	2,669.93	2,736.68	2,805.10	2,875.23	2,947.11	3,020.78	3,096.30
P122	2,504.09	2,566.69	2,630.86	2,696.63	2,764.05	2,833.15	2,903.98	2,976.58	3,050.99	3,127.27
P123	2,529.13	2,592.36	2,657.17	2,723.60	2,791.69	2,861.48	2,933.02	3,006.34	3,081.50	3,158.54
P124	2,554.42	2,618.28	2,683.74	2,750.84	2,819.61	2,890.10	2,962.35	3,036.41	3,112.32	3,190.13
P125	2,579.97	2,644.47	2,710.58	2,778.34	2,847.80	2,919.00	2,991.97	3,066.77	3,143.44	3,222.03
P126	2,605.77	2,670.91	2,737.68	2,806.13	2,876.28	2,948.19	3,021.89	3,097.44	3,174.88	3,254.25
P127	2,631.83	2,697.62	2,765.06	2,834.19	2,905.04	2,977.67	3,052.11	3,128.41	3,206.62	3,286.79
P128	2,658.14	2,724.60	2,792.71	2,862.53	2,934.09	3,007.45	3,082.63	3,159.70	3,238.69	3,319.66
P129	2,684.73	2,751.84	2,820.64	2,891.16	2,963.43	3,037.52	3,113.46	3,191.29	3,271.08	3,352.85
P130	2,711.57	2,779.36	2,848.85	2,920.07	2,993.07	3,067.90	3,144.59	3,223.21	3,303.79	3,386.38
P131	2,738.69	2,807.16	2,877.33	2,949.27	3,023.00	3,098.57	3,176.04	3,255.44	3,336.83	3,420.25
P132	2,766.08	2,835.23	2,906.11	2,978.76	3,053.23	3,129.56	3,207.80	3,287.99	3,370.19	3,454.45
P133	2,793.74	2,863.58	2,935.17	3,008.55	3,083.76	3,160.86	3,239.88	3,320.87	3,403.90	3,488.99
P134	2,821.67	2,892.22	2,964.52	3,038.63	3,114.60	3,192.46	3,272.28	3,354.08	3,437.93	3,523.88
P135	2,849.89	2,921.14	2,994.17	3,069.02	3,145.75	3,224.39	3,305.00	3,387.62	3,472.31	3,559.12
P136	2,878.39	2,950.35	3,024.11	3,099.71	3,177.20	3,256.63	3,338.05	3,421.50	3,507.04	3,594.71
P137	2,907.17	2,979.85	3,054.35	3,130.71	3,208.97	3,289.20	3,371.43	3,455.71	3,542.11	3,630.66
P138	2,936.24	3,009.65	3,084.89	3,162.01	3,241.06	3,322.09	3,405.14	3,490.27	3,577.53	3,666.97
P139	2,965.61	3,039.75	3,115.74	3,193.63	3,273.48	3,355.31	3,439.19	3,525.17	3,613.30	3,703.64
P140	2,995.26	3,070.14	3,146.90	3,225.57	3,306.21	3,388.87	3,473.59	3,560.43	3,649.44	3,740.67
P141	3,025.22	3,100.85	3,178.37	3,257.83	3,339.27	3,422.75	3,508.32	3,596.03	3,685.93	3,778.08
P142	3,055.47	3,131.85	3,210.15	3,290.40	3,372.66	3,456.98	3,543.41	3,631.99	3,722.79	3,815.86
P143	3,086.02	3,163.17	3,242.25	3,323.31	3,406.39	3,491.55	3,578.84	3,668.31	3,760.02	3,854.02
P144	3,116.88	3,194.80	3,274.67	3,356.54	3,440.46	3,526.47	3,614.63	3,704.99	3,797.62	3,892.56
P145	3,148.05	3,226.75	3,307.42	3,390.11	3,474.86	3,561.73	3,650.77	3,742.04	3,835.60	3,931.49
P146	3,179.53	3,259.02	3,340.50	3,424.01	3,509.61	3,597.35	3,687.28	3,779.46	3,873.95	3,970.80
P147	3,211.33	3,291.61	3,373.90	3,458.25	3,544.70	3,633.32	3,724.16	3,817.26	3,912.69	4,010.51
P148	3,243.44	3,324.53	3,407.64	3,492.83	3,580.15	3,669.66	3,761.40	3,855.43	3,951.82	4,050.61
P149	3,275.88	3,357.77	3,441.72	3,527.76	3,615.95	3,706.35	3,799.01	3,893.99	3,991.34	4,091.12
P150	3,308.63	3,391.35	3,476.13	3,563.04	3,652.11	3,743.42	3,837.00	3,932.93	4,031.25	4,132.03
P151	3,341.72	3,425.26	3,510.89	3,598.67	3,688.63	3,780.85	3,875.37	3,972.26	4,071.56	4,173.35
P152	3,375.14	3,459.52	3,546.00	3,634.65	3,725.52	3,818.66	3,914.12	4,011.98	4,112.28	4,215.08
P153	3,408.89	3,494.11	3,581.46	3,671.00	3,762.78	3,856.84	3,953.27	4,052.10	4,153.40	4,257.23
P154	3,442.98	3,529.05	3,617.28	3,707.71	3,800.40	3,895.41	3,992.80	4,092.62	4,194.93	4,299.81
P155	3,477.41	3,564.34	3,653.45	3,744.79	3,838.41	3,934.37	4,032.73	4,133.54	4,236.88	4,342.81
P156	3,512.18	3,599.99	3,689.99	3,782.24	3,876.79	3,973.71	4,073.05	4,174.88	4,279.25	4,386.23
P157	3,547.30	3,635.99	3,726.89	3,820.06	3,915.56	4,013.45	4,113.78	4,216.63	4,322.04	4,430.10
P158	3,582.78	3,672.35	3,764.15	3,858.26	3,954.71	4,053.58	4,154.92	4,258.80	4,365.27	4,474.40
P159	3,618.60	3,709.07	3,801.80	3,896.84	3,994.26	4,094.12	4,196.47	4,301.38	4,408.92	4,519.14
P160	3,654.79	3,746.16	3,839.81	3,935.81	4,034.20	4,135.06	4,238.44	4,344.40	4,453.01	4,564.33
P161	3,691.34	3,783.62	3,878.21	3,975.17	4,074.55	4,176.41	4,280.82	4,387.84	4,497.54	4,609.98
P162	3,728.25	3,821.46	3,916.99	4,014.92	4,115.29	4,218.17	4,323.63	4,431.72	4,542.51	4,656.08
P163	3,765.53	3,859.67	3,956.16	4,055.07	4,156.44	4,260.36	4,366.86	4,476.04	4,587.94	4,702.64
P164	3,803.19	3,898.27	3,995.73	4,095.62	4,198.01	4,302.96	4,410.53	4,520.80	4,633.82	4,749.66
P165	3,841.22	3,937.25	4,035.68	4,136.58	4,239.99	4,345.99	4,454.64	4,566.00	4,680.16	4,797.16
P166	3,879.63	3,976.62	4,076.04	4,177.94	4,282.39	4,389.45	4,499.19	4,611.66	4,726.96	4,845.13
P167	3,918.43	4,016.39	4,116.80	4,219.72	4,325.21	4,433.34	4,544.18	4,657.78	4,774.23	4,893.58
P168	3,957.61	4,056.55	4,157.97	4,261.92	4,368.47	4,477.68	4,589.62	4,704.36	4,821.97	4,942.52

CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2017

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P169	3,997.19	4,097.12	4,199.55	4,304.54	4,412.15	4,522.45	4,635.52	4,751.40	4,870.19	4,991.94
P170	4,037.16	4,138.09	4,241.54	4,347.58	4,456.27	4,567.68	4,681.87	4,798.92	4,918.89	5,041.86
P171	4,077.53	4,179.47	4,283.96	4,391.06	4,500.83	4,613.36	4,728.69	4,846.91	4,968.08	5,092.28
P172	4,118.31	4,221.27	4,326.80	4,434.97	4,545.84	4,659.49	4,775.98	4,895.38	5,017.76	5,143.20
P173	4,159.49	4,263.48	4,370.07	4,479.32	4,591.30	4,706.08	4,823.74	4,944.33	5,067.94	5,194.64
P174	4,201.09	4,306.11	4,413.77	4,524.11	4,637.21	4,753.14	4,871.97	4,993.77	5,118.62	5,246.58
P175	4,243.10	4,349.18	4,457.90	4,569.35	4,683.59	4,800.68	4,920.69	5,043.71	5,169.80	5,299.05
P176	4,285.53	4,392.67	4,502.48	4,615.05	4,730.42	4,848.68	4,969.90	5,094.15	5,221.50	5,352.04
P177	4,328.38	4,436.59	4,547.51	4,661.20	4,777.73	4,897.17	5,019.60	5,145.09	5,273.72	5,405.56
P178	4,371.67	4,480.96	4,592.98	4,707.81	4,825.50	4,946.14	5,069.79	5,196.54	5,326.45	5,459.61
P179	4,415.38	4,525.77	4,638.91	4,754.89	4,873.76	4,995.60	5,120.49	5,248.50	5,379.72	5,514.21
P180	4,459.54	4,571.03	4,685.30	4,802.44	4,922.50	5,045.56	5,171.70	5,300.99	5,433.51	5,569.35
P181	4,504.13	4,616.74	4,732.16	4,850.46	4,971.72	5,096.01	5,223.41	5,354.00	5,487.85	5,625.05
P182	4,549.18	4,662.90	4,779.48	4,898.96	5,021.44	5,146.97	5,275.65	5,407.54	5,542.73	5,681.30
P183	4,594.67	4,709.53	4,827.27	4,947.95	5,071.65	5,198.44	5,328.41	5,461.62	5,598.16	5,738.11
P184	4,640.61	4,756.63	4,875.54	4,997.43	5,122.37	5,250.43	5,381.69	5,516.23	5,654.14	5,795.49
P185	4,687.02	4,804.20	4,924.30	5,047.41	5,173.59	5,302.93	5,435.51	5,571.39	5,710.68	5,853.45
P186	4,733.89	4,852.24	4,973.54	5,097.88	5,225.33	5,355.96	5,489.86	5,627.11	5,767.79	5,911.98
P187	4,781.23	4,900.76	5,023.28	5,148.86	5,277.58	5,409.52	5,544.76	5,683.38	5,825.46	5,971.10
P188	4,829.04	4,949.77	5,073.51	5,200.35	5,330.36	5,463.62	5,600.21	5,740.21	5,883.72	6,030.81
P189	4,877.33	4,999.26	5,124.25	5,252.35	5,383.66	5,518.25	5,656.21	5,797.61	5,942.55	6,091.12
P190	4,926.10	5,049.26	5,175.49	5,304.88	5,437.50	5,573.44	5,712.77	5,855.59	6,001.98	6,152.03
P191	4,975.37	5,099.75	5,227.24	5,357.93	5,491.87	5,629.17	5,769.90	5,914.15	6,062.00	6,213.55
P192	5,025.12	5,150.75	5,279.52	5,411.50	5,546.79	5,685.46	5,827.60	5,973.29	6,122.62	6,275.69
P193	5,075.37	5,202.26	5,332.31	5,465.62	5,602.26	5,742.32	5,885.87	6,033.02	6,183.85	6,338.44
P194	5,126.12	5,254.28	5,385.63	5,520.28	5,658.28	5,799.74	5,944.73	6,093.35	6,245.69	6,401.83
P195	5,177.39	5,306.82	5,439.49	5,575.48	5,714.87	5,857.74	6,004.18	6,154.28	6,308.14	6,465.85
P196	5,229.16	5,359.89	5,493.89	5,631.23	5,772.01	5,916.31	6,064.22	6,215.83	6,371.22	6,530.50
P197	5,281.45	5,413.49	5,548.82	5,687.55	5,829.73	5,975.48	6,124.86	6,277.99	6,434.94	6,595.81
P198	5,334.27	5,467.62	5,604.31	5,744.42	5,888.03	6,035.23	6,186.11	6,340.77	6,499.28	6,661.77
P199	5,387.61	5,522.30	5,660.36	5,801.87	5,946.91	6,095.58	6,247.97	6,404.17	6,564.28	6,728.38
P200	5,441.48	5,577.52	5,716.96	5,859.88	6,006.38	6,156.54	6,310.45	6,468.22	6,629.92	6,795.67
P201	5,495.90	5,633.30	5,774.13	5,918.48	6,066.44	6,218.11	6,373.56	6,532.90	6,696.22	6,863.63
P202	5,550.86	5,689.63	5,831.87	5,977.67	6,127.11	6,280.29	6,437.29	6,598.23	6,763.18	6,932.26
P203	5,606.37	5,746.53	5,890.19	6,037.44	6,188.38	6,343.09	6,501.67	6,664.21	6,830.81	7,001.58
P204	5,662.43	5,803.99	5,949.09	6,097.82	6,250.26	6,406.52	6,566.68	6,730.85	6,899.12	7,071.60
P205	5,719.05	5,862.03	6,008.58	6,158.80	6,312.77	6,470.59	6,632.35	6,798.16	6,968.11	7,142.32
P206	5,776.25	5,920.65	6,068.67	6,220.38	6,375.89	6,535.29	6,698.67	6,866.14	7,037.79	7,213.74
P207	5,834.01	5,979.86	6,129.35	6,282.59	6,439.65	6,600.64	6,765.66	6,934.80	7,108.17	7,285.88
P208	5,892.35	6,039.66	6,190.65	6,345.41	6,504.05	6,666.65	6,833.32	7,004.15	7,179.25	7,358.74
P209	5,951.27	6,100.05	6,252.55	6,408.87	6,569.09	6,733.32	6,901.65	7,074.19	7,251.05	7,432.32
P210	6,010.78	6,161.05	6,315.08	6,472.96	6,634.78	6,800.65	6,970.67	7,144.93	7,323.56	7,506.65
P211	6,070.89	6,222.66	6,378.23	6,537.69	6,701.13	6,868.66	7,040.37	7,216.38	7,396.79	7,581.71
P212	6,131.60	6,284.89	6,442.01	6,603.06	6,768.14	6,937.34	7,110.78	7,288.55	7,470.76	7,657.53
P213	6,192.92	6,347.74	6,506.43	6,669.09	6,835.82	7,006.72	7,181.89	7,361.43	7,545.47	7,734.10
P214	6,254.85	6,411.22	6,571.50	6,735.79	6,904.18	7,076.78	7,253.70	7,435.05	7,620.92	7,811.45
P215	6,317.39	6,475.33	6,637.21	6,803.14	6,973.22	7,147.55	7,326.24	7,509.40	7,697.13	7,889.56
P216	6,380.57	6,540.08	6,703.58	6,871.17	7,042.95	7,219.03	7,399.50	7,584.49	7,774.10	7,968.46
P217	6,444.37	6,605.48	6,770.62	6,939.89	7,113.38	7,291.22	7,473.50	7,660.34	7,851.84	8,048.14
P218	6,508.82	6,671.54	6,838.33	7,009.29	7,184.52	7,364.13	7,548.23	7,736.94	7,930.36	8,128.62
P219	6,573.91	6,738.25	6,906.71	7,079.38	7,256.36	7,437.77	7,623.72	7,814.31	8,009.67	8,209.91
P220	6,639.65	6,805.64	6,975.78	7,150.17	7,328.93	7,512.15	7,699.95	7,892.45	8,089.76	8,292.01
P221	6,706.04	6,873.69	7,045.54	7,221.67	7,402.22	7,587.27	7,776.95	7,971.38	8,170.66	8,374.93
P222	6,773.10	6,942.43	7,115.99	7,293.89	7,476.24	7,663.14	7,854.72	8,051.09	8,252.37	8,458.68
P223	6,840.83	7,011.85	7,187.15	7,366.83	7,551.00	7,739.77	7,933.27	8,131.60	8,334.89	8,543.26
P224	6,909.24	7,081.97	7,259.02	7,440.50	7,626.51	7,817.17	8,012.60	8,212.92	8,418.24	8,628.70

**CITY OF CALABASAS
PERMANENT POSITIONS
BI-WEEKLY WAGE RANGE / STEP SCHEDULE
Effective July 1, 2017**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
P225	6,978.33	7,152.79	7,331.61	7,514.90	7,702.77	7,895.34	8,092.73	8,295.05	8,502.42	8,714.98
P226	7,048.12	7,224.32	7,404.93	7,590.05	7,779.80	7,974.30	8,173.66	8,378.00	8,587.45	8,802.13
P227	7,118.60	7,296.56	7,478.98	7,665.95	7,857.60	8,054.04	8,255.39	8,461.78	8,673.32	8,890.15
P228	7,189.78	7,369.53	7,553.77	7,742.61	7,936.18	8,134.58	8,337.95	8,546.39	8,760.05	8,979.06
P229	7,261.68	7,443.22	7,629.30	7,820.04	8,015.54	8,215.93	8,421.33	8,631.86	8,847.65	9,068.85
P230	7,334.30	7,517.66	7,705.60	7,898.24	8,095.69	8,298.09	8,505.54	8,718.18	8,936.13	9,159.53
P231	7,407.64	7,592.83	7,782.65	7,977.22	8,176.65	8,381.07	8,590.59	8,805.36	9,025.49	9,251.13
P232	7,481.72	7,668.76	7,860.48	8,056.99	8,258.42	8,464.88	8,676.50	8,893.41	9,115.75	9,343.64
P233	7,556.54	7,745.45	7,939.09	8,137.56	8,341.00	8,549.53	8,763.26	8,982.35	9,206.90	9,437.08
P234	7,632.10	7,822.90	8,018.48	8,218.94	8,424.41	8,635.02	8,850.90	9,072.17	9,298.97	9,531.45
P235	7,708.42	7,901.13	8,098.66	8,301.13	8,508.66	8,721.37	8,939.41	9,162.89	9,391.96	9,626.76
P236	7,785.51	7,980.14	8,179.65	8,384.14	8,593.74	8,808.59	9,028.80	9,254.52	9,485.88	9,723.03
P237	7,863.36	8,059.95	8,261.44	8,467.98	8,679.68	8,896.67	9,119.09	9,347.07	9,580.74	9,820.26
P238	7,941.99	8,140.54	8,344.06	8,552.66	8,766.48	8,985.64	9,210.28	9,440.54	9,676.55	9,918.46
P239	8,021.41	8,221.95	8,427.50	8,638.19	8,854.14	9,075.49	9,302.38	9,534.94	9,773.32	10,017.65
P240	8,101.63	8,304.17	8,511.77	8,724.57	8,942.68	9,166.25	9,395.41	9,630.29	9,871.05	10,117.82
P241	8,182.65	8,387.21	8,596.89	8,811.81	9,032.11	9,257.91	9,489.36	9,726.59	9,969.76	10,219.00
P242	8,264.47	8,471.08	8,682.86	8,899.93	9,122.43	9,350.49	9,584.25	9,823.86	10,069.46	10,321.19
P243	8,347.12	8,555.79	8,769.69	8,988.93	9,213.65	9,444.00	9,680.10	9,922.10	10,170.15	10,424.40
P244	8,430.59	8,641.35	8,857.39	9,078.82	9,305.79	9,538.44	9,776.90	10,021.32	10,271.85	10,528.65
P245	8,514.89	8,727.77	8,945.96	9,169.61	9,398.85	9,633.82	9,874.67	10,121.53	10,374.57	10,633.94
P246	8,600.04	8,815.04	9,035.42	9,261.31	9,492.84	9,730.16	9,973.41	10,222.75	10,478.32	10,740.27
P247	8,686.04	8,903.19	9,125.77	9,353.92	9,587.77	9,827.46	10,073.15	10,324.98	10,583.10	10,847.68
P248	8,772.90	8,992.23	9,217.03	9,447.46	9,683.64	9,925.73	10,173.88	10,428.23	10,688.93	10,956.15



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 18, 2018

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL KLEIN, SENIOR PLANNER *MAK*

SUBJECT: ANNUAL UPDATE OF THE CITY'S TOBACCO RETAILER REGISTRATION PROGRAM.

MEETING DATE: JUNE 27, 2018

SUMMARY RECOMMENDATION:

Staff recommends that the City Council receive and file this report.

BACKGROUND:

Adoption of Ordinance No. 2009-259 (Chapter 5.18 of the Calabasas Municipal Code) requires all tobacco retailers to be registered with the City in order to sell tobacco products. The Ordinance took effect on July 10, 2009. Registration is required annually, and there is no fee involved. It is unlawful for any retailer to sell tobacco products without current registration. In addition to requiring a valid registration, the ordinance prohibits retailers from selling tobacco products to minors (consistent with state law). The ordinance establishes policies and procedures for the regular monitoring of tobacco retailers by the City and Sheriff's Department, including the use of minors for sting operations. Any retailer who is found to be in violation of the ordinance and state law prohibiting the sale of tobacco to persons under 21 years of age is subject to a minimum fine of \$1,000 and will have their registration (and, thus, their right to sell tobacco) revoked for a specified period of time.

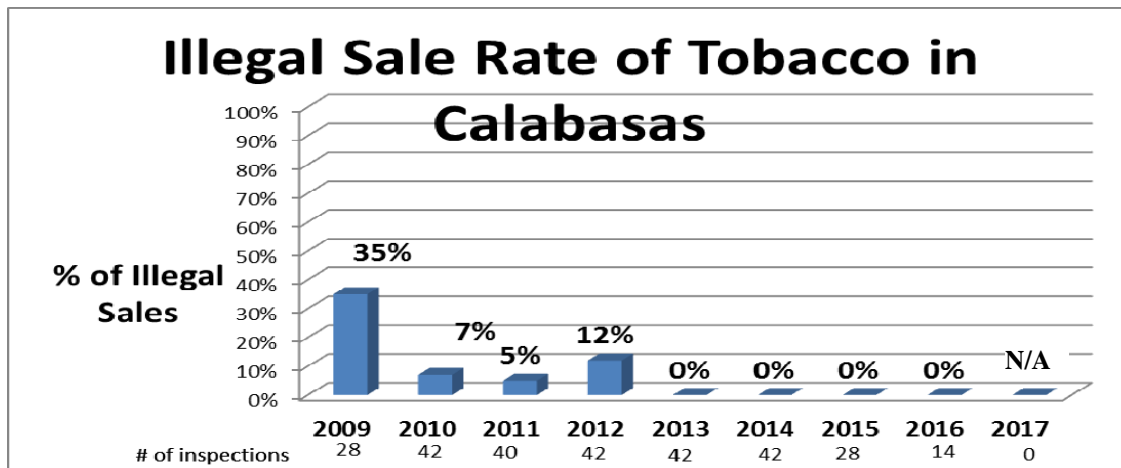
Section 5.18.130(H) of the CMC requires the City Manager to provide an annual report to the City Council regarding enforcement of the ordinance. The CMC further specifies the content of the annual report as follows:

“The report shall include: (i) the number of tobacco retailers found to have violated this chapter; (ii) the number of enforcement actions taken with respect to each tobacco retailer under Section 5.18.100, (iii) the cost to the city of enforcement of this chapter, and (iv) whether additional enforcement funds are needed and, if so, whether he or she recommends those funds be derived from the City’s General Fund, fees imposed for the issuance of registrations under this chapter, or the proceeds of fines and penalties paid to the city under this chapter.”

DISCUSSION/ANALYSIS:

Section 5.18.100 of the CMC, stipulates that the Los Angeles County Sheriff’s Department shall conduct three tobacco sting operations per year; however, “the department may check the compliance of tobacco retailers previously found to be in compliance a fewer number of times”. All local tobacco retailers have been in 100% compliance since 2013. For this reason, and because of temporary fluctuations in available Sherriff Department resources, no sting operations were conducted in 2017. However, a sting operation was conducted on May 30, 2018. The operation tested the compliance for wall 14 establishments in the City. One of the 14 retailers sold products to the minor decoy. The Code Enforcement Department has received the incident report from the Sheriff Department, and has started the administrative process to revoke the retailer’s registration in accordance with Section 5.18 of the CMC. Staff will report the results of Code Enforcement’s actions to the City Council once the case is complete.

Below is a chart summarizing the annual illegal sale rates from 2009 through 2017.



Note: the illegal sale rate of tobacco is based on sales transactions made during official sting operations only. There have been a total of 278 inspections to date, with an average compliance rate of 93%.

The City's administration costs associated with registration under this ordinance are minimal. Staff sends a notice and registration form once a year to each retailer for registration renewal. This requires minimal staff time because there are only fourteen retailers. The City does incur additional costs associated with staff time to process the revocation of a retailer's registration, as well as processing appeals when a retailer engages an attorney to challenge the revocation. However, these expenses are incurred only when a retailer violates the ordinance and are recovered from the \$1,000 fine and \$250 appeal fee. As a result, staff does not recommend any changes to the ordinance at this time.

REQUESTED ACTION:

Staff recommends that the City Council receive and file this report.

ATTACHMENTS:

Attachment A - Tobacco Retailer Status Sheet as of January 2018



CITY of CALABASAS

Tobacco Retailer Status Sheet as of January 31, 2018

No. of violations cumulative since date of Ordinance No. 2009-259 (July 10, 2009 through January 31, 2018):

Retailer	Address	Current Registration	No. of Violations
LAS VIRGENES MOBIL	4830 LAS VIRGENES RD	yes	0
RITE-AID #6327	4710 COMMONS WAY	yes	1
CALABASAS MOBIL	24025 CALABASAS RD	yes	0
OAK SHELL	22295 MULHOLLAND HWY	yes	1
RALPHS #205	4754 COMMONS WAY	yes	2
GELSON'S MARKETS	22277 MULHOLLAND HWY	yes	0
CALABASAS UNOCAL CORPORATION	24115 CALABASAS RD	yes	1
MAC CHEVRON	4807 LAS VIRGENES RD	yes	1
7-ELEVEN STORE	4919 LAS VIRGENES RD	yes	1
VENTORO PRIMA GAS	4831 LAS VIRGENES RD	yes	1
VILLAGE MARKET	5657 LAS VIRGENES RD	yes	0
ALBERTSONS SUPERMARKET	26521 AGOURA RD	yes	0
TOBACCO ROYALE	26500 AGOURA RD	yes	1
MALIBU LIQUOR & WINE CELLAR INC.	4937 LAS VIRGENES RD	yes	0

As of January 2018



CITY of CALABASAS

Budget Summary & Discussion FY 2018-19 & 2019-20 Plus Additional 3-Year Forecast

June 27, 2018



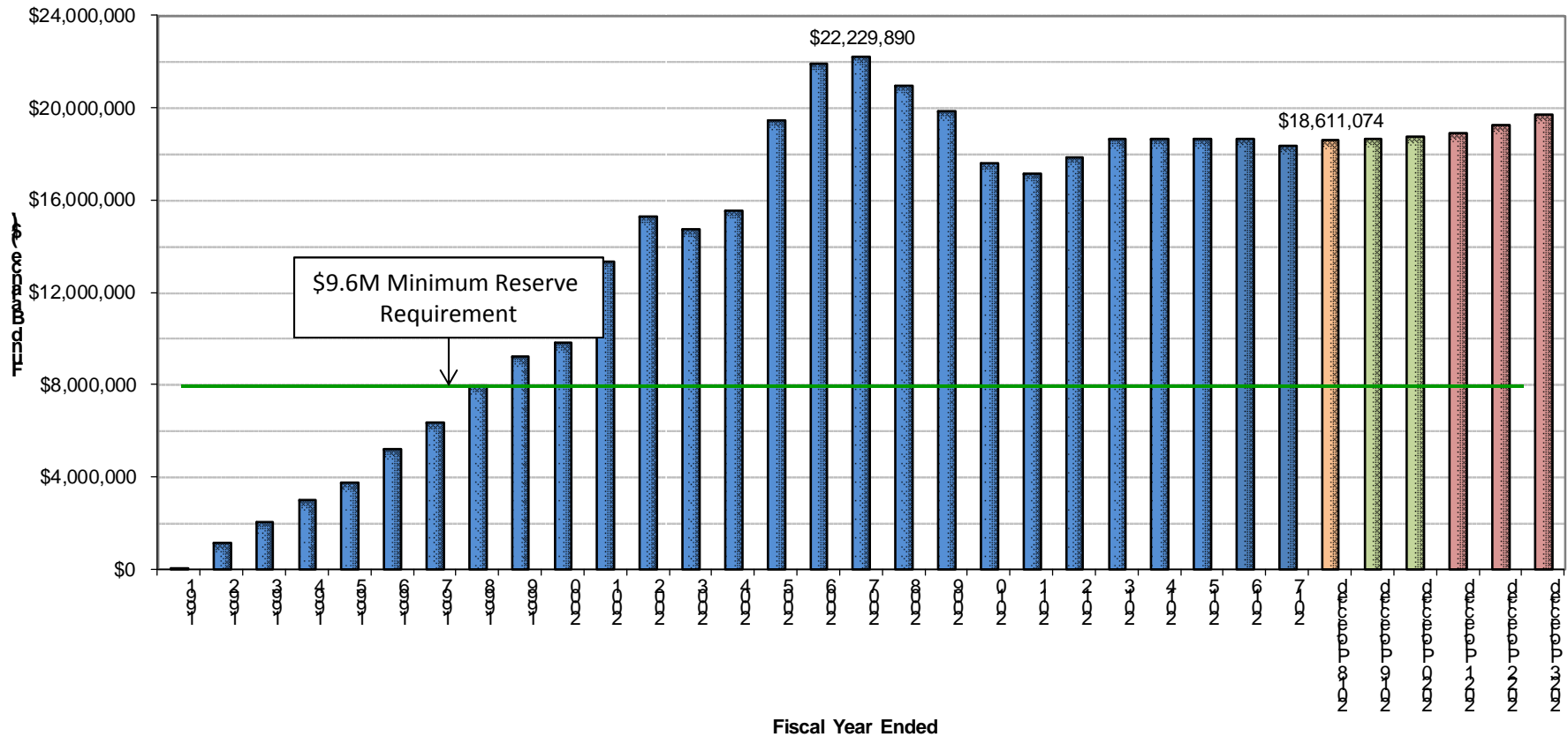
CITY of CALABASAS

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 2017-18	Projected 2017-18	Budget 2018-19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Revenue	\$23,221,400	\$24,054,600	\$23,549,200	\$24,580,900	\$25,209,100	\$25,792,900	\$26,321,700
Expenditures							
Personnel Services	\$9,779,800	\$9,542,700	\$9,508,500	\$9,914,400	\$10,062,600	\$10,212,800	\$10,365,300
Supplies & Services	7,716,900	8,074,600	8,003,100	8,516,900	8,687,600	8,813,600	8,946,300
Sheriff Services	4,655,900	4,659,300	4,853,000	4,975,100	5,074,600	5,176,100	5,279,600
Sub-Total - Operational Costs	\$22,152,600	\$22,276,600	\$22,364,600	\$23,406,400	\$23,824,800	\$24,202,500	\$24,591,200
Capital Outlay	\$155,800	\$171,200	\$193,500	\$166,800	\$191,900	\$170,100	\$203,300
Discretionary	954,700	1,005,800	976,000	988,200	1,154,500	1,166,900	1,179,400
Total Expenditures	\$23,263,100	\$23,453,600	\$23,534,100	\$24,561,400	\$25,171,200	\$25,539,500	\$25,973,900
Change to Fund Balance	(\$41,700)	\$601,000	\$15,100	\$19,500	\$37,900	\$253,400	\$347,800

Included in the FY 2018-19 Proposed Budget:

1. COLA = 2.79%
2. Interest earning percentage = 2.1%
3. Spirent Communications = \$150K (25% - yr 1)
4. Final year of COP refinance savings = \$465K
5. Sheriff contract increase: ~\$200K





Budget Performance – FY 2017-18



The General Fund Balance for FY 2017-18 is projected to increase by \$601K. The (2) main causes for the increase includes:

Increase in revenue received from Property Tax (turnover of existing housing inventory)	\$318K
Decrease in budgeted cost of Payroll (full-time employees and associated costs)	237K



Budget Forecast – FYs 2018-19 & 2019-20



BALANCED BUDGET FOR NEXT 2 FISCAL YEARS

Revenue Assumptions:

- Sales Tax growth from existing businesses per MuniServices' Forecast plus an additional \$150K/\$300K projection for Spirent Communications;
- Property Tax, VLF, UUT, ToT growth at 2.0% (trend);
- Creekside Preschool Registration Fees = \$0; Reimburse F/T Teachers plus Facility Rental Fee
- Building, Planning & Engineering Fees based on historical averages.

Expenditure Assumptions:

- Employee count remains consistent with currently approved levels;
- Temporary employees and O&M at Creekside were removed from budget;
- Increase in staffing costs: salaries, minimum wage, 2.79% COLA;
- N/C in Sheriff service level, but includes 3.61% cost increase plus 10.5% liability surcharge;
- Used \$465K/\$0K unspent money for the Sr. Center debt service payments.





Revenue Summary



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2017-18	Projected 2017-18	Budget 2018-19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Sales Tax	\$5,225,800	\$5,138,200	\$5,384,000	\$5,661,000	\$5,933,000	\$6,099,000	\$6,266,000
Utility Tax	2,994,700	2,998,300	3,195,800	3,219,500	3,283,900	3,349,600	3,416,600
Property Tax	3,395,700	3,713,300	3,789,000	3,864,800	3,942,100	4,020,900	4,101,300
Automobile Registration Fees	2,348,900	2,378,300	2,483,100	2,577,000	2,628,500	2,681,100	2,734,700
Transient Occupancy Tax	2,202,200	2,060,100	2,117,600	2,419,700	2,468,100	2,517,500	2,567,900
Fees	2,288,800	2,465,800	2,478,600	2,568,800	2,620,200	2,672,700	2,726,100
Creekside	1,247,800	1,240,300	574,200	679,100	692,700	706,500	720,600
Franchise Fees	751,600	749,700	770,600	798,700	814,600	830,800	847,500
Parks & Rec	707,000	698,800	696,000	705,200	702,700	749,700	731,300
Other	947,400	1,618,400	966,500	985,300	1,004,200	1,024,200	1,044,700
Interest Income	245,600	167,500	283,100	270,300	271,000	276,000	282,800
Fines & Forfeitures	166,100	186,800	139,100	144,000	146,900	149,800	152,800
Transfer Tax	336,500	282,600	290,500	301,100	307,100	313,200	319,500
Senior Center	363,300	356,400	381,100	386,400	394,100	401,900	409,900
TOTAL REVENUE	\$23,221,400	\$24,054,500	\$23,549,200	\$24,580,900	\$25,209,100	\$25,792,900	\$26,321,700

Notes:

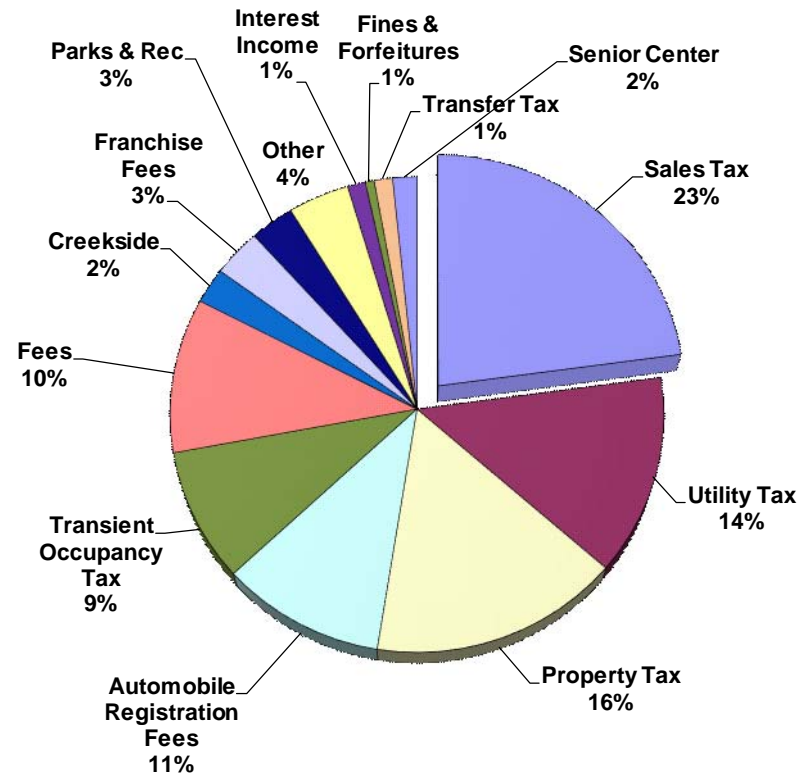
1. In FY 2017-18, Property Tax will over-perform mostly due to resale of existing inventory and assessed value;
2. Reimbursed Expenses (LVMWD Water Line) and Property Damage (Bartel House Insurance Receipt);
3. Interest income was reduced from the budget expectations due to poor investment opportunities and moving to a strong cash position;
4. Creekside revenue reduced due to expansion of Little Learners contract to run the Klubhouse Preschool Program.



Revenue by Category for FY 2018-19



	Proposed 2018-19
Sales Tax	\$5,384,000
Utility Tax	3,195,800
Property Tax	3,789,000
Automobile Registration Fees	2,483,100
Transient Occupancy Tax	2,117,600
Fees	2,478,600
Creekside	574,200
Franchise Fees	770,600
Parks & Rec	696,000
Other	966,500
Interest Income	283,100
Fines & Forfeitures	139,100
Transfer Tax	290,500
Senior Center	381,100
TOTAL REVENUE	\$23,549,200





Expenditure Summary by Account Class



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2017-18	Projected 2017-18	Budget 2018-19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Personnel Services	\$9,779,800	\$9,542,700	\$9,508,500	\$9,914,400	\$10,062,600	\$10,212,800	\$10,365,300
Supplies & Services	7,716,900	8,074,600	8,003,100	8,516,900	8,687,600	8,813,600	8,946,300
Sheriff Services	4,655,900	4,659,300	4,853,000	4,975,100	5,074,600	5,176,100	5,279,600
Sub-Total	\$22,152,600	\$22,276,600	\$22,364,600	\$23,406,400	\$23,824,800	\$24,202,500	\$24,591,200
Capital Outlay	\$155,800	\$171,200	\$193,500	\$166,800	\$191,900	\$170,100	\$203,300
Discretionary	954,700	1,005,800	976,000	988,200	1,154,500	1,166,900	1,179,400
Total Expenditures	\$23,263,100	\$23,453,600	\$23,534,100	\$24,561,400	\$25,171,200	\$25,539,500	\$25,973,900

Note:

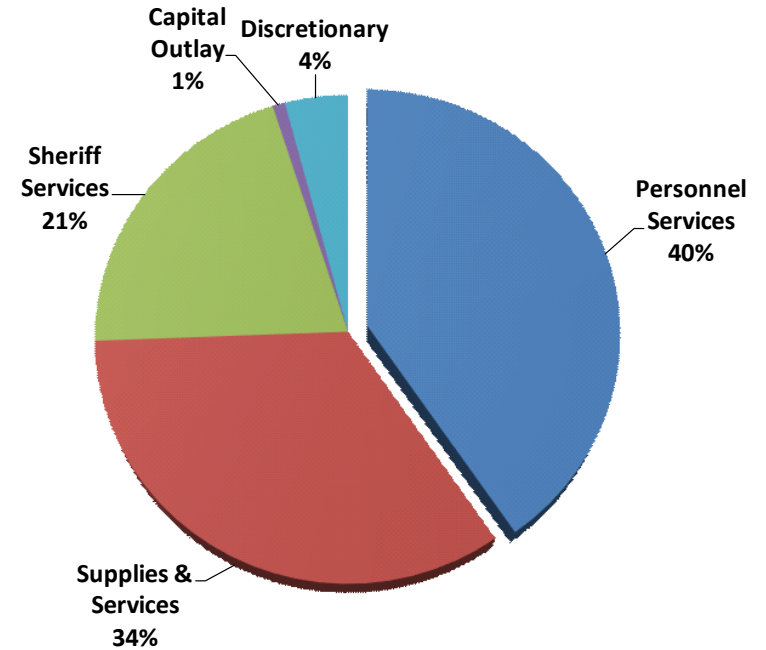
1. *FY 2017-18 Projected Expenditures are forecasted to Overrun by (\$190.5K):*
 - a. *Personnel services – projected to underrun by \$237.1K; and*
 - b. *Supplies & Services Overrun caused by LVMWD Water Line (\$321K) for Lost Hills Bridge, but received as a reimbursement.*
2. *FY 2018-19 Proposed Budget is forecasted to increase minimally by (\$81K):*
 - a. *Personnel services – overall decrease of \$34K due to: increase of (\$206.2K) due to 2.79% COLA, certain 2.5% step increases, PERS unfunded pool liability, and offset by the removal of P/T employees at Creekside Klubhouse;*
 - b. *Supplies & Services – remained relatively unchanged due to use of remaining funds at trustee of \$465.2K for COP debt service;*
 - c. *Sheriff Services – increase by (\$193.7K) due to 3.61% service level cost increase + 10.5% liability.*



Expenditure Summary by Account Class



	<u>Proposed</u> <u>2018-19</u>
Personnel Services	\$9,508,500
Supplies & Services	8,003,100
Sheriff Services	4,853,000
Capital Outlay	193,500
Discretionary	976,000
TOTAL EXPENDITURES	\$23,534,100





Payroll & Vendor Services



	APPROVED		PROPOSED		ADDITIONAL 3-YEAR FORECAST		
	Budget 2017-18	Projected 2017-18	Budget 2018-19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Full Time Salaries	\$5,889,700	\$5,788,000	\$5,877,200	\$6,127,200	\$6,219,100	\$6,312,400	\$6,407,100
Full Time Employee Overtime	51,300	42,000	42,700	44,500	45,200	45,900	46,600
Benefits	1,674,400	1,624,400	1,573,100	1,596,100	1,620,000	1,644,300	1,669,000
Retirement Benefits	91,300	88,700	78,400	78,400	79,600	80,800	82,000
Employer Taxes	965,600	910,100	996,800	1,123,600	1,140,500	1,157,600	1,175,000
Hourly Employees	960,000	941,600	792,300	792,300	804,200	816,300	828,500
Hourly Employee Overtime	0	100	0	0	0	0	0
Auto Allowance	46,000	46,300	46,200	46,200	46,200	46,200	46,200
457 Match	101,500	100,300	101,800	106,100	107,800	109,300	110,900
Total Payroll & Payroll Related Costs	\$9,779,800	\$9,541,500	\$9,508,500	\$9,914,400	\$10,062,600	\$10,212,800	\$10,365,300
Sheriff Services	\$4,655,900	\$4,659,300	\$4,853,000	\$4,975,100	\$5,074,600	\$5,176,100	\$5,279,600
Contractual Services	1,991,800	2,035,500	1,948,200	2,014,700	2,054,600	2,095,400	2,136,900
Total Vendor Services	\$6,647,700	\$6,694,800	\$6,801,200	\$6,989,800	\$7,129,200	\$7,271,500	\$7,416,500
TTL PAYROLL & VENDOR SERVICES	\$16,427,500	\$16,236,300	\$16,309,700	\$16,904,200	\$17,191,800	\$17,484,300	\$17,781,800

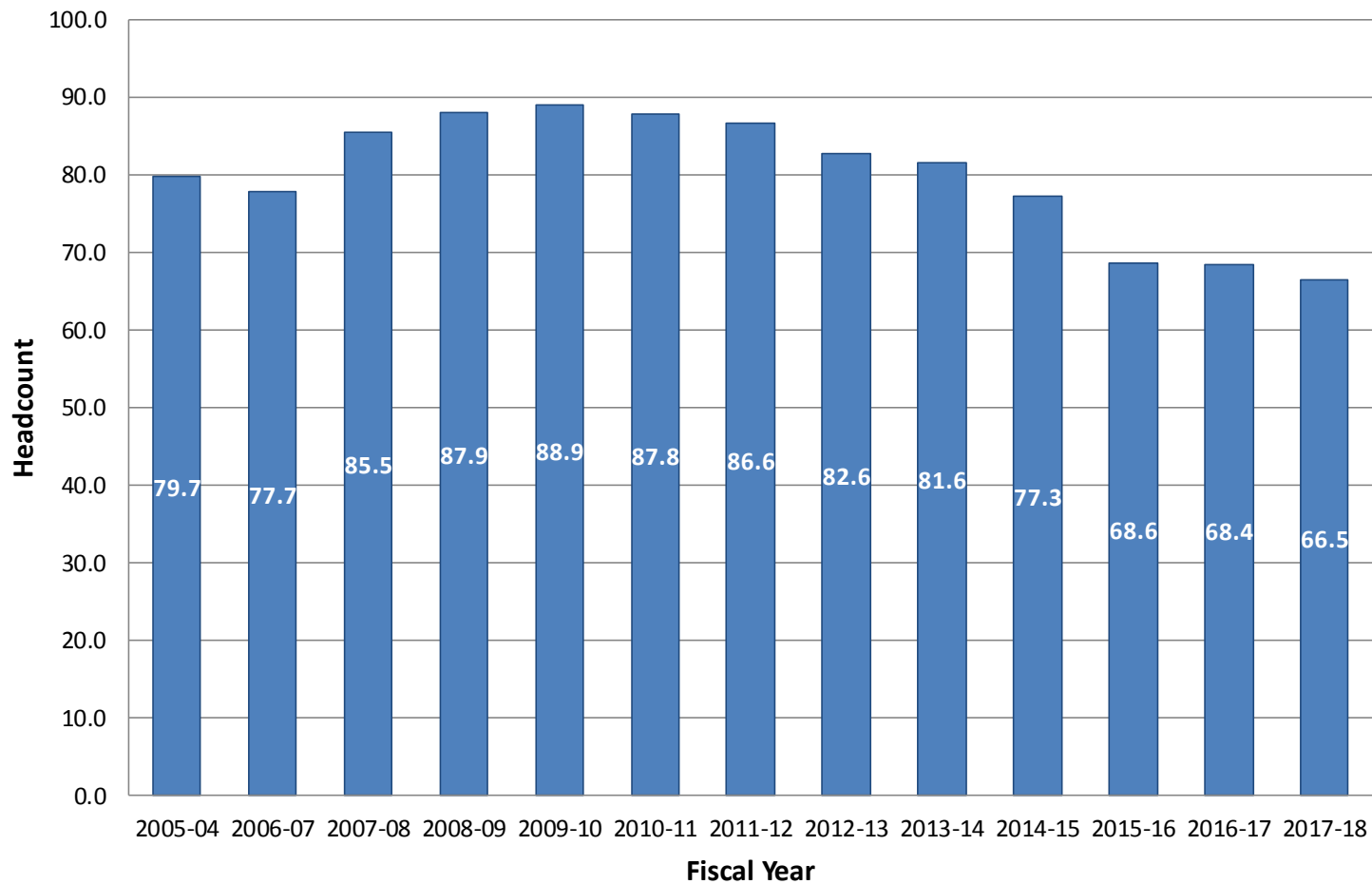
Notes:

1. The General Fund budget includes 91.2 FTE Employees (inc. Council), 71.5 Full-time and 19.7 Part-time Employees.
2. Approximately 72% of Full-time employees (General Fund) will not receive pay increases, except for a 2.79% Cost of Living Adjustment.
3. Sheriff Service Level remains unchanged. Rate increases increased Sheriff costs by (\$193.7K).



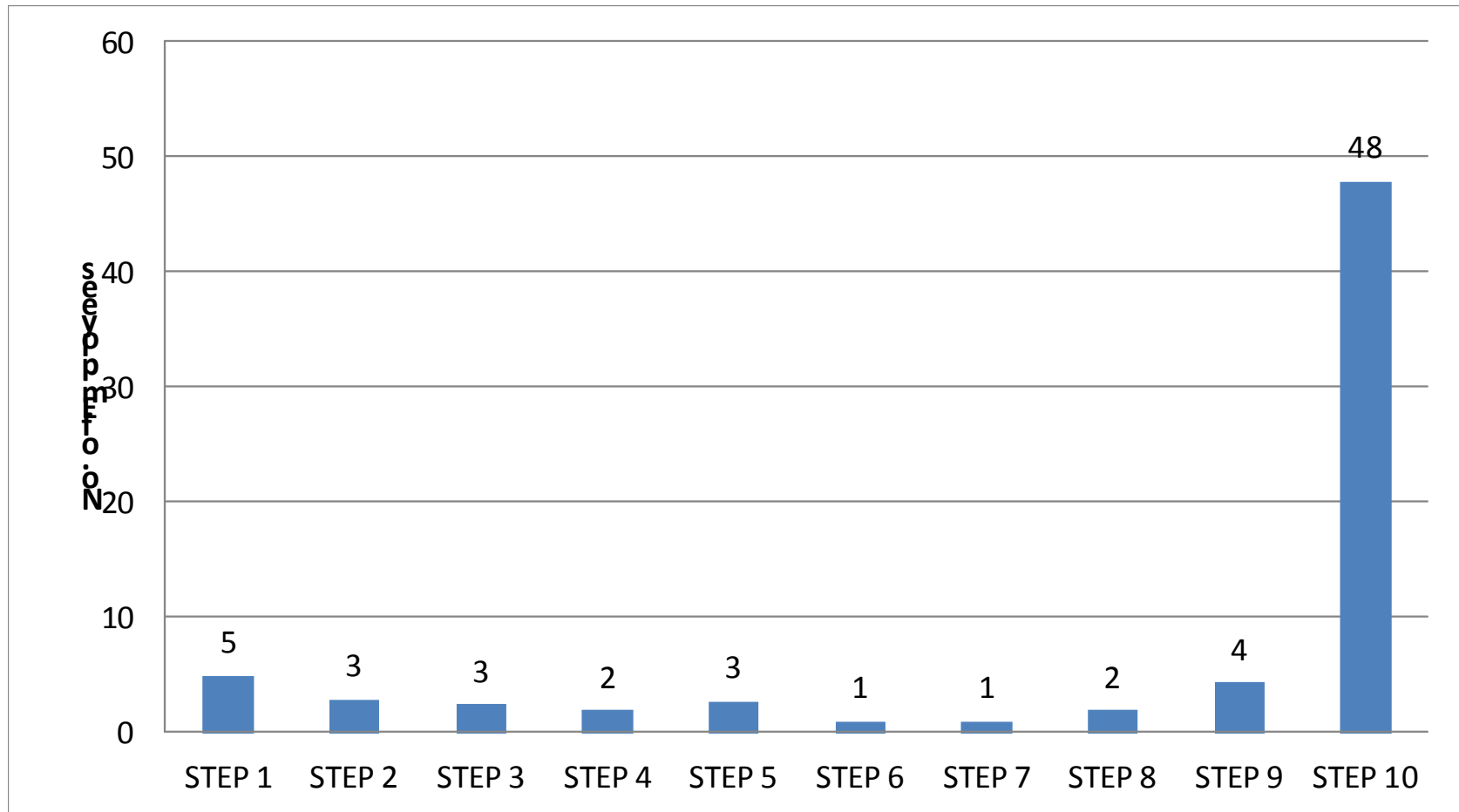


General Fund Full-time Headcount (excludes Council)





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





General Fund Full-time Equivalent (FTE) Headcount



Full Time Equivalent (FTE) Headcount	Budget 2018-19
<u>Administrative Services</u>	
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
Total Administrative Services	3.13
<u>City Clerk</u>	
Assistant to the City Clerk	1.00
City Clerk	1.00
Executive Assistant I	1.00
Office Assistant	1.00
Total City Clerk	4.00
<u>City Council</u>	
Council	5.00
Total City Council	5.00
<u>City Management</u>	
City Manager	1.00
Total City Management	1.00
<u>Community Development</u>	
Associate Planner	2.00
Building Assistant	0.96
Building Inspector	1.00
Building Official	1.00
City Planner	1.00
Code Enforcement Officer	2.00
Community Development Director	1.00
Executive Assistant I	1.00
Executive Assistant II	1.00
Intern	0.48
Permit Center Supervisor	1.00
Planner	1.00
Senior Building Inspector	1.00
Senior Planner	2.00
Total Community Development	16.44

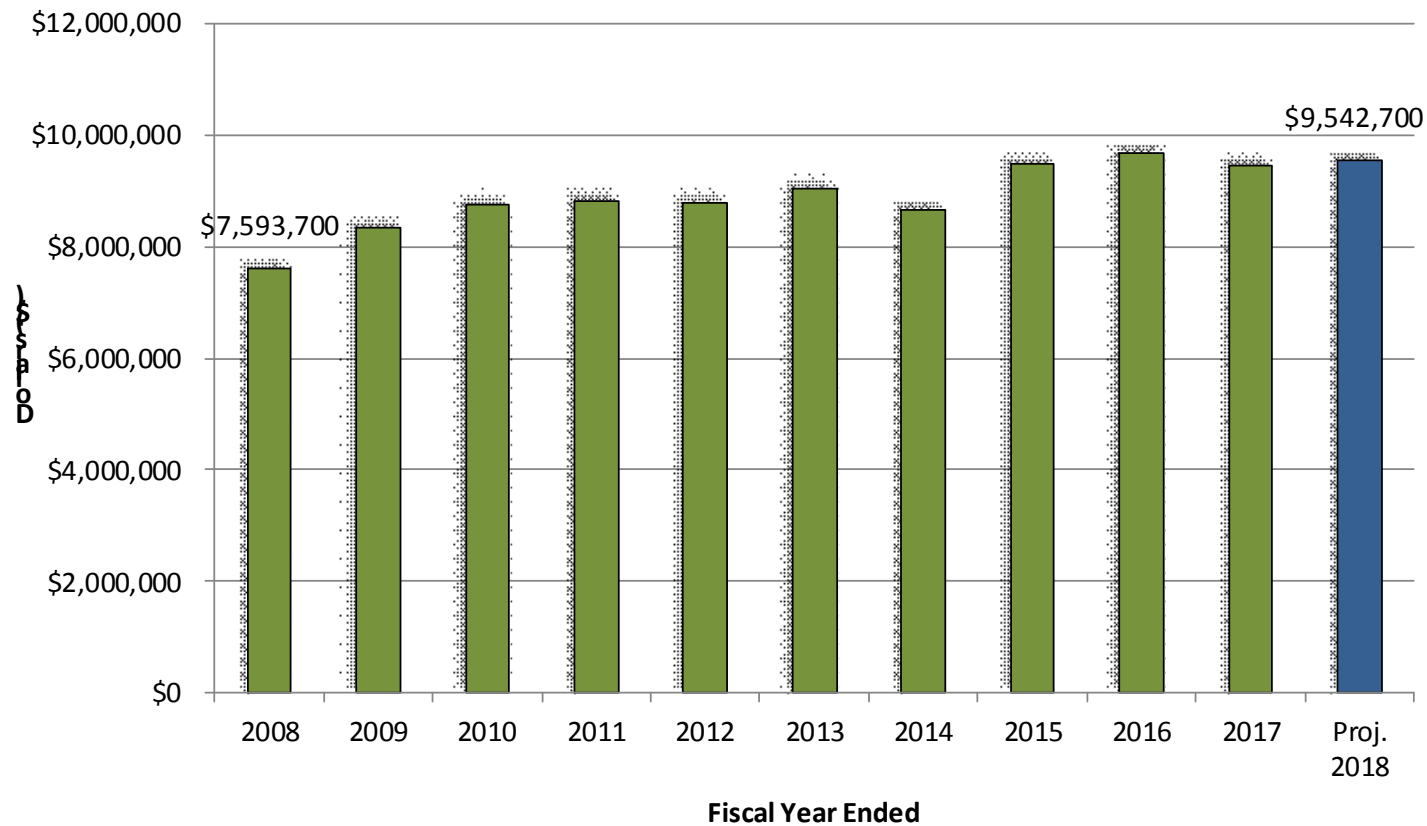
	Budget 2018-19
<u>Community Services</u>	
Community Services Director	0.75
Deputy Community Services Director	0.70
Events Specialist	0.48
Executive Assistant I	2.00
Facility Maintenance Technician	1.96
Facility Supervisor	2.00
Maintenance Assistant	3.88
Preschool Principal	1.00
Preschool Supervisor	1.00
Preschool Teacher	7.00
Recreation Coordinator	2.48
Recreation Leader I	3.36
Recreation Leader II	2.40
Recreation Specialist	2.40
Teacher Aid	0.00
Total Community Services	31.41
<u>Finance</u>	
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
Total Finance	8.00
<u>Media Operations</u>	
Executive Assistant I	1.48
Information Systems Assistant	1.40
Information Systems Manager	1.00
Intern	0.25
Media Production Specialist	0.96
Media Supervisor	1.00
Media, Information and Library Services Dir.	0.75
Production Assistant	0.48
Public Information Officer	0.48
Senior Media Specialist	2.00
Total Media Operations	9.80

	Budget 2018-19
<u>Public Safety</u>	
Director Public Safety & Emerg	0.48
Public Safety Coordinator	1.00
Total Public Safety	1.48
<u>Public Works</u>	
Assistant Transportation Planner	1.48
Associate Civil Engineer	1.00
Deputy Public Works Director	1.00
Engineering Assistant	0.96
Environmental Services Supervisor	1.00
Executive Assistant I	1.00
Executive Assistant II	1.00
Maintenance Assistant	0.48
Public Works Director/City Engineer	1.00
Senior Civil Engineer	1.00
Senior Public Works Inspector	1.00
Total Public Works	10.92
TOTAL FULL-TIME EQUIV. (FTE) EMPLOYEES	91.18





Cost History for Personnel Services



Notes:

1. The 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. The average 10-year annual percentage increase is 2.3%.





Programs & Activities Funded in FY 2018-19 Budget



	PROPOSED Budget 2018-19	PROPOSED Revenue 2018-19	NET COST 2018-19
City Council Discretionary - J Bozajian	\$5,000	\$0	\$5,000
City Council Discretionary - MS Maurer	5,000	0	5,000
City Council Discretionary - F Gaines	5,000	0	5,000
City Council Discretionary - D Shapiro	5,000	0	5,000
City Council Discretionary - A Weintraub	5,000	0	5,000
City Council Events & Conferences	18,000	0	18,000
Contribution to PFA / PFCs	255,000	0	255,000
Contribution to Chamber of Com	21,000	0	21,000
Neighbors in Need	25,000	0	25,000
Relay for Life	5,000	0	5,000
Art Rental	8,000	0	8,000
Open Space & Environmental Prg	20,000	0	20,000
Business Meetings & Conferences	22,900	0	22,900
Special Events	21,300	0	21,300
School Safety	14,100	0	14,100
Crossing Guard	99,400	0	99,400
School Programs	6,300	0	6,300
Senior Rental Voucher	94,100	0	94,100
Tickets / Pre-sale	12,500	1,500	11,000
July 4th	76,000	28,500	47,500
Egg Stravaganza	6,000	0	6,000
Teen Events	8,000	0	8,000
Holiday Gala Event	12,200	0	12,200
Film Festival	15,000	0	15,000
Pumpkin Festival Exp.	115,000	83,000	32,000
Calabasas Musical Programs	51,200	0	51,200
Civic Center Art Programs	3,200	0	3,200
Calabasas Fine Arts Festival Exp.	41,800	40,500	1,300
TOTAL	\$976,000	\$153,500	\$822,500





Support for Schools



<u>Program Description</u>	<u>Amount</u>
School Grants	\$250,000
Fixed Shuttle	133,600
Crossing Guard Program	99,400
School Facility Maintenance	66,800
Joint Use Agreement - A.E. Wright & A.C. Stelle	49,900
Before and After School Aides	14,100
Facility Rentals	6,400
School Programs	6,300
Every 15 Minutes	5,000
Walk-To-School Program	1,500
Bus Pass Processing	500
Flu Clinic Services	400
TOTAL AMOUNT BUDGETED	\$633,900

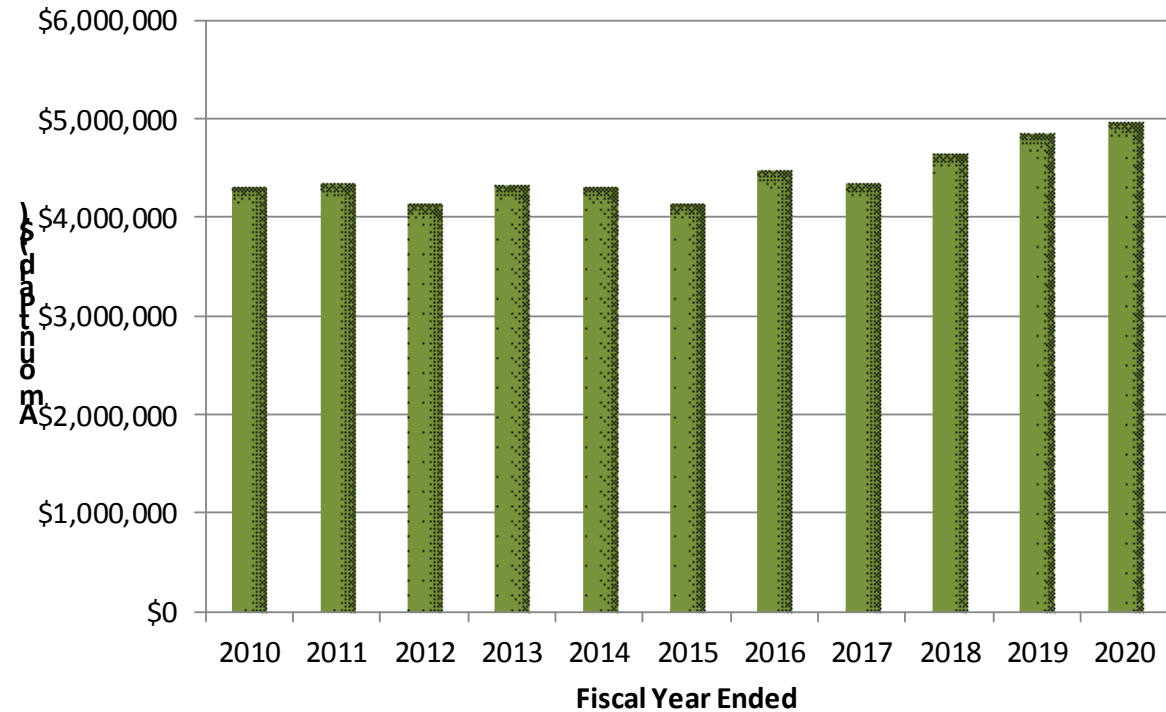




Sheriff Service Cost History



<u>Fiscal Year</u>	<u>Amount</u>
2010	4,323,100
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	4,659,300
2019	4,853,000
2020	4,975,100
11-YEAR TOTAL	\$48,945,556





Capital Improvement Projects



	Proposed Budget		FY 2018-19 Funding Sources		FY 2019-20 Funding Sources	
	2018-19	2019-20	General Fund	Other Funds	General Fund	Other Funds
Street - Rubberized Overlay	\$1,300,000	\$800,000	\$0	\$1,300,000	\$0	\$800,000
Tree Planting	25,000	25,000	25,000	0	25,000	0
STATE - LV Creek RestoreDesign	2,040,000	0	0	2,040,000	0	0
City Entryway Monument Sgns P3	400,000	0	0	400,000	0	0
STATE - Green Street Project	0	5,210,200	0	0	0	5,210,200
Citywide Guardrails	50,000	50,000	0	50,000	0	50,000
Lost Hills O/P & Intchg MeasR	1,500,000	0	0	1,500,000	0	0
Rondell Parking Lot	3,014,000	986,000	0	3,014,000	0	986,000
Bus Acquisition	219,300	0	0	219,300	0	0
Mulholland Shoulder Safety	0	60,000	0	0	0	60,000
Signal Synchronization	688,000	0	0	688,000	0	0
MulHwy Bicycle Gap Closure	530,000	980,000	0	530,000	0	980,000
Total CIP Projects	\$9,766,300	\$8,111,200	\$25,000	\$9,741,300	\$25,000	\$8,086,200





Fund Balances – All City Funds



Fund No.	Fund Description	(a) Projected Fund Balance June 2018	(b) Revenue	(c) Expenditures	(a) + (b) - (c) Projected Fund Balance June 2019
10	General Fund	\$13,749,442	\$23,549,200	\$23,534,100	\$13,764,542
11	Refundable Deposits	0	493,300	493,300	0
12	South Coast Air Quality Management District	87,311	36,000	28,200	95,111
13	Park & Recreation Improvements	-6,616	40,000	32,000	1,384
14	AB 939	1,940,988	261,700	173,100	2,029,588
15	Gas Tax	1,182,285	1,005,100	1,200,000	987,385
16	Developer Impact Fees	1,263,498	23,200	157,600	1,129,098
18	Affordable Housing	1,641,753	34,500	0	1,676,253
19	Las Virgenes/ Lost Hills B&T	1,726,204	36,300	0	1,762,504
20	Prop A	553,424	483,500	368,200	668,724
21	LMD 22 - Common Benefit Areas	4,294,617	2,039,300	1,360,800	4,973,117
22	Landscape Maintenance District #22	1,408,599	3,024,500	2,427,100	2,005,999
24	Landscape Maintenance District #24	42,667	201,000	133,500	110,167
25	Prop C	292,532	375,300	294,200	373,632
26	TDA	-3,252	3,300	0	48
27	Landscape Maintenance District #27	267,169	278,100	99,000	446,269
28	Library	1,751,255	2,354,300	2,355,600	1,749,955
29	Transportation Programs	4,241	788,900	788,500	4,641
30	Storm Damage	-81,130	80,100	0	-1,030
32	Landscape Maintenance District #32	-8,805	34,500	31,100	-5,405
33	Used Oil Grants	825	14,200	4,900	10,125
34	Measure R - Local Return	625,058	266,400	101,600	789,858
35	Community Development Block Grant	-5,991	94,600	82,800	5,809
36	Grants	-3,084,553	3,092,075	3,071,700	-3,064,178
38	Cops- AB 3229 Grant	-3,390	100,000	97,500	-890
39	Measure R - MTA	-861,600	2,711,600	1,850,000	0
40	Capital Improvement	0	9,766,300	9,766,300	0
42	Civic Center Capital Replacement	1,063,571	22,200	6,400	1,079,371
47	Measure M - MTA Local Return	171,753	412,000	0	583,753
48	Library Capital Replacement	522,082	11,000	0	533,082
49	Measure M - Traffic Improvement	-128,542	2,242,000	3,014,000	-900,542
50	Tennis & Swim Center Operation	683,079	3,918,800	3,917,800	684,079
60	Management Reserve	4,864,776	100,500	80,100	4,885,176
64	Quimby Act	6,589	4,900	0	11,489
65	Oak Tree Mitigation	283,393	23,000	250,000	56,393
80	CFD 98-1	988,315	556,900	536,100	1,009,115
84	CFD 2006 (The Oaks Mello-Roos)	3,071,662	1,944,400	1,879,900	3,136,162
85	2006 COP (Civic Center Construction)	0	3,500	3,500	0
87	2015 COP (Civic Center Project)	1,266,047	2,658,300	2,631,700	1,292,647
Total		\$39,569,255	\$63,084,775	\$60,770,600	\$41,883,430





Check Register Report

Bank: BANK OF AMERICA - OPERATING
 Reporting Period: 06/06/2018 to 06/12/2018

Date: 6/18/2018
 Time: 10:07:50AM
 Page 1 of 10

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
City Clerk					
102259	6/6/2018	GLADWELL GOVERNMENTAL	RECORDS MANAGEMENT CONSULTING	3,000.00	City Clerk
102356	6/12/2018	VALLEY NEWS GROUP	LEGAL ADVERTISING	135.00	City Clerk
102256	6/6/2018	DFM ASSOCIATES	ELECTION CODE HANDBOOKS	53.63	City Clerk
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.99	City Clerk
Total Amount for 4 Line Item(s) from City Clerk				\$3,225.62	
City Council					
102264	6/6/2018	LANDS' END BUSINESS OUTFITTERS	BUSINESS ATTIRE W/ LOGO	190.11	City Council
102264	6/6/2018	LANDS' END BUSINESS OUTFITTERS	BUSINESS ATTIRE W/ LOGO	87.11	City Council
Total Amount for 2 Line Item(s) from City Council				\$277.22	
Civic Center O&M					
102329	6/12/2018	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,806.79	Civic Center O&M
102360	6/12/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	980.91	Civic Center O&M
102300	6/6/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	948.34	Civic Center O&M
102333	6/12/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	596.48	Civic Center O&M
102323	6/12/2018	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
102326	6/12/2018	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	489.19	Civic Center O&M
102333	6/12/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	482.27	Civic Center O&M
102257	6/6/2018	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	154.49	Civic Center O&M
102318	6/12/2018	CHEM PRO LABORATORY, INC.	HVAC SERVICE	134.50	Civic Center O&M
102318	6/12/2018	CHEM PRO LABORATORY, INC.	HVAC SERVICE	134.50	Civic Center O&M
Total Amount for 10 Line Item(s) from Civic Center O&M				\$7,227.47	
Community Development					
102336	6/12/2018	M6 CONSULTING, INC.	PLAN CHECK SERVICES	28,116.71	Community Development
102269	6/6/2018	M6 CONSULTING, INC.	PERMIT SERVICES	5,760.00	Community Development
102269	6/6/2018	M6 CONSULTING, INC.	INSPECTION SERVICES	4,257.50	Community Development
102322	6/12/2018	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
102322	6/12/2018	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
102322	6/12/2018	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
102322	6/12/2018	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	162.33	Community Development





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102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	145.64	Community Development
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	98.60	Community Development
102296	6/6/2018	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	86.34	Community Development
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	75.83	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	70.35	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	68.71	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	62.58	Community Development
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	54.48	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	53.27	Community Development
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	47.36	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	39.15	Community Development
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
102254	6/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	28.96	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	19.98	Community Development
102320	6/12/2018	CYBERCOPY	COPY/PRINTING SERVICE	13.41	Community Development
102262	6/6/2018	L.A. CO. ASSESSOR	MAPS AND POSTAGE	6.93	Community Development

Total Amount for 28 Line Item(s) from Community Development

\$55,404.85

Community Services

102294	6/6/2018	THORNTON/JOHN PAUL//	RECREATION INSTRUCTOR	9,804.90	Community Services
102325	6/12/2018	FIREWORKS & STAGE FX AMERICA	DEPOSIT-JULY 4TH FIREWORKS	7,750.00	Community Services
102276	6/6/2018	P.S.I.	PLAYGROUND REPAIRS	5,903.00	Community Services
102301	6/12/2018	A RENTAL CONNECTION	EQUIPMENT RENTAL - ARTS FEST	3,380.12	Community Services
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,158.66	Community Services
102280	6/6/2018	R P BARRICADE INC	EQUIPMENT RENTAL- ARTS FEST	1,747.44	Community Services
102334	6/12/2018	LIFETECH ELEVATOR SERVICES INC	ELEVATOR SERVICES	1,539.00	Community Services
102292	6/6/2018	STENSBY/VERONICA//	RECREATION INSTRUCTOR	1,379.70	Community Services
102329	6/12/2018	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,311.37	Community Services
102363	6/12/2018	WOLF/MEL//	RECREATION INSTRUCTOR	1,220.10	Community Services
102313	6/12/2018	BENDAVID/MICHAEL//	RECREATION INSTRUCTOR	924.00	Community Services
102305	6/12/2018	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- ARTS FEST	911.00	Community Services
102276	6/6/2018	P.S.I.	PLAYGROUND REPAIRS	827.00	Community Services



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102298	6/6/2018	VERGUN/SHANNON JANNETTE//	RECREATION INSTRUCTOR	744.80	Community Services
102304	6/12/2018	ALLEGIANT FIRE PROTECTION, INC	ELEVATOR SERVICES	495.00	Community Services
102321	6/12/2018	DAILY NEWS	ARTS FEST ADVERTISING	419.52	Community Services
102349	6/12/2018	TANENBAUM/PATTY//	RECREATION INSTRUCTOR	385.00	Community Services
102300	6/6/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	340.63	Community Services
102300	6/6/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	328.31	Community Services
102300	6/6/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	275.86	Community Services
102247	6/6/2018	CINTAS FIRST AID & SAFETY	FIRE SPRINKLER REPAIRS	258.00	Community Services
102362	6/12/2018	WINSTONE/DAVE//	RECREATION INSTRUCTOR	225.00	Community Services
102244	6/6/2018	CANTRELL/ANTHONY//	RECREATION INSTRUCTOR	212.80	Community Services
102333	6/12/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	190.37	Community Services
102281	6/6/2018	RABISHAW/HOLLI//	RECREATION INSTRUCTOR	184.80	Community Services
102347	6/12/2018	RYEMON/ROBERT//	RECREATION INSTRUCTOR	130.20	Community Services
102355	6/12/2018	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	110.80	Community Services
102249	6/6/2018	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
102324	6/12/2018	FILICE/LANA//	REIMB MILEAGE - MAY 18	103.16	Community Services
102343	6/12/2018	PORT-A-STOR INC.	STORAGE - A E WRIGHT	85.00	Community Services
102268	6/6/2018	LUGO/SHARLENE//	RECREATION INSTRUCTOR	81.00	Community Services
102341	6/12/2018	OCHOA/ALEJANDRO//	REIMB MILEAGE - APR 18	71.72	Community Services
102364	6/12/2018	WYMORE/KELLI//	REIMB MILEAGE - MAY 18	66.05	Community Services
102335	6/12/2018	LIVESCAN	FINGERPRINTING SERVICES	19.00	Community Services
Total Amount for 34 Line Item(s) from Community Services				\$44,688.31	

Finance

102339	6/12/2018	MOSS, LEVY & HARTZHEIM	AUDIT WORK TO DATE FY 17/18	10,000.00	Finance
102303	6/12/2018	ADP, INC	PAYROLL PROCESSING	5,678.73	Finance
102340	6/12/2018	MUNISERVICES, LLC	SALES TAX REPORTING SVCS	500.00	Finance
102358	6/12/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	304.04	Finance
102358	6/12/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	49.25	Finance
Total Amount for 5 Line Item(s) from Finance				\$16,532.02	

Klubhouse Preschool

102267	6/6/2018	LITTLE LEARNERS LLC	CONTRACT SERVICES	4,556.55	Klubhouse Preschool
102301	6/12/2018	A RENTAL CONNECTION	EQUIPMENT RENTAL - GRADUATION	1,401.99	Klubhouse Preschool
102247	6/6/2018	CINTAS FIRST AID & SAFETY	FIRE SPRINKLER REPAIRS	602.00	Klubhouse Preschool



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Total Amount for 3 Line Item(s) from Klubhouse Preschool				\$6,560.54	
<u>Library</u>					
102242	6/6/2018	CALIFA GROUP	BROADBAND SUBSCRIPTION	4,220.76	Library
102291	6/6/2018	SOUTHERN CALIFORNIA LIBRARY	MEMBERSHIP DUES- FY 17/18	2,449.00	Library
102311	6/12/2018	BAKER & TAYLOR	BOOKS-LIBRARY	1,400.06	Library
102239	6/6/2018	BAKER & TAYLOR	BOOKS-LIBRARY	1,384.82	Library
102283	6/6/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	1,017.78	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	957.55	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	932.84	Library
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	826.70	Library
102258	6/6/2018	GALECIA GROUP/THE//	SUMMER READING PROGRAM	760.00	Library
102331	6/12/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	705.84	Library
102260	6/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	488.90	Library
102346	6/12/2018	RECORDED BOOKS, LLC	BOOKS ON CD	487.94	Library
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	437.79	Library
102255	6/6/2018	DEMCO, INC.	LIBRARY SUPPLIES	434.36	Library
102260	6/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	403.20	Library
102346	6/12/2018	RECORDED BOOKS, LLC	BOOKS ON CD	394.82	Library
102312	6/12/2018	BARRY KAY ENTERPRISES, INC.	STAFF T-SHIRTS	279.23	Library
102331	6/12/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	230.41	Library
102283	6/6/2018	RECORDED BOOKS, LLC	BOOKS ON CD	219.82	Library
102346	6/12/2018	RECORDED BOOKS, LLC	BOOKS ON CD	215.50	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	200.41	Library
102236	6/6/2018	AT&T	TELEPHONE SERVICE	187.16	Library
102283	6/6/2018	RECORDED BOOKS, LLC	BOOKS ON CD	162.34	Library
102331	6/12/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	150.31	Library
102315	6/12/2018	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
102315	6/12/2018	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
102239	6/6/2018	BAKER & TAYLOR	BOOKS-LIBRARY	146.51	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	140.00	Library
102338	6/12/2018	MIDWEST TAPE	DVD'S-LIBRARY	89.80	Library
102311	6/12/2018	BAKER & TAYLOR	BOOKS-LIBRARY	86.97	Library
102319	6/12/2018	CR PRINT	FLYERS	84.21	Library
102239	6/6/2018	BAKER & TAYLOR	BOOKS-LIBRARY	76.35	Library
102243	6/6/2018	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	75.60	Library



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102260	6/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	71.53	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.90	Library
102338	6/12/2018	MIDWEST TAPE	DVD'S-LIBRARY	56.58	Library
102260	6/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	50.55	Library
102283	6/6/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	48.02	Library
102346	6/12/2018	RECORDED BOOKS, LLC	BOOKS ON CD	45.55	Library
102346	6/12/2018	RECORDED BOOKS, LLC	BOOKS ON CD	38.03	Library
102331	6/12/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	35.45	Library
102283	6/6/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	33.93	Library
102260	6/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	18.37	Library
102260	6/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	16.41	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	15.99	Library
102346	6/12/2018	RECORDED BOOKS, LLC	BOOKS ON CD	15.22	Library
102239	6/6/2018	BAKER & TAYLOR	BOOKS-LIBRARY	14.72	Library
102283	6/6/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	14.62	Library
102311	6/12/2018	BAKER & TAYLOR	BOOKS-LIBRARY	13.11	Library
102346	6/12/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	-152.67	Library
Total Amount for 50 Line Item(s) from Library				\$20,339.05	

LMD #22

102231	6/6/2018	ABSOLUTE	BRUSH CLEARANCE SERVICES	118,380.60	LMD #22
102293	6/6/2018	THE OAKS OF CALABASAS HOA	LANDSCAPE SERVICES	19,885.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	16,258.00	LMD #22
102357	6/12/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,528.81	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,856.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,336.00	LMD #22
102231	6/6/2018	ABSOLUTE	BRUSH CLEARANCE SERVICES	2,316.60	LMD #22
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,575.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,386.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,258.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,018.00	LMD #22
102238	6/6/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	995.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	865.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	829.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	818.00	LMD #22



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102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	794.50	LMD #22
102357	6/12/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	600.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	517.00	LMD #22
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	419.81	LMD #22
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	400.00	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	396.00	LMD #22
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	358.01	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	342.00	LMD #22
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	237.66	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	204.00	LMD #22
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	110.88	LMD #22
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	79.37	LMD #22
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	74.48	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	56.84	LMD #22
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	48.00	LMD #22
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.21	LMD #22
Total Amount for 32 Line Item(s) from LMD #22				\$189,893.32	
<u>LMD #24</u>					
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	7,104.60	LMD #24
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	206.39	LMD #24
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	7.92	LMD #24
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	5.67	LMD #24
Total Amount for 4 Line Item(s) from LMD #24				\$7,324.58	
<u>LMD #27</u>					
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	21,780.00	LMD #27
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	17,040.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,504.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,504.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,504.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,504.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,369.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,104.00	LMD #27
102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,104.00	LMD #27



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102272	6/6/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	13,476.98	LMD #27
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.08	LMD #27
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	1.98	LMD #27
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	1.42	LMD #27
Total Amount for 14 Line Item(s) from LMD #27				\$154,375.09	
<u>LMD #32</u>					
102309	6/12/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,977.34	LMD #32
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	23.93	LMD #32
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	1.98	LMD #32
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	1.42	LMD #32
Total Amount for 4 Line Item(s) from LMD #32				\$3,004.67	
<u>LMD 22 - Common Benefit Area</u>					
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,684.80	LMD 22 - Common Benefit Area
102231	6/6/2018	ABSOLUTE	BRUSH CLEARANCE SERVICES	2,506.14	LMD 22 - Common Benefit Area
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,633.35	LMD 22 - Common Benefit Area
102357	6/12/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,386.00	LMD 22 - Common Benefit Area
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,159.00	LMD 22 - Common Benefit Area
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	759.00	LMD 22 - Common Benefit Area
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	388.59	LMD 22 - Common Benefit Area
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	368.00	LMD 22 - Common Benefit Area
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	282.25	LMD 22 - Common Benefit Area
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	225.74	LMD 22 - Common Benefit Area
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	205.00	LMD 22 - Common Benefit Area
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	92.43	LMD 22 - Common Benefit Area
Total Amount for 12 Line Item(s) from LMD 22 - Common Benefit Area				\$11,690.30	
<u>Media Operations</u>					
102328	6/12/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	11,650.16	Media Operations
102278	6/6/2018	PC MALL GOV	CISCO SNT	2,872.44	Media Operations
102295	6/6/2018	TIME WARNER CABLE	CABLE MODEM- CITY HALL	2,068.00	Media Operations
102308	6/12/2018	AT&T	TELEPHONE SERVICE	1,105.84	Media Operations



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
102328	6/12/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
102273	6/6/2018	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	672.00	Media Operations
102261	6/6/2018	KEY INFORMATION SYSTEMS, INC.	T-1 LINE MONTHLY FEE	578.77	Media Operations
102337	6/12/2018	MEGAPATH CLOUD COMPANY	DSL SERVICE	443.65	Media Operations
102314	6/12/2018	CALNET TECHNOLOGY GROUP	LASER FISCHE PORTAL	200.00	Media Operations
102308	6/12/2018	AT&T	TELEPHONE SERVICE	165.13	Media Operations
102342	6/12/2018	PETROS/ARVIN//	REIMBURSE- CAMERA REPAIR	129.00	Media Operations
102317	6/12/2018	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	86.40	Media Operations
102237	6/6/2018	AT&T MOBILITY	TELEPHONE SERVICE	47.51	Media Operations
Total Amount for 13 Line Item(s) from Media Operations				\$20,768.90	
<u>Non-Departmental</u>					
102282	6/6/2018	RALPH ANDERSEN & ASSOC	RECRUITMENT AD - CITY MGR	10,500.00	Non-Departmental
102306	6/12/2018	AMERICAN CANCER SOCIETY	RELAY FOR LIFE 2017	5,000.00	Non-Departmental
102358	6/12/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	283.88	Non-Departmental
102252	6/6/2018	CONEJO AWARDS	NAME BADGE	11.26	Non-Departmental
Total Amount for 4 Line Item(s) from Non-Departmental				\$15,795.14	
<u>Payroll</u>					
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	7,649.99	Payroll
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	4,224.77	Payroll
Total Amount for 2 Line Item(s) from Payroll				\$11,874.76	
<u>Public Works</u>					
102327	6/12/2018	GMZ ENGINEERING, INC.	CONSULTING SERVICES	187,123.80	Public Works
102248	6/6/2018	CITY OF AGOURA HILLS	TMDL COMPLIANCE MONITORING	80,627.74	Public Works
102250	6/6/2018	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	7,108.84	Public Works
102233	6/6/2018	ADVANCED ENGINEERING &	DRAINAGE ANALYSIS	4,462.00	Public Works
102345	6/12/2018	QUESTA ENGINEERING CORP.	LV CREEK RESTORATION PROJ	3,927.87	Public Works
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	3,720.94	Public Works
102290	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRICAL INSTALLATION	2,869.98	Public Works
102231	6/6/2018	ABSOLUTE	BRUSH CLEARANCE SERVICES	2,531.88	Public Works
102233	6/6/2018	ADVANCED ENGINEERING &	DRAINAGE ANALYSIS	1,436.25	Public Works
102265	6/6/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,230.43	Public Works



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102265	6/6/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	845.79	Public Works
102274	6/6/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	740.00	Public Works
102235	6/6/2018	ARUCAN/KEVIN//	CONSULTING SERVICES	700.00	Public Works
102365	6/12/2018	YIN/JULIE//	CONSULTING SERVICES	700.00	Public Works
102361	6/12/2018	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	564.00	Public Works
102235	6/6/2018	ARUCAN/KEVIN//	CONSULTING SERVICES	560.00	Public Works
102284	6/6/2018	RIVERA/CLARIS//	CONSULTING SERVICES	560.00	Public Works
102284	6/6/2018	RIVERA/CLARIS//	CONSULTING SERVICES	560.00	Public Works
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	558.00	Public Works
102307	6/12/2018	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	461.09	Public Works
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	335.69	Public Works
102302	6/12/2018	ACORN NEWSPAPER	RECYCLING ADVERTISING	294.84	Public Works
102365	6/12/2018	YIN/JULIE//	CONSULTING SERVICES	280.00	Public Works
102297	6/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	195.38	Public Works
102354	6/12/2018	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	92.50	Public Works

Total Amount for 25 Line Item(s) from Public Works

\$302,487.02

Recoverable / Refund / Liability

102275	6/6/2018	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	815.44	Recoverable / Refund / Liability
102350	6/12/2018	THURSTON/SHEA//	REFUND BUILDING PERMIT	439.82	Recoverable / Refund / Liability
102348	6/12/2018	STATE DISBURSMENT	WAGE GARNISHMENT- 6/6/18	46.15	Recoverable / Refund / Liability
102327	6/12/2018	GMZ ENGINEERING, INC.	CONSULTING SERVICES	-9,356.19	Recoverable / Refund / Liability

Total Amount for 4 Line Item(s) from Recoverable / Refund / Liability

\$-8,054.78

Tennis & Swim Center

102265	6/6/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,405.23	Tennis & Swim Center
102245	6/6/2018	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	950.52	Tennis & Swim Center
102263	6/6/2018	L.A. CO. DEPT. OF HLTH SERVICE	PUBLIC POOL FEE	887.00	Tennis & Swim Center
102352	6/12/2018	TOP SEED TENNIS ACADEMY, INC.	RECREATION INSTRUCTOR	850.50	Tennis & Swim Center
102246	6/6/2018	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	669.38	Tennis & Swim Center
102251	6/6/2018	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	654.48	Tennis & Swim Center
102316	6/12/2018	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	627.25	Tennis & Swim Center
102316	6/12/2018	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	600.00	Tennis & Swim Center
102359	6/12/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	525.02	Tennis & Swim Center
102232	6/6/2018	ACCURATE BACKFLOW TESTING	BACKFLOW DEVICE TEST	501.00	Tennis & Swim Center



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102299	6/6/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	479.42	Tennis & Swim Center
102299	6/6/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	387.88	Tennis & Swim Center
102351	6/12/2018	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	327.89	Tennis & Swim Center
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	233.61	Tennis & Swim Center
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	211.28	Tennis & Swim Center
102310	6/12/2018	B & B PLUMBING	PLUMBING REPAIRS- T&SC	204.50	Tennis & Swim Center
102344	6/12/2018	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	197.10	Tennis & Swim Center
102366	6/12/2018	ZACHARATOS/GERASSIMOS T//	RECREATION INSTRUCTOR	185.15	Tennis & Swim Center
102332	6/12/2018	KISHIMOTO/RAINE//	REIMB MILEAGE - MAY 18	33.13	Tennis & Swim Center
102279	6/6/2018	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- JUN 18	28.30	Tennis & Swim Center
102241	6/6/2018	BCC	LIFE & DISABILITY INS- JUN 18	20.10	Tennis & Swim Center
Total Amount for 21 Line Item(s) from Tennis & Swim Center				\$11,978.74	
Transportation					
102285	6/6/2018	SECURITY PAVING COMPANY INC	LOST HILLS INTERCHANGE PROJ	665,200.78	Transportation
102277	6/6/2018	PARSONS TRANSPORTATION GROUP	LOST HILLS INTERCHANGE	71,432.43	Transportation
102240	6/6/2018	BANK OF SACRAMENTO	LOST HILLS PROJ- RETENTION	35,010.57	Transportation
102289	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRICAL INSTALLATION	9,939.68	Transportation
102330	6/12/2018	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAY 2018	9,314.50	Transportation
102270	6/6/2018	MALIBU CANYON SHELL	FUEL CHARGES- MAR 2018	6,756.52	Transportation
102270	6/6/2018	MALIBU CANYON SHELL	FUEL CHARGES- APR 2018	6,524.58	Transportation
102234	6/6/2018	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	5,786.95	Transportation
102271	6/6/2018	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	4,840.90	Transportation
102289	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRICAL INSTALLATION	3,384.26	Transportation
102286	6/6/2018	SIEMENS MOBILITY, INC	TRAFFIC SIGN MAINTENANCE	3,193.59	Transportation
102287	6/6/2018	SO-CAL PRESSURE WASH	PRESSURE WASHING	2,470.00	Transportation
102353	6/12/2018	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- JUN 2018	2,352.24	Transportation
102286	6/6/2018	SIEMENS MOBILITY, INC	TRAFFIC SIGN MAINTENANCE	2,025.00	Transportation
102288	6/6/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	668.92	Transportation
102266	6/6/2018	LAS VIRGENES MUNICIPAL WATER	NEW WATER METER	148.30	Transportation
102253	6/6/2018	COUNTY OF LOS ANGELES	CONTRACT SERVICES	44.22	Transportation
Total Amount for 17 Line Item(s) from Transportation				\$829,093.44	
GRAND TOTAL for 288 Line Items				\$1,704,486.26	

TENTATIVE FUTURE AGENDA ITEMS

Department Agenda Headings Agenda Title/Future Agenda

8-Aug

CC	Consent	League voting delegate
CC	Consent	Conflict of Interest Code
AS	Consent	Adoption of Resolution No. 2018-1596, approving a salary schedule for permanent employees
CD	Consent	Consideration of refund to LVUSD for Blackbird
FIN	Public Hearing	Budget adoption
CD	New Business	Montessori Call for Review
CC	New Business	League Resolutions
CD	New Business	Verizon fee reimbursement request

Future Items

FIN	Consent	Adoption of revised fee schedule
CD	New Business	PRE recommendations regarding Wild Walnut Park Master Plan
PS	New Business	Public Safety to review The Oaks Emergency Preparedness and give recommendation Council
PW	New Business	Environmental Commission to review rodenticides Resolution
PW	New Business	Plastic bag ordinance review by EC, including cost of bags
PW	New Business	Enviromental Commission recommendation for outreach plan regarding plastic straws, etc.
CD	New Business	Ridgeline discussion
PS	Consent	Approval of Las Virgenes-Malibu COG Multi-Jurisdictional Hazard Mitigation Plan
MO	New Business	CTC review of AM radio

2018 Meeting Dates

22-Aug	6-Nov - General Municipal Election
12-Sep - Canceled League's Annual Conference	14-Nov
26-Sep	28-Nov
10-Oct	12-Dec - Election Certification/Council Reorganization
24-Oct	26-Dec - Canceled